

Disability Management Self Assessment

QUESTIONS

1	Both workers and management work together on disability management workplace issues.	Yes	No	Unsure
2	Is there a process in place for finalizing disability management decisions when there are disagreements about disability management issues?	Yes	No	Unsure
3	Does the organization have a strategic plan that supports a collaborative disability management program?	Yes	No	Unsure
4	The duties of the disability management practitioner (or designated individual) are designed in order to optimize return to work coordination and case management.	Yes	No	Unsure
5	There is a regular planning process to set disability management goals and objectives.	Yes	No	Unsure
6	The disability management process includes intervention activities aimed at reducing workplace injuries and accidents.	Yes	No	Unsure
7	The disability management program processes and objectives are communicated so as to maximize company-wide understanding.	Yes	No	Unsure
8	All individuals affected by the disability management program are provided with appropriate information in a timely manner.	Yes	No	Unsure
9	Are the disability management policy and program roles and responsibilities clearly defined?	Yes	No	Unsure
10	The current disability management program communication system is designed so as to maximize internal and external program support.	Yes	No	Unsure
11	The disability management information system is designed to maximize program outcomes for the worker with a disability.	Yes	No	Unsure
12	The current benefit program is designed to support early intervention and return to work.	Yes	No	Unsure
13	The disability management practitioner (or designated individual) in my organization completed a formal training program in disability management.	Yes	No	Unsure
14	Candidates for hire as disability management practitioners are examined to ensure they have specific relevant skills, knowledge and training.	Yes	No	Unsure
15	My organization has an accident prevention and safety program administered by a joint worker-management committee.	Yes	No	Unsure
16	Workers participate in both safety training programs and safety committees designed to enhance workplace safety.	Yes	No	Unsure
17	All ergonomic interventions are undertaken as needed.	Yes	No	Unsure

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18	All ergonomic interventions are evaluated to determine if they are successful.	Yes	No	Unsure
19	My organization has a program promoting worker health and wellness.	Yes	No	Unsure
20	Do you evaluate the outcomes of your worker health and wellness program?	Yes	No	Unsure
21	There is a database containing injury and/or illness data for individual employees, which contains information about trends (e.g., most common injury type).	Yes	No	Unsure
22	Periodic meetings are held for managers or departmental representatives whereby injury, illness and disability patterns are reviewed.	Yes	No	Unsure
23	Do you track costs associated with the disability management program?	Yes	No	Unsure
24	Trend data on direct and indirect costs is used to predict both the direct and indirect costs of disability management in the future.	Yes	No	Unsure
25	There is a designated person assigned to make contact with any employee who becomes injured or ill within a timely manner to explain the disability management program and to offer support.	Yes	No	Unsure
26	There is a designated person who contacts the injured or ill employee in order to maintain the relationship with the workplace and to continue to offer the support and facilitate any services needed.	Yes	No	Unsure
27	There is a disability management practitioner or other designated individual assigned to ensure that ill, injured or disabled workers receive all case management services and assistance in a timely and coordinated manner.	Yes	No	Unsure
28	For active cases, the disability management practitioner (or designated individual) is in regular contact with all relevant stakeholders (e.g. disability management committee, supervisors) involved in disability management.	Yes	No	Unsure
29	My workplace has a disability management practitioner and/or a disability management committee consisting of both management and worker representatives.	Yes	No	Unsure
30	The workplace is in direct communication with the treating physician(s) who are provided with a functional job analysis and information about return to work options, as well as regular updates during the return to work process.	Yes	No	Unsure
31	The workplace actively monitors injured, ill or at risk workers to determine if they should be referred to a disability management program.	Yes	No	Unsure
32	Formal job analyses or functional job descriptions have been completed for each job in the workplace so that worker abilities can be compared to job demands.	Yes	No	Unsure

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33	The workplace disability management practitioner (or designated individual) is in contact with healthcare professionals to describe the workplace transitional work program.	Yes	No	Unsure
34	The workplace disability management practitioner (or designated individual) is in contact with healthcare professionals to collaboratively design, when appropriate, the return to work plan.	Yes	No	Unsure
35	The workplace provides productive and meaningful transitional work, which is time limited.	Yes	No	Unsure
36	The transitional work that is provided progresses the employee with an injury or illness towards returning to a regular position at my workplace.	Yes	No	Unsure
37	The workplace initiates an analysis of the accommodation needs of injured workers who cannot return to their original job.	Yes	No	Unsure
38	Do you have an ongoing monitoring and evaluation process for individuals who are accommodated?	Yes	No	Unsure
39	The disability management practitioner (or designated individual) gathers information about accommodation needs and explores all accommodation options for disabled workers from stakeholders both outside (e.g. physicians) and inside (e.g. human resources dept.) the organization.	Yes	No	Unsure