

Contact Log Companion



What is a Contact Log?

A Contact Log is a record of communication between your company and an injured/ill employee.

Why do I need a Contact Log?

A Contact Log is used to document any contract between your company and the injured worker. The log keeps track of each conversation with the worker, in addition to others involved in the case (i.e. authorities, health and safety representatives, health professionals, and supervisors).

Communication between your company and the ill/injured employee will be necessary to share information and plan a safe return to work. Early and ongoing communication has been proven to be a vital part of an ill/injured employee's safe return to work.

How do I use a Contact Log?

In the event of an employee illness or injury, follow policies and procedures to ensure that appropriate care is provided. Once the employee has been properly taken care of, you will need to contact him/her to determine how the illness/injury occurred and when he/she is returning back to work.

- If you have not heard from the employee within 48 hours of the incident, contact him/her to check up on his/her condition.
- Use the contact log to record each and every contact that is made between your company and ill/injured employee
- Consult the log to determine the appropriate steps for his/her return to work