

## Return to Work

### Introduction

This form will help you to conduct and record a structured discussion about the needs of the individual and organisation. Please complete the form as fully and accurately as you can.

### Employee details

<b>Employee's name</b>	John Downey
<b>Job title</b>	Customer / Groceries Assistant

### Description of employee's main duties, including shift patterns

Please see attached Job description :  
5 main job tasks;

- Unloading deliveries from vans and into cool storage
- Stock Replenishment on shelves, in bins, in chill space, onto displays
- Advising Customers – standing, walking
- Serving customers – lifting, twisting, holding items
- Cash handling

### Details about the absence

<b>Absence start date</b>	01-04-2017
<b>Absence end date</b>	07-05-2017

### Was the absence reporting procedure followed?

<b>Yes</b>	X
<b>No</b>	

### Self certification provided?

<b>Yes</b>	X
<b>No</b>	

Fit note provided?

<b>Yes</b>	X
<b>No</b>	

Was the absence work-related?

<b>Yes</b>	
<b>No</b>	X

If Yes, please provide details.

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Was the appropriate reporting procedure followed?

<b>Yes</b>	X
<b>No</b>	

Reason for absence on this occasion

Record notes on your discussion with the employee

- John provided health update, he advised that he has had a good recovery however still has some discomfort, it is expected this will gradually reduce in the next few weeks, he is continuing to attend for physiotherapy support.
- Barriers that may be preventing John returning to full duties at present include job activities that involve excessive manual handling, prolonged standing/sitting, repetitive lifting, overstretching.
- Reasonable adjustments were agreed with John in a return to work plan (RTW) that is advised to include amended duties - customer service providing John the ability to alternate between a standing & sitting position, non - excessive manual duties with regular postural breaks to enable him to stretch and follow recommended back exercises.
- At this time no further medical advice is required on employees' future fitness for work.
- Discussed organisations policy on sick pay for employee on phased RTW.

Absence history

<b>Number of days absent in 12 month period, including this absence</b>	27 Days
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<b>Number of times absent in 12 month period, including this absence</b>	2 periods of absence
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Has the employee reached a trigger point for your organisation which makes them subject to a formal review?

<b>Yes</b>	
<b>No</b>	X

Do you need advice from Human Resources (HR) or Occupational Health & Safety?

<b>Yes</b>	
<b>No</b>	X

If Yes, briefly explain the advice needed

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### Details of support required

If a phased return to work and/or altered hours are needed, please give details

It is advised on employees Fit Note that they may be Fit for work with a recommended return to work plan in place that is advised to include adjusted duties & reduced hours.

During Johns first week back at work it was agreed that on a Monday, Wednesday and Friday John would work from 10:00- 16:00 to allow him to build his strength and stamina for him to in future return to his full job role, in this week John will focus on customer service activities and cash handling duties. The following week John is scheduled to work five days 09:00 – 16:00.

It was advised that John would further attend for review in two weeks to advise on his recovery and to advise on whether further period of adjustments required / return to full duties. (normal hours 06:00 – 16:30, 4 in 7 rota)

It has been agreed that John has the ability to have time away from work to attend for specialist physiotherapy support on his return to work if this cannot be arrange outside his shifts.

John is expected to attend for updated manual handling training at the next opportunity.

If changes to duties and/or workplace adaptations are needed, please give details



John normally works on the shop floor replenishing stock, this particular job requires periods of prolonged standing, manual handling and extended walking. Some awkward lifting may also be required with particular stock items. John is aware of his condition and is starting on a reduced days and hours. In the first week of his phased return to work he will initially carry out amended duties within customer adviser/cash handling area that enables him to have regular postural changes from a mainly standing to sitting position. In week two John will return to more normal duties and is advised to self manage his time on repetitive activities, using mechanical aids, sitting, seeking support of colleagues where necessary. He is to maintain the exercise plan devised for him by his physiotherapist and to take time out to do this as required. John is encouraged to talk to his colleagues about his capabilities at present (and has the support of his line manager)

## Initial return to work meeting

### Record brief notes on your discussion with the employee and agreed actions

Summary of meeting with John Downey 8th May 2017  
Following a welcome back to John after his absence from work (25 scheduled work days absence) with his back related condition, I explained the purpose of our meeting was for;

- John to provide a health update
- Offer support & discuss reasonable adjustments that may help Johns safe & healthy Return to Work
- Identify barriers that may be preventing John carrying out his normal work activities at present
- An updated risk assessment to be carried out.

At the end of our discussion an explanation was provided of how his return to work will be monitored and reviewed during oncoming weeks to assist John in his recovery back at work. We have agreed a phased return to work with amended days and hours and activities in the first week  
Week two also has reduced hours within normal shift pattern  
John will have time out for appointments and to perform exercises as required  
We will review at the week of second week

<b>Agreed review date</b>	19-05-2017
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## Review meeting update

### After the review, you can record brief notes on discussion and agreed actions



Review held as planned, John's condition has improved and he continues to carry out exercises as agreed. John feels ready to return to his normal shift pattern and reports that out of work activities have also returned to normal. John will continue to be aware of the risk of back injury and stated that he appreciated the approach taken by the firm in supporting him during his time off and his return to full fitness.

John has one remaining physio session planned and this may clash with his rostered shift patterns. It is agreed that John will look to do a swapped shift but if required, he can take time out to attend this session.

Johns asked about wearing trainers with more cushioning to work, as his work requires steel toe capped shoes, at this time we cannot support this move but encourage John to add insoles to his shoes. We will look at foot wear options for staff required to stand for long periods whilst still requiring protection.

Talk to the Healthy Working Lives experts FREE on:  
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