

Return-to-work plan

Form | OHS-FRM-005

Document type	Form
Title	Return-to-work plan
Document ID	{{facility.code}}-OHS-FRM-005
Version and status	1.0 Issued for use. Pending ASF Expert Committee ratification
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 14 (Occupational Health), criterion 14.6
Evidence basis	E-006, E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

Records the agreed return-to-work plan, its duties, its review date and each review.

1. How to complete

- Agree the plan with the worker.
- Set the review date.
- Record each review.

2. Items to check

#	Item	Standard or evidence	Yes	No	N/A	Action if No
1	Reason for absence (summary only)	Yes	☐	☐	☐	Action and who to tell
2	Duties and hours agreed	Yes	☐	☐	☐	Action and who to tell
3	Adjustments in place	Yes or N/A	☐	☐	☐	Action and who to tell
4	Review date	Yes	☐	☐	☐	Action and who to tell
5	Review record (date and change)	Yes or N/A	☐	☐	☐	Action and who to tell
6	Copy given to worker and employer	Yes	☐	☐	☐	Action and who to tell

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	Based on ILO Convention No. 161 concerning Occupational Health Services (1985) and the WHO Healthy Workplaces framework (2010).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Pending Expert Committee approval