Standard operating procedure (SOP) · OHS-SOP-003 · Version 1.0 · Approved by the ASF Expert Committee

Supports: 14.6

At a glance

- For a worker off work through illness or injury, a return-to-work plan is agreed with the worker (OHS-FRM-005).
- The plan sets the duties, the hours and the review date.
- The plan is reviewed at the review date and when the condition changes.
- The worker and the employer each get a copy.
- Stop and get help straight away if: a worker returns to work with no agreed plan after a long absence.

1. Purpose

To bring a worker back to work safely after illness or injury (14.6).

2. Scope

Applies to	Clinical and support staff in the hospital
Locations	All wards, clinics and departments of the facility
When	Whenever the activity described is carried out
Does not apply to	Activities covered by another document listed in section 15

3. Definitions

Term	Meaning
Clinical lead	The doctor or nurse in charge of the area at the time

4. Background

A worker off work through illness or injury needs a plan for coming back. Without one, they return too early or stay away too long.

5. Responsibilities

Role	Responsibility	Competence
Occupational physician	Agrees the plan and sets the review date	Clinician
Line manager	Puts the plan in place at work	Manager

6. Materials and equipment

Item	Requirement	Condition
Records and forms named in this document	Current version	Checked before use

7. Safety

- Stop and call for help if a patient is at immediate risk. Do not delay urgent care to complete paperwork.

8. Before you start

- Confirm the forms and equipment named in this document are available and current.

9. Procedure

Step 1. Agree.

- Agree the plan with the worker on OHS-FRM-005 before the return.

Key point: Agreed before return.

Step 2. Set the review.

- Set the review date and the conditions that trigger an earlier review.

Key point: Review date set.

Step 3. Review.

- Review the plan on the date and when the condition changes.

Key point: Reviewed.

10. Decision points

- No decision points in this procedure.

11. Special situations

Situation	Action
Out of hours	Follow the same steps. Use the on-call contact on the wall of the area.

12. Escalation

- Any serious problem goes to the duty clinical lead at once and to the clinical director the same day.

13. Monitoring

Measure	Target	Frequency	Owner	If not met
Returns to work with an agreed plan	95%	Monthly	Occupational physician	Escalate to medical director

14. Records

Record	Kept in	Retention
Record named in this document	Patient record or the area file	the period set by the facility’s records policy years

15. Training

- Staff are trained in this document at induction and refreshed each year, with a recorded competency check.

16. Related documents

ID	Title	Use
OHS-FRM-005	Return-to-work plan	Plan

17. Evidence

Reference	Note
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.

18. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

E-learning for this document

- Staff Health Screening & Wellness Standards (STAFF-01)

References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)
- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)

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