

## Return to Work Discussions

	Review of Bradford Score	Manager Accountabilities	Employee Accountabilities	Central/HR/OHU Support Available
Before RTWD	<p><a href="#">Review absence</a> within rolling 12 months</p>	<ul style="list-style-type: none"> <li>▶ Consider normally <a href="#">discountable</a> absences due to: <ul style="list-style-type: none"> <li>• industrial injury</li> <li>• maternity</li> <li>• <a href="#">critical illness</a></li> <li>• <a href="#">disability</a></li> </ul> </li> <li>▶ <a href="#">Part-day</a> and <a href="#">linked absence</a></li> <li>▶ Review employees attendance and <a href="#">Bradford Score</a></li> </ul>	<ul style="list-style-type: none"> <li>▶ Ensure completed <a href="#">Self Certificate</a> form.</li> <li>▶ Provide a <a href="#">fit-note</a> for absences of 8 or more days</li> </ul>	<p><b>Central /Human Resources</b></p> <ul style="list-style-type: none"> <li>▶ provide policy and procedural guidance following the 150 trigger</li> <li>▶ advise on discountable absences</li> </ul>
During RTWD	<p>Confirm current and previous absences are correct and discounted where appropriate</p>	<p><b>Discuss latest absence using the structure of <a href="#">WARM</a>:</b></p> <ul style="list-style-type: none"> <li>▶ Establish if likely to be further absence</li> <li>▶ Identify patterns or trends</li> <li>▶ Establish underlying reasons, preventable measures &amp; support mechanisms</li> <li>▶ Detail how Bradford factor fits in with formal process</li> <li>▶ Agree and record actions</li> </ul>	<ul style="list-style-type: none"> <li>▶ Fully engage with discussion</li> <li>▶ Expand on any medical circumstances including disability related</li> <li>▶ Discuss any non medical issues contributing to absence</li> <li>▶ Identify and agree support, preventable measures and actions</li> </ul>	<p><b>CEO/Human Resources</b></p> <ul style="list-style-type: none"> <li>▶ Advise managers on appropriate measures and other formal actions where 150 Bradford Score</li> <li>▶ Support and advise manager in considering next actions</li> <li>▶ Signpost to stress assessment, risk assessment and training</li> </ul>
After RTWD	<p>Update records with named admin personnel</p>	<ul style="list-style-type: none"> <li>▶ Refer to <a href="#">OHU</a> where absence is likely to continue</li> <li>▶ Address underlying non medical reason for absence through other policies</li> <li>▶ Manage any agreed actions</li> <li>▶ Carry out review meetings e.g. if there is a phased return</li> </ul>	<ul style="list-style-type: none"> <li>▶ Accept responsibility and take part in resolving any problems</li> <li>▶ Put in place any agreed actions</li> </ul>	<p><b>CEO/Human Resources</b></p> <ul style="list-style-type: none"> <li>▶ Support manager to implement actions and access other policies if appropriate</li> </ul> <p><b>Occupational Health Unit</b></p> <ul style="list-style-type: none"> <li>▶ Provide/obtain up to date medical information as required</li> </ul>