

Better At Work Checklist for Line Managers

Much of today's work disability due to common health problems can be foreshortened or averted entirely. This is because work absence is hardly ever medically required for more than a few days after illness and injury. To make a positive difference, emphasise these:

- Being active during convalescence speeds recovery, and extensive work avoidance and "rest" tend to delay it.
- Prolonged absence or permanent withdrawal from work is bad for people's wellbeing -- mental, physical, social and economic.
- Prolonged withdrawal from work is usually being driven by psychosocial factors instead of medical ones.

STAY AT WORK PLANS: Check	Yes/No	Comments
Is there a Stay at Work Policy?		
Did you make contact with your worker as soon as possible to offer a Stay at Work option?		
<i>If it was not appropriate did you move to developing a Return to Work plan?</i>		
Did your worker give you a fit note?		
Have you explained the Stay at Work process to your worker?		
Have you identified suitable temporary modifications?		
Have you discussed and agreed these with your worker?		
Have you identified obstacles to the worker staying at work?		
Have these been adequately addressed?		
Is there a timeframe for the Stay at Work plan?		
<i>Will it be reviewed and/or modified if necessary?</i>		

RETURN TO WORK PLANS: Check	Yes/No	Comments
Is there a Return to Work Policy?		
Did you make contact with your worker at an appropriate time to offer a Return to Work option?		
<i>If it was not appropriate did you move to developing a Return to Work plan?</i>		
Did your worker give you a fit note?		
Have you explained the Return to Work process to your worker?		
Have you identified suitable temporary modifications?		
Have you discussed and agreed these with your worker?		
Have you identified obstacles to the worker returning at work?		
Have these been adequately addressed?		
Is there a timeframe for the Return to Work plan?		
<i>Will it be reviewed and/or modified if necessary?</i>		