

Approach A

Where we (HSC/E) produce a product on our own - we apply our standard brand.



Health and Safety
Executive

Are you making the best use of lifting and handling aids?



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Managing sickness absence and return to work in small businesses

For small employers, an employee off work sick for more than 14 days is likely to be rare. But when it does happen, there are considerable benefits from working in partnership with your employees and their trade union and other employee representatives to help those off work sick to return to work.

By doing this you will:

- keep valued staff and avoid unnecessary recruitment and training costs;
- keep your business productive, and where your sick employee has built up a loyal client base, keep this as a source of income;
- reduce unnecessary overheads, eg saving on lost wages and sick pay costs;
- help meet your legal duties and avoid discriminating against disabled workers;
- maintain and improve workplace relations by working in partnership with your employees and their workforce representatives.

Tell your employees what they can expect from you to help them return to work, as far as your business permits. Make sure they understand their own contractual duties to you, including what procedures you require for absences from work. But it is important to have a fair and consistent approach to return to work and for you and your employees and their representatives to be honest and trust each other at every step of the process. The sooner you take positive action in partnership with your employees and their representatives, the more likely it is that your sick employees can return to work successfully and get on with helping you build your business.

What can be done

Tell your employees that it's your policy to help them return to work following sickness absence. Explain to your employees that returning to work will benefit them with improved health and wellbeing and with more pay in their pocket.

Record and monitor all sickness absence. You may be well aware which of your employees is off work sick, but it is still important to know the cause of their sickness, in case it is work-related. If it is, you can put in place organisational measures, ie modified work, including reasonable adjustments, that will help them and those who are sick in the future to return to work.

Less than 3 days of sickness absence

- Your employee should tell you why they are absent from work.
- When your employee returns to work, welcome them back and have a chat about their absence.

Between 4 and 14 days of sickness absence

- Keep in touch with your employee.
- When your employee returns to work, conduct a return to work interview. This in many cases will be a simple welcome back but you may need to discuss actions to help your employee's performance at work or underlying issues if short-term absence is frequent.

Between 15 and 28 days of sickness absence

- Keep in touch regularly with your employee and identify the barriers that prevent returning to work (many of these will not need a medical solution).
- You may need to consider expert advice, eg doctors, occupational health and rehabilitation providers.
- Welcome your employee back and conduct a return to work interview.
- If it seems your employee is not likely to return to work soon then talk to them about the need to consider a return to work plan.


After 28 days of sickness absence

- Continue to keep in touch regularly with your employee about their absence.
- Put together a plan of actions and reasonable adjustments to help your employee return to work, including seeking expert advice if necessary, and agree these with your employee and others involved.
- Welcome your employee back and implement the plan.
- Review your employee's return to work progress until they resume their full duties.

Sometimes, even with everybody's best efforts, it is not possible to return your sick employee to full or even partial employment, but it is important not to jump to conclusions before alternative solutions have been explored. You may need to consider seeking expert advice before making any decisions.

Approach B



Where we take the lead on a product but others provide support - we apply our standard brand, and allow others to place their logo on the product.



Health and Safety
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Off work sick and worried about your job?

Steps you can take to help your return to work



Business
Link

Approach B

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Health and Safety Executive









Including Jobcentres and social security offices



Further Information

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This leaflet is available in priced packs of 15 from HSE Books, ISBN 0 7176 2915 5. Single free copies are also available from HSE Books.

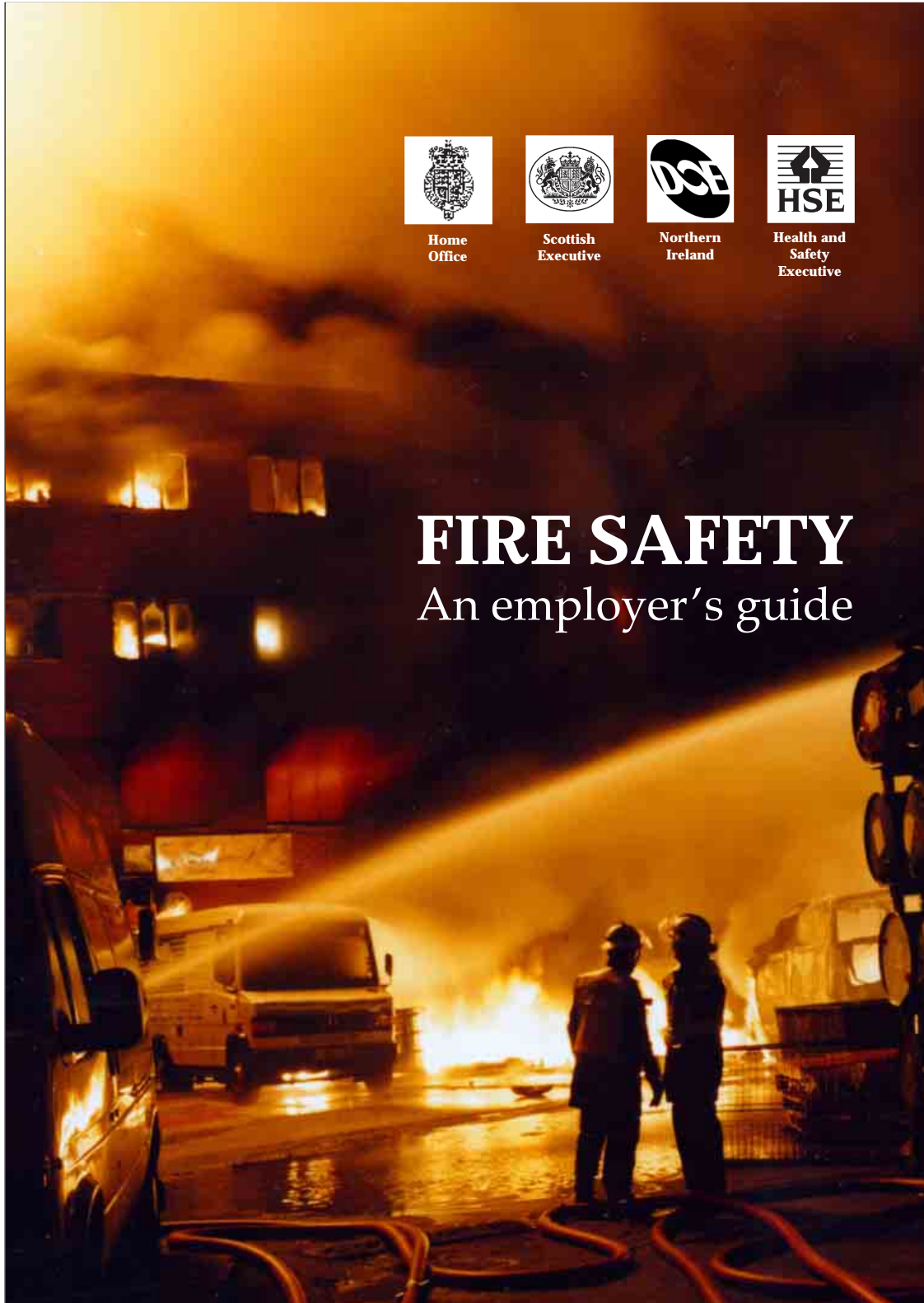
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INDG397 10/04 C1500

Printed and published by the Health and Safety Executive

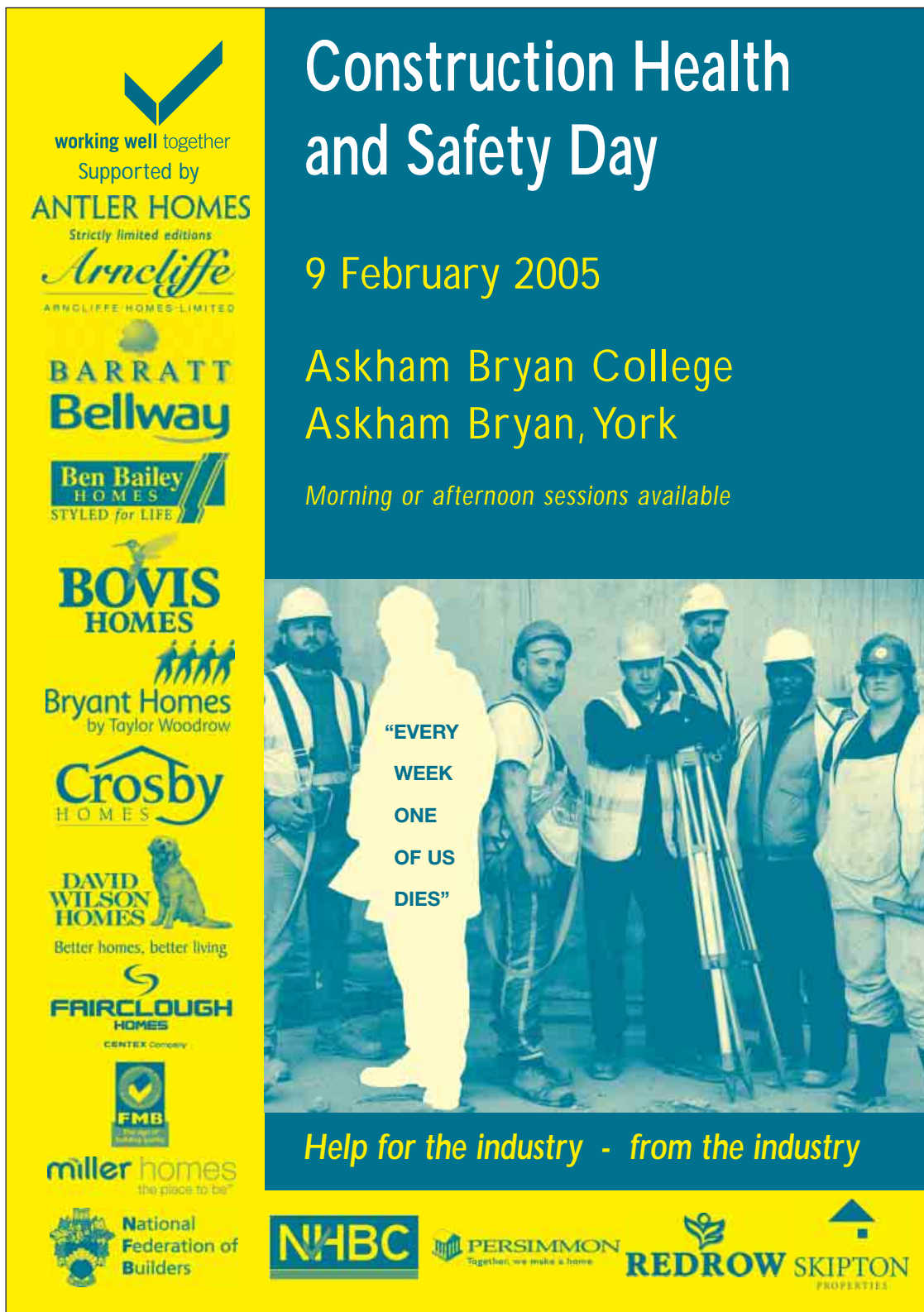
Approach C

Where we produce a product in equal partnership with other organisation(s) - we develop a design approach with the partner(s) specific to the product ie we don't merely apply our own brand.



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The poster features a yellow background on the left with various homebuilder logos, and a teal background on the right with event details. A central photograph shows construction workers in safety gear, with a white silhouette of a person in the foreground. The text is arranged in a clear, hierarchical manner, starting with the event title and date, followed by location and session information, and ending with a slogan and a row of partner logos.

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PROPERTIES

Construction Health and Safety Day

9 February 2005

Askham Bryan College
Askham Bryan, York

Morning or afternoon sessions available

“EVERY WEEK ONE OF US DIES”

Help for the industry - from the industry

Approach D

Where others take the lead on a product and we provide support – the product will be produced in the brand style of the lead organisation and our logo may be applied in support.

<p>This information has been produced by the following organisations working in partnership:</p>			<p>Be responsible</p>	
	<p>Transport and General Workers' Union Transport House 128 Theobald's Road LONDON WC1X 8TN Tel: 020 7611 2500 www.tgwu.org.uk</p>			<p>keep children safe on your farm</p>
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	<p>ADAS Woodthorne, Wergs Road WOLVERHAMPTON WV6 8TQ Tel: 01902 754190 www.adas.co.uk</p>			
	<p>Health and Safety Executive Infoline - Caerphilly Business Park CAERPHILLY CF83 3GG Tel: 08701 545500 www.hse.gov.uk</p>			
	<p>Women's Food and Farming Union National Office, Stoneleigh Park KENILWORTH Warwickshire CV8 2LZ Tel: 02476 693171 www.wfu.org.uk</p>			
	<p>Farms for Schools PO Box 27 HEBDEN BRIDGE HX7 5YZ Tel: 01422 882708 www.farmsforschools.org.uk</p>			
	<p>Cardiff University School of Social Sciences Glamorgan Building, King Edward VII Avenue CARDIFF CF10 3WT Tel: 02920 875179 www.cardiff.ac.uk/socsi</p>	<p>45 dead more than 400 injured</p>		