

RTW PLANNING

Department Operation Plan

Line managers produce a plan based on business needs.
Discussed between managers to identify any potential clashes/ issues with other department plans.
Coordinated and overseen by HR

Risk Assessment

Line managers conduct a risk assessment on their working plan.
Reviewed by HR and H&S.
Provisions put in place to support plan.
Approved by Management

RTW Induction

Employee sent RTW induction document that outlines Office Working Conditions: What to adhere to when in the office.
Accepted and understood before RTW

Office Working
Adhere to working conditions

