RETURN TO WORK PLANS (RWP)

A*n initiative of the African, Caribbean and Pacific Group of States, financed by the European Union and United Nations Development Programme, and implemented by UNDP.*

1. **RETURN-TO-WORK PLANS**

Return to Work projects are a valuable mechanism for workshop participants’ personal and professional development. As part of your sponsorship, you are required to develop a return-to-work plan on a project you will undertake on your return, applying the knowledge and skills gained from workshop to influence change.

Periodic follow-up on the progress of implementation of the plan will be undertaken by UNDP.

1. **REPORTING STRUCTURE FOR RETURN-TO-WORK PLANS**

To facilitate ease of reporting and follow-up on your return to work project, the structure below outlines the key project elements that need to be covered in the reporting. **Please submit a draft Return to Work Project (RWP)** using the structure provided below.

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| **GENERAL INFORMATION** | | | | | | | |
| **Name(s):Adris Maher/Jhanelle Williams**  **Position:Admin**  **Email: adris.maher@hotmail.com**  **Phone no (office + mob):1876-383-8312** | | | | | | | |
| **Brief Description of the project: Health & Safety, Environmental and Community Relations and workplace gender issues.** | | | | | | | |
| **Expected Outcomes:Provide a safer, more comfortable and Organized workplace with sound environmental policies and procedures structured for the business.**  **Provide amenities that suit a diversified workforce.** | | | | | | | |
| **Expected Outputs: Improved Safety Performance. A higher level of awareness from the employees with regard to Environmental management processes.** | | | | | | | |
| **Please describe how you plan to implement the return to work project: Discuss the return to work Plan with the Company Directors. Seek support from them to implement action items in the Plan.** | | | | | | | |
| **What indicators of success will you employ? Improved safety statistics for employees.**  **Hightened awareness of safety protocols from all employees and visitors to the site.**  **An enhanced aesthetic atmosphere in the workplace. Enlightened employees engaged in sustaining improvements,** | | | | | | | |
| **What other strategic opportunities have you identified that will contribute to the success and sustainability of your project?**  **Improved dust Management inside and outside of the Operations to minimize impact on our close neighbors.** | | | | | | | |
| **What aspects of the training will be most useful in implementing your project? The training raised my awareness of the opportunities to improve our Business Practices, particularly in the Area of Safety and Environmental Management.**  **I also have a better understanding of the requirements we need implemented if we are ti move to a more diversified workforce.** | | | | | | | |
| **What are your future plans? I am planning to attend the Training Course being offered “Fundamentals in Mining, Quarrying and Restoration.** | | | | | | | |
| **ACTION PLAN** | | | | | | | |
| **Period**  **Activities** | Month 1 | Month 2 | Month 3 | Month 4 | Month 5 | Month 6 | Month 7 |
| **Activity 1: Signage: Improved signage related to Driving rules, PPE requirements for employees and visitors etc.** | Aug | Sept |  |  |  |  |  |
| **Activity 2:**  **Use of old tires and drums for garbage control and Beautification** | Aug | Sept |  |  |  |  |  |
| **Activity 3:**  **Female facilities** |  |  |  |  |  | 2018 |  |
| **Activity 4:**  **Dust control on Screening Plant** |  |  | October | Nov |  |  |  |
| **Activity 5:**  **Benching and Blasting techniques.** | Sept |  |  |  |  |  |  |
| **Etc.** |  |  |  |  |  |  |  |

1. **SUBMISSION DATE OF THE DRAFT RETURN-TO-WORK PLAN**

The draft Return to Work plan should be sent to [development.minerals@undp.org](mailto:development.minerals@undp.org)