



RETURN TO WORK PROGRAM (RTW)

TOOLS FOR MANAGERS

10 MODIFIED DUTY WORK IDEAS

1. Janitorial Task



Although not glamorous, janitorial tasks are a much needed function of the workplace. A broom is not heavy so sweeping the floor and back storage areas is not only sanitary but can also reduce risk for slips and falls due to debris. Maybe wiping down machines and making sure they are in proper working order is a job the injured party can do based on the level of experience. With winter looming, salting entryways and making sure rugs and mats are in good shape helps prevent falls. Mopping could also be done, but it can involve lifting and twisting with a wet, heavy mop, so make sure your worker is capable of that before you assign that task to them.

2. Maintenance task

There may be a lot of jobs around the shop that are not done on a regular basis. Oiling machinery will increase the performance of the machinery. The tasks are not limited to only machinery. Light painting can freshen and improve the look of the work floor. Replacing broken faucets, light bulbs, cracked mirrors, or repairing/ caulking windows that may be not closing properly can also help.

3. Office tasks



These jobs can include answering the phone, taking sales orders from clients, copying materials for files, or scanning paperwork for example. Ask the office staff about any upcoming projects and what needs to be done they have been putting off for a while. Chances are there are some sedentary work tasks available and needed, and this is a perfect task for your injured worker to do. That way a fully functional worker without work restrictions can focus on more important task, or jobs that are more strenuous in nature.

4. Inventory

A lot of employees carry a certain level of inventory for workplace needs. Obviously the amount of inventory being carried depends on the type of workplace. But if you have the need, this is another light task the injured worker can do. Taking proper inventory and ordering more supplies is also another light task to cross off your own to-do-list. Have the injured worker tally up what is currently in stock, what needs to be ordered, and when it should arrive before supply runs low.

5. Job Supervision and Reporting



If the injured worker is unable to do the normal job, maybe the employee can still go out on job sites and help the other workers. Not only supervise the overall job, but the worker could also assist in gathering light materials needed for the job. If the work involves ladders and scaffolding, have someone on the ground to help the other workers, so they do not have to go up and down the ladders repeatedly to fetch materials or tools.

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The injured worker can also report back like how the job is going so far, and recommend any changes or needed materials for the jobsite. This will keep the job running on time for completion, and it's just another task that's nobody thinks of until the issues arise.



6. Performance Reviews

If there is a management member out of work due to a claim, maybe now is a good time to bring them in to do annual performance reviews. This way they can pull all the personnel files on the workforce, review them, get updated feedback from other supervisors on what the current performance is like, and sit down with the employee to conduct a review and suggest improvements.

7. Security

A lot of larger employers, such as government agencies, security agencies and retail businesses, have in-house surveillance cameras. The injured worker can monitor the day to day surveillance, clean up messes and spills, and rotate product, place shelf signs, or any other light task that may need to be done.

8. Accounts Payable/receivable

Another sedentary job is shifting the injured worker over to helping with accounts payable/receivable. Your business probably has vendors to pay and you also may have clients that have outstanding invoices. Have the worker take over the books and see if they can collect payment on some of the invoices that have not been paid. Sometimes a faxed invoice to a client followed up by a phone call is all it takes to get the invoice paid. This task will clean your books up.

9. Assign a helper



If the injured party has restrictions but can also do most of the job, assign an entry-level helper to go along and do the tasks they cannot do. This provides the newer employee a chance to learn more about the business and job duties, and it allows the injured worker to keep doing the normal job, now with the assistance of a helper.

10. Reach out to the injured party for ideas

When you just cannot think of anything for the injured worker to do, reach out to them and see what ideas the employee has. The incentive for the worker is the chance to return to work, and maybe make the normal pay instead of collecting reduced wages on workers comp. Sometimes great ideas are suggested. So keep an **open mind, solicit some ideas from them**, and try to do what you can implement those job ideas.