



Modified Light Duty Assignments: for Employees by Industry

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Once a physician has approved the light-duty assignment, workers must formally acknowledge receipt of the job request and communicate any questions or concerns about the assignment to their employer.

No modified—or light-duty assignment should feel like a chore—it’s about accommodating temporary physical limitations and showing a commitment to getting an employee back to full strength. Open communication is essential to finding the right type of temporary work, as each employee will have a different set of preferences.

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A/C & Heating

For A/C, typical light duty involves maintenance without lifting or exceeding restrictions, warehouse/parts organization, housekeeping, light office work, and regular duties other than what is restricted.

1. Administrative work (filing, answering phones, copying)
2. Be a paper runner
3. Be a safety inspector on the job and in the warehouse
4. Be a troubleshooter or “go-between” for the construction side and/or the homeowner
5. Clean service trucks
6. Clean up (HSK)
7. Clean up equipment, ladders, scaffolding, trailers and tools
8. Create marketing campaigns
9. Inspect all company ladders (labels, condition, markings)
10. Inspect fire extinguishers (inspection tag, condition and gauge)
11. Light inventory parts separation
12. Make deliveries
13. Provide training on safety and equipment
14. Reviewing safety manual and offering ideas for improvement
15. Safety program research
16. Schedule jobs
17. SDS Inventory
18. Take or manage inventory
19. Wash inside and outside of trucks

Auto Dealerships

Modified jobs include regular activities minus lifting. Often times, lifting over a specific poundage is the main restriction.

1. Administrative work (filing, answering phones for service or parts)
2. Assist in the parts department
3. Be a parts runner
4. Be a service advisor
5. Call on new accounts
6. Call-in service contracts for approval
7. Clean tire display
8. Conducting safety inspections
9. Copying
10. Do simple lighting repairs, painting, and other light maintenance/repair work
11. Do training on safety and equipment
12. Drive the courtesy van
13. Eye wash station inspections (signage, inspection tags/weekly)
14. Greeter
15. Handle customer service calls
16. Housekeeping (cleaning up warehouse and yard)
17. Inspect fire extinguishers (inspection tag, condition and gauge)
18. Key-in parts invoices
19. Log-in information (service dept.)
20. Make calls regarding credit
21. Move mechanics to service desk, parts, parts delivery, courier, porter
22. Order, organize or sort parts
23. Pick-up and deliver cars
24. Prepare service promotions (post cards)
25. Replenish paper towels and toilet paper to all facilities
26. Reviewing safety manual and offering suggestions for improvement
27. SDS Inventory
28. Shop cleanup
29. Vehicle and tool inspections (accurate inventory and noting any hazards)
30. Wash down service driveway
31. Work the wholesale line

Electrical

For electrical, typical light duty involves maintenance without lifting or exceeding restrictions, warehouse/parts organization, housekeeping, light office work, and regular duties other than what is restricted.

1. Administrative work (filing, answering phones, copying)
2. Be a paper runner
3. Be a safety inspector on the job and in the warehouse
4. Be a troubleshooter or “go-between” for the construction side and/or the homeowner
5. Clean service trucks
6. Clean up (HSK)
7. Clean up equipment, ladders, scaffolding, trailers and tools
8. Create marketing campaigns
9. Inspect all company ladders (labels, condition, markings)
10. Inspect fire extinguishers (inspection tag, condition and gauge)
11. Learn estimating
12. Make deliveries
13. Provide training on safety and equipment
14. Reviewing safety manual and offering ideas for improvement
15. Safety program research
16. SDS Inventory,
17. Sitting in on or conducting safety committee meetings
18. Take or manage inventory
19. Wash inside and outside of trucks
20. Work on takeoffs

General

Bring injured employees back and have them review safety policies and procedures, watch safety videos, assemble materials for their industry, assist with filing paperwork, PPE inventory.

1. Administrative work (filing, answering phones, copying)
2. Assistant service/trainer
3. Bench work (such as sharpening tools or repairing small tools in the shop)
4. Changing prices
5. Clean small tools or equipment
6. Clean with soap and water counters and furniture
7. Cleaning bathrooms (sometimes the toilets and sinks need to have pumice stone used on them)
8. Customer service
9. Dust
10. Fill out paperwork on jobsites
11. Flagman
12. General errand running
13. Greeter
14. Grounds clean-up
15. Hose off outside of the building
16. Inventory warehouse
17. Night watch
18. Organize equipment that is out of place in the warehouse or outside
19. Painting (detail work or small touch up areas)
20. Parts runner
21. Pick-up trash
22. Pull necessary permits with city/county
23. Quality control
24. Restack, restock and reorganize
25. Ride along with drivers to assist in driving or completion logs
26. Safety monitor
27. SDS Inventory
28. Shredder
29. Sorter
30. Sweep and mop areas of the office/warehouse
31. Wash windows inside and outside
32. Weed control

Hotels

Often times, maintenance is the job classification on light/restricted duty in hotels. Regular duty, without lifting activities is a good alternative. Hotel employees can also be assigned to light office work (filing, shredding, and organizing) for restricted duty.

1. Administrative work (filing, answering phones, copying)
2. Clean and sort menus
3. Clean oil spots around parking lot areas
4. Conducting safety and security inspections
5. Customer service
6. Fold tablecloths and napkins
7. Guide guests or be an information person
8. Hose down green areas and sidewalks
9. Host/Hostess in the restaurant
10. Housekeeping department inventory
11. Inspect fire extinguishers (inspection tag, condition and gauge)
12. Light sweeping or mopping of lobby and public areas
13. Polish banquet room silverware
14. Replenish paper towels and toilet paper to all facilities
15. SDS Inventory
16. Servers or cooks to do prep work in kitchen
17. Serving as greeters in the lobby or restaurant area
18. Train any new employees
19. Wash containers

Light Manufacturing

For light manufacturing, typical light duty involves maintenance without lifting or exceeding restrictions, warehouse/parts organization, housekeeping, light office work, and regular duties other than what is restricted. The injured worker could be relocated to a station to accommodate lifting restrictions (i.e. instead of having to lift panels, they may assemble bolts and nuts, fasteners and screws, etc.)

1. Administrative work (filing, answering phones, copying)
2. Allow worker perform task while seated and have a rolling stool available that the worker could use to lift their foot on as needed
3. Eye wash station inspections (signage, inspection tags/weekly)
4. Guard checks
5. Housekeeping (cleaning up warehouse and grounds)
6. Inspect fire extinguishers (inspection tag, condition and gauge)
7. Inventory
8. Light inventory parts separation
9. Paint or perform light repairs
10. Provide training on safety and equipment
11. SDS Inventory
12. Sweeping floors
13. Use weed trimmer to cut weeds outside the plant
14. Very light assembly (inserting screws, etc.)

Plumbing

For plumbing, typical light duty involves maintenance without lifting or exceeding restrictions, warehouse/parts organization, housekeeping, light office work, and regular duties other than what is restricted. Accommodate the lifting restriction by assigning a helper to work alongside the injured employee.

1. Administrative work (filing, answering phones)
2. Be a paper runner
3. Be a safety inspector on the job and in the warehouse
4. Be a troubleshooter or “go-between” for the construction side and/or the homeowner
5. Clean service trucks
6. Clean up (HSK)
7. Clean up equipment, ladders, scaffolding, trailers and tools
8. Create marketing campaigns
9. Inspect all company ladders (labels, condition, markings)
10. Inspect fire extinguishers (inspection tag, condition and gauge)
11. Light housekeeping in office/warehouse
12. Make deliveries
13. Polish (used) brass and copper pipes and fittings, for re-use and/or re-sale
14. Provide training on safety and equipment
15. Safety program and manual improvement
16. SDS Inventory
17. Take or manage inventory
18. Warehouse inventory
19. Wash inside and outside of trucks

Restaurants

If a server is injured and is on restricted duty, re-assignment to host/hostess duties during this time is a suggestion in addition to the ones below:

1. Administrative work (filing, answering phones, light accounting)
2. Checkout cashier
3. Clean and sort menus
4. Dish washing
5. Dust removal
6. Filling salt and pepper shakers and other condiments
7. General clean up
8. Greeter
9. Inspect fire extinguishers (inspection tag, condition and gauge)
10. Inventory of cooking products
11. Pick up cigarette butts (outside)
12. Polish
13. Polishing silver wear
14. Promotional material distribution (post cards, sale items, etc.)
15. Replenish paper towels and toilet paper to all facilities
16. Servers or cooks to do prep work in kitchen
17. Serving as a greeter at the front door