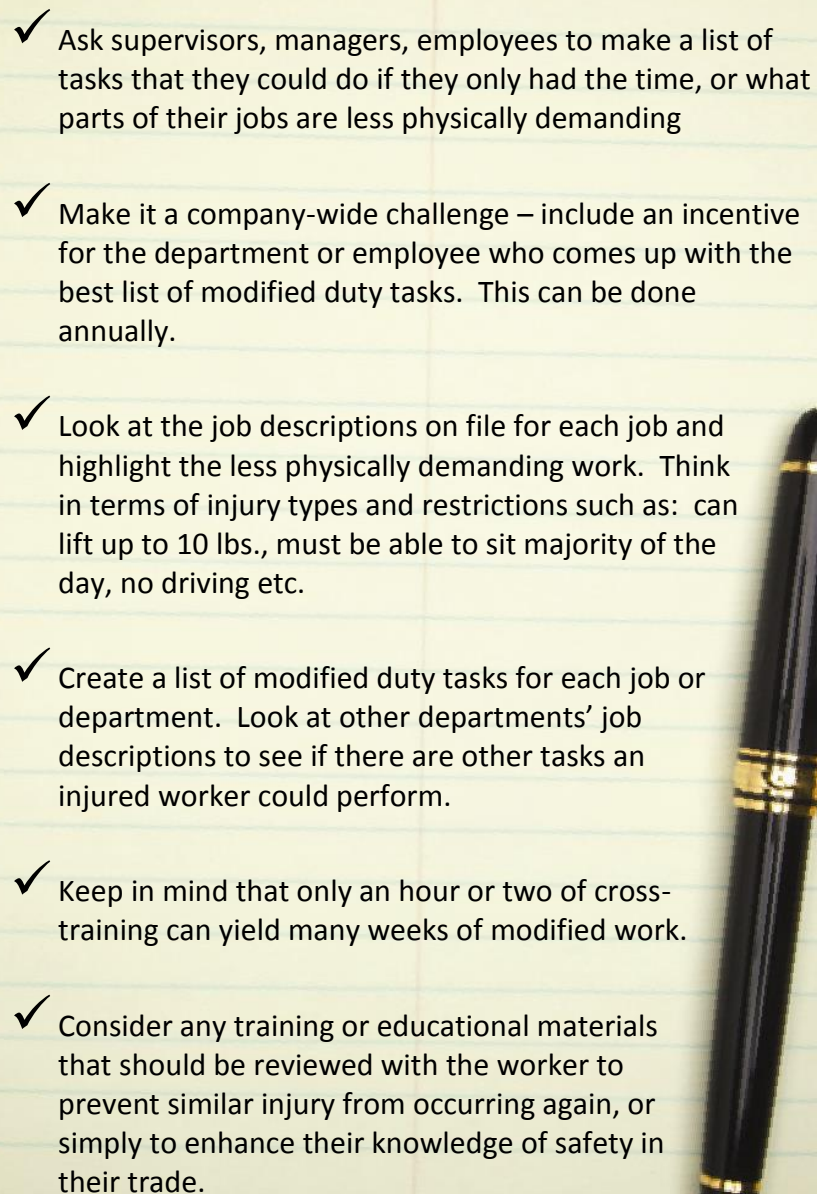


## Tips for Creating Modified Duty Jobs

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- ✓ Ask supervisors, managers, employees to make a list of tasks that they could do if they only had the time, or what parts of their jobs are less physically demanding
  - ✓ Make it a company-wide challenge – include an incentive for the department or employee who comes up with the best list of modified duty tasks. This can be done annually.
  - ✓ Look at the job descriptions on file for each job and highlight the less physically demanding work. Think in terms of injury types and restrictions such as: can lift up to 10 lbs., must be able to sit majority of the day, no driving etc.
  - ✓ Create a list of modified duty tasks for each job or department. Look at other departments' job descriptions to see if there are other tasks an injured worker could perform.
  - ✓ Keep in mind that only an hour or two of cross-training can yield many weeks of modified work.
  - ✓ Consider any training or educational materials that should be reviewed with the worker to prevent similar injury from occurring again, or simply to enhance their knowledge of safety in their trade.