

Return to Work Recommendations for Modified Work

It is essential that the medical recommendations given to an employee are adhered to the fullest extent possible. The return to work program is to encourage employee recovery by assigning them duties that are useful and productive to the organization. There may need to be some ingenuity and creativity to find tasks in which the injured employee may be able to perform.

The below recommendations are not all inclusive however this would be a starting point or items that may be completed in-between other tasks.

Complete Training: Have employee complete all training that is relevant to your department. Complete the performance training when the employee restrictions will not impede the ability to perform all steps in the inspection and operation of equipment. **ALL COMPLETED TRAINING MUST BE DOCUMENTED AND RETAINED FOR 3 YEARS. NO DOCUMENTATION MEANS NO TRAINING HAS BEEN CONDUCTED.** Add the completed training certificates to their personnel file or keep a separate training file for each employee. After completing training have the employee prepare to teach the training to the rest of the department. Make sure they are provided the necessary resources and tools to be successful in their presentation.

DIY that is on the intranet: (Spanish versions available in the Safety office)

Arial Lift

Confined Space Entry

Earthmoving Equipment

Excavations

Fork Lift

Video Training available for sign out from the Safety Office:

<http://intranet.sanangelotexas.us/FormsFolder/Risk/Training/Video%20Library.pdf>

HAZCOM / SDS: Have employee review and update any documents and/or labels to be compliant with the new GHS standards. They may need to contact vendors to request new SDS / Labels.

Safety Inspection: Utilizing the Safety Manual on the intranet; have them conduct a safety inspection of work areas. Have them provide a list of deficiencies and recommendations for improvement to the department superintendent and risk management for action.

Department Maintenance: Have them do basic housekeeping of work areas staying within their restrictions. This supports maintaining a safe working environment and is not a punishment.

READ: SAFETY HANDBOOK, MANUAL, AND EMPLOYEE POLICY MANUAL. Like the training – have them read sections and give a short brief to department personnel to help them stay abreast of policy and procedures. This can be used to help develop or update department policy with current city policy.