

## Example of Suitable Duties Plan – Back Injury

Injured worker details		Plan details	
<b>Worker</b>	Worker Arnold	<b>Goal – long term: To return to pre-injury duties, full hours – 38 hours/week</b>	
<b>Claim number</b>	S19AB111222	Plan completed by (choose): Provider – OT at Kinnect	
<b>Phone</b>		<b>Objective of this plan: RTW at same employer, modified duties, progressing hours to re-build strength &amp; initiate work hardening</b>	
<b>Supervisor</b>	Supervisor Terry	Duration of this plan	
<b>Phone</b>		From: 06/05/2019	To: 11/06/2019
<b>Treating medical practitioner</b>		Fit for suitable duties (restricted return to work)	
Dr Tom Frankie		From: 11/02/2019	To: 11/06/2019
<b>Phone</b>	121212	Job description: Trades Assistant / Labourer	

Task details		
Week	Duties	Restrictions
<b>Week 1</b> – commencing: Monday, 06/05/19 Days: 3 days - Tues/Wed/Thur  Hours: 4 hours To arrive on work site 10 mins prior to start time.	<ul style="list-style-type: none"> <li>Answering phone in workshop</li> <li>Data entry of job cards – minimise sitting time to 20-30 mins.</li> <li>Run errands for different departments when required.</li> <li>Delivery of parts or documents to construction sites close by.</li> <li>Spotting job task for safety &amp; compliance.</li> </ul> <p><b>Recommendations for all duties in this plan:</b></p> <ul style="list-style-type: none"> <li>Maintain neutral spine postures, bend knees to lift.</li> <li>Avoid twisting by keeping nose over toes</li> <li>Avoid over-reaching by moving closer to tasks &amp; ensure elbows are close to body, especially when working at waist height benches.</li> <li>Utilise kneeling position when working below waist height.</li> <li>Ensure 3-point contact when using stairs.</li> <li>Use mechanical aids wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>No lifting above 5kg bilaterally (with both arms) independently.</li> <li>No operating Bobcat</li> <li>No use of 9-inch grinder</li> <li>No sweeping, vacuuming, shovelling or hosing</li> <li>No sustaining postures/positions or performing repetitive tasks for more than 20 mins without microbreak.</li> <li>Request assistance from colleagues when required to manually lift full length steel or heavier objects &gt;5kg.</li> <li>Ensure microbreaks of 15-30 secs to stretch, rest, alternate position.</li> </ul>
<b>Week 2</b> – commencing: Monday 13/05/19 Days: 4 - Mon, Tue, Wed, Thur	As above in Week 1 duties plus the following:	<ul style="list-style-type: none"> <li>No lifting above 10kg bilaterally (with both arms) independently.</li> <li>No operating Bobcat</li> </ul>

<p>Hours: 4 hours To arrive on work site 10 mins prior to start time.</p>	<ul style="list-style-type: none"> <li>• Stocktake project activities when time allows (combination of computer/desk work &amp; counting/walking).</li> </ul> <p><b>Recommendations for all duties in this plan:</b></p> <ul style="list-style-type: none"> <li>• Maintain neutral spine postures, bend knees to lift.</li> <li>• Avoid twisting by keeping nose over toes</li> <li>• Avoid over-reaching by moving closer to tasks &amp; ensure elbows are close to body, especially when working at waist height benches.</li> <li>• Utilise kneeling position when working below waist height.</li> <li>• Ensure 3-point contact when using stairs.</li> <li>• Use mechanical aids wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• No use of 9-inch grinder</li> <li>• No sweeping, vacuuming, shovelling or hosing</li> <li>• No sustaining postures/positions or performing repetitive tasks for more than 20 mins without microbreak.</li> <li>• Request assistance from colleagues when required to manually lift full length steel or heavier objects &gt;10kg.</li> <li>• Ensure microbreaks of 15-30 secs to stretch, rest, alternate position.</li> </ul>
<p><b>Week 3</b> – commencing: Monday 27/05/19 Days: 5 - Mon, Tue, Wed, Thur, Fri</p> <p>Hours: 6 hours To arrive on work site 10 mins prior to start time.</p>	<p>As above in Week 1 and 2 plus the following:</p> <ul style="list-style-type: none"> <li>• Assist mechanics within restrictions.</li> <li>• Perform small maintenance &amp; fabrication welding tasks within restrictions.</li> </ul> <p><b>Recommendations for all duties in this plan:</b></p> <ul style="list-style-type: none"> <li>• Maintain neutral spine postures, bend knees to lift.</li> <li>• Avoid twisting by keeping nose over toes</li> <li>• Avoid over-reaching by moving closer to tasks &amp; ensure elbows are close to body, especially when working at waist height benches.</li> <li>• Utilise kneeling position when working below waist height.</li> <li>• Ensure 3-point contact when using stairs.</li> <li>• Use mechanical aids wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• No lifting above 10kg bilaterally (with both arms) independently.</li> <li>• No operating Bobcat</li> <li>• No use of 9-inch grinder</li> <li>• No sweeping, vacuuming, shovelling or hosing</li> <li>• No sustaining postures/positions or performing repetitive tasks for more than 20 mins without microbreak.</li> <li>• Request assistance from colleagues when required to manually lift full length steel or heavier objects &gt;10kg.</li> <li>• Ensure microbreaks of 15-30 secs to stretch, rest, alternate position.</li> </ul>
<p><b>Week 4</b> – commencing: Monday 03/06/19 Days: 5 - Mon, Tue, Wed, Thur, Fri</p> <p>Hours: 8 hours To arrive on work site 10 mins prior to start time.</p>	<p>As above in Week 1, 2 and 3 with the addition of the following:</p> <ul style="list-style-type: none"> <li>• Operate 5-inch grinder for short periods of time (max 10 mins).</li> <li>• Operate steel cutter – adhere to lifting restrictions</li> <li>• Welding &amp; Oxy cutting</li> </ul> <p><b>Recommendations for all duties in this plan:</b></p> <ul style="list-style-type: none"> <li>• Maintain neutral spine postures, bend knees to lift.</li> <li>• Avoid twisting by keeping nose over toes</li> <li>• Avoid over-reaching by moving closer to tasks &amp; ensure elbows are close to body, especially when working at waist height benches.</li> <li>• Utilise kneeling position when working below waist height.</li> <li>• Ensure 3-point contact when using stairs.</li> <li>• Use mechanical aids wherever possible.</li> </ul>	<ul style="list-style-type: none"> <li>• No lifting above 15kg bilaterally (with both arms) independently.</li> <li>• No operating Bobcat</li> <li>• No use of 9-inch grinder</li> <li>• No sweeping, vacuuming, shovelling or hosing</li> <li>• No sustaining postures/positions or performing repetitive tasks for more than 20 mins without microbreak.</li> <li>• Request assistance from colleagues when required to manually lift full length steel or heavier objects &gt;15kg.</li> <li>• Ensure microbreaks of 15-30 secs to stretch, rest, alternate position.</li> </ul>

Treatment occurring during this plan (e.g. physiotherapy):	Training required: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Weekly Physiotherapy	If 'Yes', given by: Supervisor
Plan to be reviewed on: 11/06/19	Training given on: 13.05.19

Signatures	
<p><b>Treating medical practitioner</b></p> <p>Dr Tom Frankie</p> <p>I approve this plan.</p> <p>Signature: _____</p> <p>Date signed: .....</p>	<p><b>Worker</b></p> <p>Name: Worker Arnold</p> <p>I have been consulted about the content of this plan and agree to participate.</p> <p>Signature: _____</p> <p>Date signed: .....</p>
<p><b>Supervisor</b></p> <p>Name: Supervisor Terry</p> <p>I agree to ensure this plan is implemented in the work area.</p> <p>Signature: _____</p> <p>Date signed: .....</p>	<p><b>Rehabilitation and return to work coordinator</b></p> <p>Name: You!</p> <p>I agree to monitor this plan.</p> <p>Signature: _____</p> <p>Date signed: .....</p>