

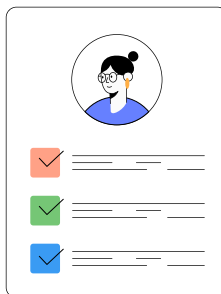
Finding Light Duties

Getting someone back to work after an injury doesn't mean pushing them too hard, or leaving them out completely.

With a few small tweaks, most workplaces can offer modified duties that help keep people connected, confident, and moving forward.

This guide will help you spot light duties that suit the worker, support the team, and keep the job moving, even when full duties aren't possible.

A safe, early return to work isn't just good for the person, it keeps projects on track, reduces claim costs, and helps everyone stay connected and moving forward.



Start with the restrictions

Before looking at tasks, understand what your worker can and can't do:

- 1 **Injury area**
What part of the body is affected?
Does it limit movement or strength?
- 2 **Physical limits**
Are there restrictions on lifting, standing, or repetitive tasks?
- 3 **Getting to work**
Can they travel in safely, or would home-based tasks be better?
- 4 **Desk-based ability**
Can they use a phone or computer without discomfort?

Think task, not title

The goal isn't to rewrite their whole job. Just find individual tasks that are:

- 1 Safe to perform with their injury
- 2 Useful to the team or business
- 3 Limited in time, repetition or load

Even 1–2 hours a day helps keep connection and routine.



Look in these three areas:

Admin & Planning

- Filing, forms, registers
- Online ordering or data entry
- Reviewing processes or documents

Support & Oversight

- Assisting or shadowing a more physical role
- Observing team performance or safety
- Acting as a second pair of eyes

Training & Comms

- Welcoming new staff or clients
- Helping run toolbox talks or briefings
- Writing how-to guides or documenting tasks

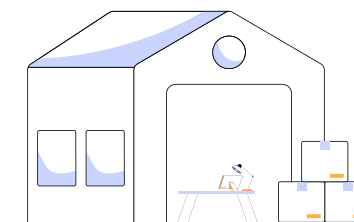


A few extra tips & tricks



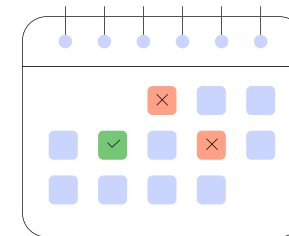
Ask the worker

They often know what they can still do



Rotate duties

To avoid fatigue or boredom



Start small

2 hrs/day, then build from there