

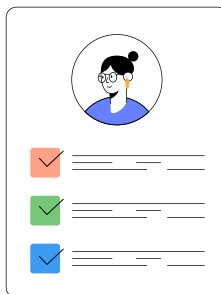
Finding Light Duties

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

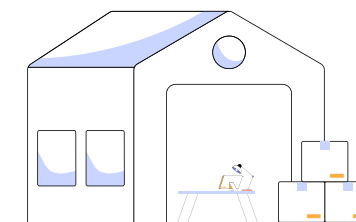


A few extra tips & tricks



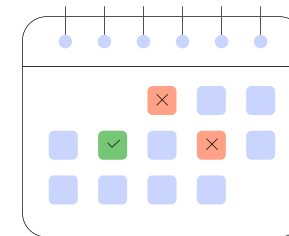
Ask the worker

They often know what they can still do



Rotate duties

To avoid fatigue or boredom



Start small

2 hrs/day, then build from there



CHEATSHEET

Return to Work Acronyms Explained

A quick-reference guide for employers navigating injury management

ADL

Activities of Daily Living

Basic personal tasks like walking, dressing, or bathing, used in capacity assessments.

COC

Certificate of Capacity

The medical certificate that outlines what duties the worker can safely do during recovery.

FCE

Functional Capacity Evaluation

A physical assessment that helps determine what work tasks the injured worker can manage.

GP

General Practitioner

The worker's main doctor, often acts as the Nominated Treating Doctor (NTD).

IME

Independent Medical Examination

An additional medical opinion arranged by the insurer, often used in complex claims.

IM

Injury Management

The whole process of helping a worker recover including medical care, work duties, and planning.

NTD

Nominated Treating Doctor

The GP or specialist responsible for treating the worker and issuing certificates.

PIAWE

Pre-Injury Average Weekly Earnings

The average weekly wage used to calculate compensation payments.

RTW

Return to Work

The process of supporting an injured worker to return to safe, meaningful work.

RTWP

Return to Work Plan

A written plan showing duties, hours, restrictions, and review points

SD

Suitable Duties

Work tasks that match the worker's restrictions and support recovery.

VOC

Vocational Rehabilitation

Services that help the worker return to work either in their role or a new one.

WIC

Worker's Initial Certificate

The first medical certificate that starts the claim, shows initial diagnosis and capacity.

A few extra medical terms

B/L

Bilateral (both sides of the body)

FX

Fracture

DX

Diagnosis

HX

History (medical history)

MX

Management

RX

Prescription

Keep this list handy, it'll help you cut through the jargon and stay on track.

And remember: if in doubt, just ask.

Your Return to Work Support Network

Fill this out and keep it visible. Knowing who to call and why, makes injuries easier to manage.



Having trusted providers lined up ahead of time means faster treatment, less downtime, and a smoother recovery.

Nominated Treating Doctor (NTD)

Name: _____

Clinic: _____

Phone: _____

Provides medical treatment and capacity certificates.

Rehabilitation Provider

Name: _____

Business: _____

Phone: _____

Supports return to work planning and goal-setting.

Insurer / Case Manager

Name: _____

Insurer: _____

Phone: _____

Manages the claim, approves treatment and RTW plans.

Local Physio / Specialist

Name: _____

Clinic: _____

Phone: _____

Helps the worker recover strength and movement.

After-Hours or Emergency Care

Name: _____

Location: _____

Phone: _____

First point of contact for urgent or out-of-hours treatment.

Other

Name: _____

Location: _____

Phone: _____

What to Do When Someone Gets Injured

Give first aid

Get them to a GP or hospital

Record what happened

Call your RTW Coordinator

Notify your insurer

Stay in touch with the worker

Poster Details

Print Date: _____

Review Date: _____