

Ideas for Return to Work (RTW) Duties

As a supervisor or manager, you are always short on time. Many of your employees are, too. But what if you or your employees had help with some tasks, no matter how small? Tasks like cleaning, painting or being on call. These tasks are great opportunities for RTW duties.

Here are some examples:

General Duties

- Sweep or clean
- Monitor controls
- Conduct quality control
- Monitor the parking lot
- Monitor traffic
- Wash vehicles
- Ride mowers
- Weed
- Paint

Safety

- Review or update material safety data sheets (MSDS)
- Conduct OSHA compliance reviews
 - Lockout/tagout
 - Process safety
 - Hazard communication
 - Personal protective equipment
- Inspect fire extinguishers
- Inspect eyewashes
- Analyze job safety
- Watch safety training videos
- Watch for fires in welding

Maintenance

- Review standard operating procedures (SOPs)
- Perform forklift preventive maintenance
- Update preventive maintenance schedules

Assembly

- Inventory parts
- Count parts/kits
- Clean tools
- Remove scrap
- Assist supervisors
- Cross-train

Warehouse

- Check for chocks/dock plates
- Help with shipping (label, wrap)

Office

- File documents
- Answer the phone
- Perform charitable work
- Vacuum
- Organize closets
- Order supplies
- Dust
- Wash windows
- Straighten up supply rooms
- Sort mail
- Run errands