

Contractors

Ideas for Return to Work (RTW) Duties

- Perform routine equipment inspections
- Clean or sweep
- Help with purchasing
- Clean tools
- Assist supervisors
- Conduct administrative duties:
 - Answer the phone
 - File documents
 - Help with costing
 - Do general office paperwork
- Perform warehouse tasks
 - Inventory
 - Organization
 - Ordering
- Bid (takes specialized knowledge, but training can be done)
- Perform safety inspections/monitors (on and off the job site)
- Check personal protective equipment
- Schedule deliveries
- Coordinate the safety program
 - Review specific job hazards
 - Teach others
- Clean up the job site
- Inspect the job site (quality control)
- Estimate potential jobs
- Prospect (conduct cold calls for leads)
- Run errands
 - Pick up supplies
 - Deliver goods
- Perform routine auto maintenance
 - Clean
 - Change the oil
- Inventory parts
- Watch for fires in welding
- Cross-train employees
- Update preventive maintenance schedules
- Do charitable work