

## Return to Work Program: Transitional Work Examples

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People often confuse the terms transitional work, modified work and alternative work.

**Transitional Work** allows an employee with temporary work restrictions to work in a modified or alternative capacity for a defined period of time, while recuperating from an illness or injury. Transitional work can consist of modified work or alternative work.

**Modified Work** may include changing, transferring or eliminating specific job duties within the employee's regular job to meet the temporary work restrictions.

**Alternative Work** may include offering the employee a position other than his or her regular job to meet the temporary work restrictions.

Return to work programs can include modified work and/or alternate work, each of which will aid in the employee's transition back to full and normal work activities. It's important to remember that an employee's restrictions may change during their recovery, leading to changes to his/her temporary work assignments.

It's also important to identify transitional work options before they are needed. For help with ideas on various accommodation options, visit the Job Accommodation Network's [Searchable Online Accommodation Resource](#) or email [losscontrol.injurymgmt@emcins.com](mailto:losscontrol.injurymgmt@emcins.com).

Here are some transitional work examples:

### **Safety-Related**

Act as a safety monitor, spotter or observer

Review and update safety procedures

Rotate/Replace warning signs or posters

Develop a safety program (visit [EMC's website](#) for [sample safety program templates](#))

Create safety inspection checklists

Review and update SDS book

Develop a safety training schedule, identify and schedule topics/trainers

Review/Evaluate safety training videos and recommend titles

Help with site safety inspection

## **Education-Related**

Attend specialty training classes or seminars

View EMC's online training modules for various industry-required training refreshers or topics of interest

## **Housekeeping**

Organize/Cleanup job site (e.g., put tools/equipment away, clear debris)

Clean/Hose off tools at the end of the day

Wash company vehicles and machinery

Inventory stock areas

Sweep/Dust

Wash windows

## **Inspection**

Inspect inventory

Inspect job sites and completed work for quality

Inspect safety equipment and tools

Inventory, inspect and maintain power tools

## **Administrative**

Answer phones

Prepare/Type job estimates

Sort invoices/bills

Perform sales work

Run miscellaneous local errands (e.g., bank, post office)

Order supplies or materials for jobs

Enter data

Make labels

- Organize files
- Conduct special research projects
- Calculate estimates
- Place orders
- Organize shelves
- Update job descriptions

### **Supervisory**

- Train new workers
- Cross-train/Mentor

### **Maintenance**

- Water plants, trees and lawns
- Mow/Trim/Weed around property
- Paint building walls or equipment
- Complete minor property repairs (e.g., buildings, fences)
- Equipment preventative maintenance tasks
- Paint/Stripe walkways, sidewalks, edges and steps using high visibility, slip-resistant paint
- Inspect/Change light bulbs