

Transitional Work Assignment Task Bank

Purpose:

This system helps identify what tasks an injured worker can safely do during recovery, so modified duties can be assigned appropriately.

Physical Work Categories:

- **Sedentary:** Negligible to 10 lbs. *(done occasionally or frequently)*
- **Light:** Negligible to 20 lbs. *(done occasionally to constantly)*
- **Medium:** 20–50 lbs. *(may be done up to constantly)*
- **Heavy:** 50–100 lbs. *(may be done up to constantly)*
- **Very Heavy:** Over 100 lbs. *(may be done up to constantly)*

Frequency Codes (in an 8-hour day):

- N (None): 0 hours
- O (Occasionally): Up to 2 hours, 40 minutes
- F (Frequently): Up to 5 hours, 20 minutes
- C (Constantly): Up to 8 hours

Applicable Roles:

All positions where standing/lifting are restricted (e.g., Teachers, Aides, Admin Staff, Custodians, Drivers)

Ability Level: Sedentary Work:

Sitting most of the time. Occasionally exerting up to 10 pounds of force. Limited physical movement.

General Tasks:

- Answering and making phone calls
- Sorting and filing paperwork
- Shredding confidential documents
- Stuffing envelopes, labeling mailings
- Updating bulletin boards (from a seated position)
- Creating safety posters and visual aids
- Drafting or reviewing standard procedures (e.g., On-the-Job Injury protocols)
- Reviewing safety or policy documentation for accuracy
- Data entry, spreadsheet updates
- Labeling supplies or organizing small items
- Inventory management (from seated desk)
- Tracking training completions or safety certifications

Transitional Work Assignment Task Bank

Teachers, Aides, Admin, Custodians & Cafeteria Workers

Teachers, Aides, and Admin Staff:

Light Work / Monitoring:

Standing, walking, or light movement involved. Tasks that require alertness but low exertion.

Transitional Tasks:

- Hallway monitoring (with scheduled seated breaks)
- Cafeteria supervision, assisting students with packaging
- Gym or playground supervision (no physical engagement)
- Parking lot supervision with walkie-talkie
- Assisting at school events (sign-in tables, directional support)
- Supporting arrival/dismissal procedures
- Training or mentoring new staff
- Editing curriculum or instructional materials
- Reviewing IEP or 504 documents for compliance

Sedentary Work:

- Desk-based prep (laminating, cutting materials)
- Creating substitute teacher packets
- Monitoring cameras with School Resource Officer
- Inputting student data (attendance, behavioral logs)
- Updating resource lists or directories

Custodians and Cafeteria Workers:

Light Work:

- Light sweeping or dusting
- Spot cleaning walls, desks, or windows (with tools on carts)
- Wiping cafeteria tables or classroom desks
- Trash pickup with a mechanical grabber
- Cleaning handrails, light switches, doorknobs
- Washing low windows (no ladders)
- Tool inspections and minor equipment checks
- Organizing custodial closets or supplies

Sedentary Work:

- Using a rolling chair to clean reachable surfaces
- Inventorying custodial supplies or kitchen stock
- Reviewing and updating safety data sheets (MSDS)
- Labeling chemicals or storage containers
- Dusting media center shelves or staff lounges
- Performing visual building inspections with a checklist
- Filing maintenance reports or work orders

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Bus Drivers, Maintenance, Grounds Crew, & Additional Transitional Options

Bus Drivers, Maintenance, and Grounds Crew:

Light Work:

- Operating a riding lawn mower (if approved)
- Applying snow/ice melt (as tolerated)
- Touch-up painting inside or outside the building
- Cleaning vehicle exteriors (limited reach)
- Organizing tools and storage spaces
- Posting updated signage

Sedentary Work:

- Inventory of tools, parts, and supplies
- Reviewing bus route maps and logs
- Updating evacuation or emergency maps
- Filing maintenance records
- Coordinating vendor orders or parts requests
- Reviewing accident/incident reports

Additional Transitional Work Options (Cross-Functional):

Special Projects:

- Assisting HR with onboarding packets
- Creating newsletters or communications
- Digitizing paper files or archives
- Reviewing and updating SOPs or manuals
- Supporting grant application research
- Organizing classroom or office emergency kits

School-Wide Tasks:

- Identifying and reporting safety hazards
- Conducting staff or student surveys
- Participating in safety or wellness committee meetings
- Compiling parent communication materials
- Supporting community or volunteer outreach

Implementation Guidelines:

- All transitional assignments must align with the employee's current medical restrictions.
- Assignments should be temporary and reviewed regularly for appropriateness.
- Supervisors are responsible for monitoring work performance and reporting concerns.