



## Stay at Work / Return to Work<sup>SM</sup>

### Modified Duty Guidelines

#### **Manufacturing**

*Electrical & Plastics*

*Machine Shops*

#### **ELECTRICAL & PLASTICS – Transitional Duty Options**

1. Adjusting calipers
2. Answering phones
3. Attending buyers' fairs
4. Banding
5. Calculating estimates
6. Conducting safety walk-throughs and inspections
7. Counting inventory
8. Checking safety equipment (fire extinguishers, smoke detectors and first-aid kits)
9. Cleaning bathrooms, lunchroom and windows
10. Cleaning filters and magnets
11. Cleaning mods
12. Clipping and sanding parts
13. Delivering mail and items to internal departments
14. Delivering parts
15. Filing, data input, copying
16. Grinding
17. Guiding wire
18. Inspecting machines and tools
19. Inspecting products
20. Installing safety and warning signs
21. Labeling parts
22. Light assembling
23. Light soldering
24. Opening mail
25. Organizing maintenance and warehouse areas
26. Performing blowdowns
27. Performing special projects
28. Pre-assembling parts
29. Proofing production paperwork

30. Reading blue prints
31. Reviewing safety videos, manuals and MSD sheets
32. Sales Calls
33. Screwing fixtures
34. Servicing customers
35. Shipping and receiving materials
36. Shredding documents
37. Site inspections/surveys
38. Sorting and packaging
39. Stuffing envelopes
40. Supervising employees
41. Sweeping
42. Updating job descriptions
43. Working on safety committee projects

**ELECTRICAL & PLASTICS – Moderate Duty Options**

1. Assembling
2. Changing light bulbs
3. Cleaning up site
4. Cutting up and banding scrap metal
5. Delivering packages and products (short routes)
6. Driving forklift
7. Filling molds
8. Installing cable
9. Light painting
10. Preparing parts
11. Pulling wires
12. Soldering
13. Sorting and packaging
14. Torqueing parts

**MACHINE SHOPS – Transitional Duty Options**

1. Adjusting calipers
2. Computer work
3. Calling suppliers or customers
4. Checking and repairing safety equipment (fire extinguishers, smoke detectors, first-aid kits)
5. Cleaning break room
6. Cleaning, sorting and labeling parts (light)
7. Clearing 3 feet in front of all electrical panels
8. Conducting site, building, vehicle or other safety inspections/surveys
9. Copying and filing
10. Counting inventory (light)
11. Greasing parts

12. Inspecting eye wash stations and antibacterial solutions

13. Inspecting overhead cranes and chain hoists

14. Light assembly

15. Overseeing new employees

16. Painting and light janitorial work

17. Performing quality control tasks

18. Reading and reviewing blueprints

19. Restocking bathrooms

20. Sales calls by phone

21. Shredding documents

22. Sorting and delivering mail

23. Sweeping

24. Torqueing of parts

25. Updating job descriptions

26. Updating safety manuals and MSD sheets

**MACHINE SHOPS – Moderate Duty Options**

1. Adjusting tongue guards on bench grinders

2. Assisting laborers

3. Changing light bulbs

4. Cleaning shop

5. Cleaning, sorting and labeling parts (moderate)

6. Counting inventory (moderate)

7. Driving forklift

8. Grinding and sanding

9. Installing safety warnings

10. Maintaining machines

11. Performing core dipping, filing, etc.

12. Removing slags