

On-the-Job Injuries- Custodial Light Duty Assignments

(Sedentary Work Restrictions assignments included at end of list)

This list of modified duties is for the strict use of employees experiencing OJI's (On-the-Job Injury) usage only. This is not a listing for any other purpose. If there are any questions regarding this list, please contact the CMCSS Safety and Health Department.

- Touch up paint throughout building
- Inventory parts, supplies, and/or tools
- Pick up trash in yard and lot (outside)
- Inspect fire extinguishers & eye washes
- Make a list of fire extinguishers in the school and their location. Also identify these areas on a map.
- Make a list of all eye wash locations in the school.
- Inventory all chemicals.
- Make a list of each chemical and their location. Also list these locations on a map.
- Inventory first aid cabinets
- Complete a safety inspection of the building
- Sort & deliver mail- assist office
- Make telephone calls / answer telephones
- Shipping (labeling & wrapping)
- Train new employees
- Do light housekeeping and dusting
- Answer telephones
- File paperwork
- Shred documents and making copies
- Update SDS
- Sweeping
- Wash company equipment
- Mow lawns with riding lawn mower
- Create / Update safety bulletin board
- Clean tools
- Inspect tools for any necessary maintenance
- Apply ice thawing agents during winter months
- Inspect flooring for need for maintenance or cleaning
- Create or re-write evacuation maps for department
- Create or re-write instructions for OJI's
- Hall duty- extra eyes and ears to assist monitoring student conduct
- Parking lot security- eyes and ears using a walkie-talkie, pick up trash with a stick
- Video camera monitor- work along with SRO for monitoring
- Cafeteria monitor, helping students open milk cartons and juice boxes
- Fetch and carry for front office, guidance office
- Stuffing envelopes, making phone calls, distributing flyers
- Restroom monitoring, light duty clean up
- Gym locker/art room monitoring – eyes and ears for large class sizes
- Light dusting
- Light sweeping, spot mopping
- Picking up trash with a spear/stick
- Using spray cleaner to wipe down desks, cafeteria tables
- Emptying trash when bag is only ½ full to comply with lifting restrictions
- Clean the sinks in the classrooms, fill soap dispensers
- Clean every water fountain, wipe down computer screens
- Dust books in the media center to comply with restrictions
- Wash windows- bucket can be placed on a cart to comply with bending/twisting restrictions
- Remove gum from under desks and counter tops, lunch room tables
- Clean graffiti from desks and other surfaces complying with appropriate restrictions
- Work normal job but slower
- Work normal job but with specific limitations

For sedentary work restrictions:

Provide chair with rolling wheels, should be able to accomplish some if not all of the following tasks using a rolling chair:

- remove scuff marks from floor
- clean doorknobs and area surrounding knobs
- change toilet paper in all dispensers
- clean sinks
- remove dirt from corners with a small broom
- clean student desk tops
- clean water fountains
- clean chalk trays
- clean monitors/hard drives
- clean light switches
- clean book shelves in media center
- clean table tops in media center/cafeteria
- sweep under sinks
- remove graffiti
- dust counters
- clean cabinet doors, restroom patricians
- wipe down cafeteria chairs
- scrape gum from sidewalks
- dust tops of books and shelves
- parking lot/hall monitor using chair / stool if available

Sample cleaning schedule, amend to fit the needs and the schedule:

2:00-3:00 cleans all water fountains

3:00-4:00 cleans all desk tops in building # (x location)

4:00-5:00 dusts all counters in building # (x location)

5:30-6:00 Lunch/Dinner break

6:00-7:00 sanitize all cafeteria tables

7:00-8:00 cleans all remaining desk tops in building # (x location)

8:00-9:00 continues dusting all horizontal surfaces in building # (x location)

9:00-10:00 refill soap and paper towel dispensers in building # (x location)

The Lead Custodian can determine the amount of time it would take to complete the building. Direct the employee in writing, if necessary to follow this schedule. The employee must also be directed that no changes are made to the schedule without prior administrative or supervisory permission.

Report any employee behavior concerns to Safety and Health Department ASAP so it can be addressed.

While not all injuries or employees heal at the same rate, employees should show steady progress toward full duty evidenced by fewer restrictions over time. If you have any questions, please contact the Safety and Health Department.