

On-the-Job Injuries- Teacher 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.

- Remain in class with students and have substitute do the "heavy lifting"
- Grading papers, proofreading
- Tutoring students one on one, listening to students read
- Lesson plans, surveys, flyers
- Signing in visitors, volunteers, escorting them to and from destination
- Making phone calls such as setting up teacher parent conferences for guidance
- Inventory athletic equipment for Athletic Director
- Inventory text books complying with any lifting restrictions
- Assemble statistics for Athletic Director; make flyers for upcoming games, dances, events
- Inspect PE fields/playgrounds for hazards, note hazards, complete work orders
- Parking lot/hall monitor using chair / stool if available, eyes and ears monitoring in cafeteria, bus loop
- Other assignments (cannot exceed doctor's restrictions)

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:

- Inventories all supplies (non-movement of inventory stock)
- Answering the telephone
- Grading papers, proofreading
- Filing paperwork
- Creating grade level or subject tests / assignments
- Shredding documents
- Greeting / reception / front desk assistance
- Computer data entry work
- Collating printed materials
- Outgoing mail stuffing, applying postage
- Incoming mail sorting
- Photocopying
- Monitoring job safety / safety inspections
- Mentoring younger or less experienced teachers

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.