



Providing Modified Duty to Injured Employees

Providing modified duty is an essential tool for controlling Workers' Compensation loss costs and for speeding the recovery of injured employees. **Modified duty is beneficial to the employer** and to the insurance company because it:

- Sends a clear message to all workers that they are valued as employees.
- Ensures enhanced productivity (over the worker staying at home) by ensuring that even in a reduced capacity, employees are able to contribute to the work effort
- Promotes the injured employee's morale and security. The worker's value to the organization is recognized and acknowledged by the employee remaining a productive member of the organization.
- Minimizes litigation because injured employees tend to contact attorneys when they are unsure of their rights and/or question their ability to return to the workforce.
- Reduces the period of the disability payments which reduces the overall cost of claims. Employers may be able to obtain a discount in permanent disability if they provide modified duty on a permanent basis. This can be an important cost savings for the company.

Examples of Modified/Transitional Tasks:

- Safety checks of workplace hazards
- Report safety violations to management
- Run or carry contracts or materials
- Cross-training for another job, or offsite training
- Copy forms
- Shred non-sensitive documents
- Label packages for shipment
- Straighten items on shelves
- Inventory items of shelves
- Sweep/mop
- Clean, dust, and polish
- Clean/dust breakroom(s)
- Organize library or other literature
- Audit first aid kits for reordering
- Filing
- Other filing
- Check fire extinguishers, smoke alarms, etc.
- Inspect and stock restrooms
- Order supplies
- Wash dishes
- Wipe tables
- Work same job with an assistant or work modified job at reduced hours