

CLERICAL/ADMINISTRATIVE - TEMPORARY TRANSITIONAL EMPLOYMENT IDEAS

Task Options for Injured Employees	Injury: LE=Lower Extremity; UE=Upper Extremity			Comment	In-house expertise
	Back	LE	UE		
Industry-specific					
Conduct ergonomic assessments	P	Y	Y		
Inventory (adequate office chairs, ergonomic workstation set-up)	Y	Y	Y		
Mail/fax delivery for small packages	Y	Y	Y		
Photocopy attendant	Y	Y	P		
Reception	Y	Y	Y	Sit or stand based on comfort	
Research laws/regulations pertaining to industry	Y	Y	Y	Sit or stand based on comfort	
Special filing projects (archive)	Y	Y	P		
Special research projects (industry trends)	Y	Y	P	Sit or stand based on comfort	
General Industry					
Attend vendor-provided specialty or recurring training (OSHA, DOL, State Fund, MBIA, etc.)	Y	Y	Y	Sit or stand based on comfort	
Comparison shopper (suppliers providing best product/prices, what prices/services are competitors offering?)	Y	Y	Y	Sit or stand based on comfort	
Cross trainer/mentor	Y	Y	Y		
Develop safety training schedule, identify and schedule topics/trainers	Y	Y	Y	Sit or stand based on comfort	
Foreign language translator (translate policies/practices/posters to other common language)	Y	Y	N	Sit or stand based on comfort	
MSDS book updater/organizer	Y	Y	P	Sit or stand based on comfort	
Review and evaluate safety training videos, recommend those to use for staff training	Y	Y	Y	Sit or stand based on comfort	
Review and update safety programs (accident prevention program, evacuation maps, etc.)	Y	Y	Y	Sit or stand based on comfort	
Safety inspector on fire extinguishers, extension cords, first aid kits, emergency exit routes, etc.	Y	Y	Y		
Safety program trainer	Y	Y	Y	Sit or stand based on comfort	
Vehicle/equipment washer and take for off-site service (oil change, tire rotation, etc.)	P	P	P		
Videotape operator for record of property or process	Y	Y	Y		
Community service (see community service ideas page)	Y	Y	Y		

Y=Yes; P=Possible; N=No