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## **Construction**

*Identify ways to modify existing job duties that meet medical restrictions. Indicate physical requirements for job tasks (bending, stooping, sitting, standing, weight / force required to complete task). Focus on what the employee can do rather than the tasks that cannot be done. Modified duty job tasks for consideration include:*

- Sweep floors on job sites or main office.
- Collect trash on job sites, in parking lots and areas outside building using stick (with nail).
- Ensure all rebar is properly capped.
- Ensure crane operator has completed inspection of machine (level; secure ground?).
- Monitor “secure zone” of crane (swing radius).
- Ensure all containers are properly labeled as per HazCom requirements.
- Inspect fall protection harnesses and lanyards.
- Verify perimeter cables for fall protection are in proper position and are in place.
- Ensure all holes or openings in roof or elevated position are covered, properly guarded, and marked.
- Inspect ladders. (safety feet; secured; 3 feet above elevated surface?).
- Perform as “fire watch” for welding activities.
- Pull weeds in flowerbeds outside office building.
- Touch up walls, railings, racking (at shop or office) with paint. (Transfer paint from can to smaller container to reduce weight).
- Oil locks and hinges of doors.
- Fill soap container, paper towel dispenser and toilet paper dispensers in restrooms.
- Inspect fire extinguishers (check for appropriate signage, ensure inspection is up-to-date; unblocked by 3 feet and hanging).
- Inspect emergency eye wash stations (check water flow, ensure solution is not expired, ensure station is unblocked).
- Check for grounding plugs on electrical cords (report missing grounding plugs)
- Check condition of electrical cords (spliced insulation / exposed wires)
- Shred paper / files.
- Conduct data entry functions within the office.
- Empty wastebaskets in offices.
- File paperwork for supervisors.
- Answer telephones.
- Photocopy documents.

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- Place labels on mailings / documents.
  - Collate, fold and stuff envelopes.
  - Assemble marketing materials.
  - Assist with paperwork, as assigned by supervisor.
  - Conduct surveys.
  - Compile data.
  - Proof read documents.
  - Inventory parts and supplies.
  - Organize and rearrange items on closet shelving.
  - Clean ashtrays.
  - Clean water fountains.
  - Water office plants.
  - Clean employee break room (wipe table and chairs).
  - Dust furniture, handrails, and equipment.
  - Inventory first aid kits.
  - Conduct guard duty at front gate / entrance of company (write down license plate numbers and take visitor information).
  - Develop / update company's hazard communication program: (NOTE: Most cited OSHA violation).
    - ⇒ Update / create chemical, hazardous material inventory list. Identify and record all chemicals within all departments.
    - ⇒ Update and catalog all Material Safety Data Sheets (MSDS).
    - ⇒ Ensure all containers are properly labeled with contents and hazard identification labels.
  - Assist in fulfilling OSHA compliance / safety program develop. (i.e. Hazcom; Respiratory Protection; Exposure Control; Lock Out / Tag Out; forklift; fire; emergency preparedness; workplace violence; personal protective equipment; machine guarding). Utilize the computer / Internet to assist in the development of programs. (<http://www.osha.gov>)
  - Read safety manual; develop and create quizzes to enhance employee safety training and orientation programs.
  - Enhance knowledge regarding fall protection (i.e. proper scaffolding). Acquire "competent" scaffolding knowledge / skills as per OSHA standard.
  - Conduct / lead "toolbox" safety talk discussions.
  - Monitor utilization of personal protective equipment. (i.e. safety glasses; hard hat; hearing protection; steel tip boots)
  - Conduct safety inspections using designated checklists.
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- Watch safety and /or trade videos to enhance knowledge of safety and issues regarding company / trade operations.
- Read trade magazines to enhance knowledge and skills of trade.