

Employment Services Ltd T/A Canstaff
PO Box 11180
Sockburn
Christchurch

Re: Return to Work Policy

Dear Treatment Provider,

Employment Services Ltd T/A **Canstaff** has a Return to Work Policy committed to returning injured employees back to work as soon as possible following an accident or illness.

If an employee is unable to return to work full time on normal duties, we have a range of alternate duties that may be available to accommodate most types of injury and can work around most limitations that the injury may create.

We appreciate your assistance with this matter and ask that you complete the details on the attached page for the employee who has been injured. Please return the form to the employee to return to us along with any additional medical certificates. If you would like further clarification about the form or any types of tasks that are available, please contact Jane Roberts – Health & Safety Champion on 03 308 7038 to discuss further.

Thank you again for your assistance with our return to work policy.

Yours sincerely,

Jane Fowles

Jane Fowles
Health & Safety Champion
Employment Services Ltd T/A Canstaff
Ph: 03 308 7038
Email: Jane@agstaff.co.nz

DOCTORS REPORT

This form has been developed to assist injured staff through their return to work when alternative duties have been assigned, to ensure that such duties and limitations are understood by the doctor, Health & Safety Champion and injured staff member.

Employee's Name: _____
 Date of Consultation: _____

Consent

I,authorise my employer representative at Agstaff or Canstaff, to exchange nominated information with my doctor/medical practitioner relevant to my rehabilitation on the basis of strict confidentiality and for the purpose of facilitating a rehabilitation programme.

Medical Practitioner Details

Name: _____ Phone Number: _____
 Title: _____ Medical Practice: _____

Employee Signature: _____ Date: ____ / ____ / ____

Doctor's information to employer

Total Days Employee is able to work per week	
Total Hours Employee is able to work per day	

Please circle the category of duties that are most suited to the injury sustained:

<u>Sedentary Work</u>	<ul style="list-style-type: none"> Lifting, pulling or carrying requirements will be occasional (i.e. once every 30 minutes) with a weight limit of 4kg to be lifted, pulled or pushed – in all cases a trolley will be used to transport any product. Lifting should be done appropriately, bending from the knee etc with no twisting of back but movement of feet; Bending, squatting or crouching movements may be required. Such will be done with extreme care; Repetitive hand and finger movements when operating computers; Use of office hand-held equipment such as pens or calculators will be occasional; Mental activities necessary include communication, memory, recording and calculating skills. For example: <ul style="list-style-type: none"> Office duties – filing, shredding; Desk – to be done sitting (phone answering, greeting candidates, administration work); Gate Keeping/Security (sitting work)
<u>Light Work</u>	<ul style="list-style-type: none"> Lifting, pulling or carrying requirements will be occasional (i.e. once every 30 minutes) and of a light level. There will be a weight limit of 5kg to be lifted, pulled or pushed frequently (i.e. one lift every 2 minutes) and a limit of 9kg for occasional lifting – in all cases a trolley should be used to transport any item. Lifting should be done appropriately, bending from the knee etc with no twisting

	<p>of back but movement of feet;</p> <ul style="list-style-type: none"> • Bending, squatting or crouching movements may be required when. Such will be done with extreme care; • Repetitive hand and finger movements are necessary when operating computers; • Use of office hand-held equipment such as pens or calculators will be occasional; • Mental activities necessary include communication, memory, recording and calculating skills; • For example (but not limited to): <ul style="list-style-type: none"> • Cleaning tasks – rubbish, dusting, vacuuming; • Basic garden tasks – tidying gardens; • Security Work • Sweeping up/cleaning around a building site.
<u>Medium Work</u>	<ul style="list-style-type: none"> • Lifting, pulling or carrying requirements will be occasional and of a light to medium level. There will be a weight limit of 9kg to be lifted, pulled or pushed frequently and a limit of 22.5kg for occasional lifting – in all cases a trolley should be used to transport any product. Lifting should be done appropriately, bending from the knee etc with no twisting of back but movement of feet; • Climbing of ladders would be occasional; • Bending, squatting or crouching movements may be required. Such will be done with extreme care; • Repetitive hand and finger movements are necessary when operating computers; • Use of office hand-held equipment such as pens or calculators will be occasional; • Mental activities necessary include communication, memory, recording and calculating skills;
<u>Unfit</u>	<p>Fully unfit for work. To be unfit for work the employee is unable to:</p> <ul style="list-style-type: none"> - Travel to and from work; - Be at the workplace; - Do any specified tasks at the workplace. <p>Number of days:</p>

Please cross out any tasks in the section that are not suitable to the injury sustained.

Please note that we may have alternate duties available if the staff member cannot complete any of the above.

Date likely to return to full duties:

Signature of treatment provider:

Signature of Employee:

Date received:
