

Alternate Work Options List Template

To assist in facilitating the return-to-work (RTW) process, it is recommended that an employer develop a list of potential alternate work options to consider in the event a RTW plan is necessary. It is recommended that the alternate work options within the workplace be matched to the most common injuries and their typical restrictions.

The alternate work options list template can be used to develop a list of alternative work options. These alternative work options will help to facilitate timely discussion and identification of suitable alternate/modified work for an injured worker.

Following are examples of potential restrictions associated with certain types of injuries. This list is not intended to replace specific restrictions for an injured worker identified by the worker's health-care provider. The restrictions are intended only as a general guideline to assist a workplace in developing a list of potential alternate work options.

AREA OF INJURY	COMMON RESTRICTIONS
back	<ul style="list-style-type: none"> • sitting or standing as tolerated • lifting restrictions • bending restrictions • no repetitive trunk movements
neck	<ul style="list-style-type: none"> • no repetitive neck movement • no above-shoulder and overhead activity
shoulder	<ul style="list-style-type: none"> • no repetitive (R/L) shoulder movement • lifting restrictions • no above-shoulder and overhead activity • no repetitive use of the (R/L) extremity against resistance
upper extremity (elbow, wrist, hand)	<ul style="list-style-type: none"> • no repetitive movement of the involved joint against resistance • no repetitive gripping
lower extremity (hip, knee, ankle, foot)	<ul style="list-style-type: none"> • no repetitive movement of the involved joint against resistance • no prolonged weight bearing • no walking on uneven ground • no low-level activity • no climbing



It is recommended that an employer consider all areas of the workplace when developing a list of alternate work options.

Step 1: Identify the types of injuries commonly occurring in the workplace.

Step 2: For each type of injury, determine the “typical” medical restrictions.

Step 3: Ask each work area to identify work tasks that could be done by a worker with these types of medical restrictions.

Step 4: Repeat Step 3 for each type of injury.

The alternate work options list should be reviewed and updated at regular intervals.

**Alternate
Work
Options
Form
Template**

ALTERNATE WORK OPTIONS FORM	
TYPE OF INJURY	
PROBABLE MEDICAL RESTRICTIONS	



WORK TASK OPTIONS	
Department	Task

TRAINING OPPORTUNITIES	
Department	Task

