

# REGISTER OF ALTERNATE DUTIES WITHIN THE WORKPLACE

## Purpose of this Form

Calculating premiums for workers compensation insurance in Tasmania takes into account a number of factors, including the employer’s ability to provide alternative duties to an injured worker. Completion of this form by an employer wishing to obtain workers compensation insurance will help the insurer assess the employer’s ability to provide alternative duties available in their workplace.

## What are Alternative Duties?

Alternative duties are temporary duties, identified and selected by both the injured worker and the employer, that are required when an injured worker is unable to return to their normal duties. Alternative duties need to be meaningful, and must comply with any medical restrictions outlined in the medical certificate and any agreed Return to Work Plan or Injury Management Plan.

Research indicates that the longer an injured worker is away from work, the less likely it is that they will return. Alternative duties play a pivotal role in the injured worker’s recovery by preventing, loss of their job skills, and maintaining their self-esteem and social networks.

## Employer Responsibilities

Under the *Workers Rehabilitation and Compensation Act 1988*, where an injured worker cannot immediately return to their pre-injury job, their employer is to provide suitable and meaningful alternative duties (unless it is not reasonable or practical to do so).

## About this Form

The following list of activities can be used as a means to identify the type of duties performed in an organisation. The activities identified will help the insurer assess an employer’s ability to provide alternative duties to an injured worker. This information can also be provided to the injured worker’s treating doctor to assist them in gaining an understanding of the injured worker’s duties and the likely impact of any medical restrictions.

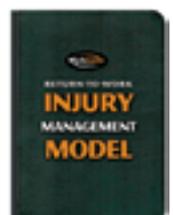
In the event that a worker is injured, this form is not to be used in isolation to identify alternative duties. Policies and/or associated procedures to identify alternative duties should be followed as outlined in either the insurer’s or employer’s injury management program.

Activities are listed in alphabetical order and cover a broad range of industry groups. You may select as many activities as necessary in order to describe the duties performed in your organisation. Duties that are performed that are not listed on this form can be detailed in the space provided at the end of this form.

## Employer Details:

Name of Employer	Policy No. (if known)	Contact Phone
Address	Suburb	Post Code
Major Business Activity	Number of Employees	

Please identify the potential alternative duties on the following pages that are available to an injured worker within your workplace. Please print X in the appropriate boxes by using a black or blue ballpoint pen only.



**A**

- accepting payment for goods & services by a variety of payment methods including invoicing
- accompanying aged & disabled persons during daily activities
- adjusting mist irrigation systems, shade & ventilation
- administering contracts, programs & projects
- administering first aid
- administering treatments such as massage to assist healing, prevent injury & promote relaxation
- advising clients on security requirements, recommending & designing security specifications
- advising customers on products, price, delivery & warranties
- answering telephone calls & enquires
- applying cleaning agents & washing articles to remove stains & dirt
- applying fertilisers, insecticides & herbicides to individual trees & general forest areas
- applying pesticides, fertilisers & other chemicals
- applying plaster & cement coatings to walls
- applying protective & decorative finishes to metal products
- applying varnish, shellac, lacquer, stains & paint to surfaces
- arranging & handling instruments, medication & other dental requisites
- arranging appointments & collecting payments
- arranging supply of & storing flowers
- assembling & erecting scaffolding, rigging & barricades
- assembling components & subassemblies for further processing & to make finished products
- assembling, fabricating & installing electrical & electronic systems
- assessing clients needs & providing advice
- assessing health of patients/clients, planning & implementing health care requirements
- assisting children with intellectual, physical & behavioural difficulties
- assisting patients/clients in personal hygiene & dressing
- assisting patients/clients with mobility & communication needs
- assisting patients/clients with rehabilitation exercises & basic treatment
- assisting veterinarians to perform procedures & operations
- assisting with loading & transporting logs
- attending accidents & providing pre-hospital care & transport

**B**

- baking bread, cakes & pastries
- balancing registers & preparing banking
- booking reservations & collecting payment
- booking tours, taxis & restaurants for guests
- building & installing fittings
- buying goods for resale & negotiating with suppliers

**C**

- carrying luggage & escorting guests
- checking cleanliness & operation of equipment & premises
- classifying, pressing wool & branding bales
- cleaning kitchens, utensils & preparation areas
- cleaning machines, plant & equipment
- cleaning machines, work areas, storage tanks & floors

- cleaning windows & other glass surfaces
- cleaning work areas & sanitising instruments
- cleaning, colouring, cutting & styling hair
- clearing & cleaning used dishes, cutlery & glasses
- coaching & training sporting competitors
- collecting & recording growth, production & water quality data
- collecting seeds, cultivating & planting seedlings
- conducting investigations for clients
- conducting marriage ceremonies
- constructing, modifying and upholstering vehicle bodies
- controlling & extinguishing fires
- counting & recording money received
- cutting & connecting wiring & cables
- cutting & preparing leather, canvas & sailcloth
- cutting, planing, turning, shaping & sanding wood
- cutting, trimming & dressing meat, poultry & seafood

**D**

- delivering group exercise classes & one-on-one tuition in a variety of fitness activities
- delivering medications
- diagnosing electrical & mechanical faults
- digging holes & trenches,
- directing cranes
- dismantling engines & electrical systems
- drafting & preparing documents
- dusting & polishing furniture, fixtures & fittings

**E**

- engaging prospective buyers & determining buyers' requirements
- entering, processing & editing text & data
- erecting frameworks, roof frames, roofs & walls
- escorting people on tours
- establishing destinations & determining routes
- estimating food & labour costs
- examining & treating teeth & gums
- examining blueprints, wiring diagrams & specifications
- examining trees to assess their condition & determine treatment
- exercising animals
- explaining & enforcing safety regulations in hotels

**F, G & H**

- feeding & grading fish, & monitoring their growth
- filing correspondence & maintaining records
- fitting & testing components
- greeting clients & visitors
- grooming animals
- handling cash
- harvesting & packaging plants for sale & transport
- harvesting, sorting & packing produce into containers

**I**

- inspecting & grading products
- inspecting, preparing & cleaning animal cages & enclosures

- installing & maintaining refrigeration & air conditioning equipment
- installing gas appliances & air conditioning piping & ducting
- installing plumbing & drainage systems
- installing, maintaining & repairing telecommunications & data transmission equipment
- installing, testing & adjusting electrical & mechanical parts of lifts
- instructing individuals & groups in the theory & application of driving
- insulating buildings, pipes & ducting
- irrigating land for crop growth

### **J, K & L**

- joining stock & components (welding, riveting, bolting)
- killing weeds, felling & debarking non-productive trees
- landscaping parks & gardens
- laying bricks & blocks
- laying flooring, carpets and tiles
- laying out fence lines, lifting & positioning posts
- liaising with staff, customers & clients
- loading & unloading freight using lifting devices

### **M & N**

- maintaining appointment diaries & travel arrangements
- maintaining health records & statistics
- maintaining infestation control programs
- maintaining order at venues where there are large gatherings of people
- maintaining parks, gardens & surfaces
- making & installing glass products
- making & repairing dental devices
- making moulds & fabricating using materials such as aluminium, fibreglass, plastics
- managing & controlling pests & weed species by applying chemicals
- managing children's behaviour & guiding their social development
- managing stock including stocktaking
- manoeuvring vehicles for loading & unloading/delivery
- marking & cutting out metal stock
- measuring, cutting & covering furniture with materials
- mixing, spreading & levelling concrete, plaster & mortar
- monitoring & maintaining condition of crops & livestock
- monitoring & reporting on patient/client progress
- monitoring animal health conditions & recovery after operations
- monitoring condition of plant for safety & repairs
- monitoring quality of food
- mustering & droving stock

### **O**

- observing & reporting changes in patient's/client's condition
- observing conduct/behaviour of prisoners to prevent disturbances & escapes
- operating & maintaining manual & machine saws to fell & cut trees
- operating & maintaining tools & equipment
- operating equipment for order picking
- ordering food supplies
- organising & supervising groups involved in outdoor adventure such as bungy jumping, fishing, hunting, trekking

### **P & Q**

- packing finished product
- painting & wallpapering surfaces
- painting vehicle surfaces
- participating in & officiating at sporting competitions
- patrolling & guarding assigned areas & properties & checking for unauthorised entry
- paying wages & salaries
- performing facial & body treatments
- performing minor repairs on fixtures, buildings & fences
- performing routine finishing operations & machine maintenance
- performing treatments, therapies & administering medicines
- photocopying, faxing, scanning & similar
- picking up & ensuring the safe delivery of cash, payrolls & valuables
- picking up, sorting, washing, drying & ironing linen & clothes
- planning menus
- planning the felling of trees
- planning, organising & providing advice on travel & accommodation for clients
- planting seeds, bulbs & new turf
- preparing & conducting educational & recreational activities
- preparing & packing food & beverages in containers for sale
- preparing bodies for burial & arranging funerals
- preparing dental materials & processing X-rays
- preparing food & cooking food using ovens, hotplates & grills
- preparing soil, potting media, growing sites & seedbeds
- presenting & portioning food
- processing & authorising applications
- processing, reconciling & balancing accounts
- producing, recording & evaluating financial, production, stock & statistical information
- promoting & demonstrating goods & services
- promoting sports & sports skill development
- proofreading & correcting
- providing counselling to clients
- providing gaming services within casinos & other gaming establishments
- providing health care education, advice & support to patients/clients & the community
- providing nursing care for patients & assisting health professionals

### **R**

- receiving & preparing patients
- receiving, processing & sending mail, documents & information
- regulating & monitoring output on machines & plant
- removing damaged panels & interior trim
- removing major branches & tree tops & trimming branches
- removing rubbish & emptying containers & bins
- repairing & replacing worn & defective parts
- rescuing & evacuating people
- resolving complaints & problems
- retrieving & updating data in storage & keeping records

### **S**

- selecting, trimming & arranging flowers & decorations
- selling goods & services

- setting up & operating machines for processing
- setting up displays within stores
- setting up, starting & controlling machinery in operation
- setting, reviewing & controlling office functions
- sewing, fitting & altering garments
- sewing, gluing & riveting leather & canvas
- shaping metal in moulds
- shaping stock using hand & machine tools
- shearing sheep
- sorting & classifying information
- sourcing, weighing & mixing raw materials, & loading into machines
- spreading, levelling & compacting soil, gravel, sand & ballast
- stacking & displaying goods for sale, wrapping & packing goods
- sterilising & preventing cross-infection of equipment
- storing & stacking finished product
- studying & drawing plans & estimating quantities of materials
- studying drawings & work orders to determine specifications & sequence of operations
- supervising & co-ordinating activities of porters & other hotel staff
- supervising children

**T**

- taking & transcribing information
- taking orders, serving & selling food & beverages
- testing for, locating & repairing electrical malfunctions
- thinning young plantations
- thinning, weeding & hoeing row crops & pruning trees & vines

- training animals to obey commands & perform in competitions
- transmitting & receiving radio messages
- transporting passengers & freight to set destinations
- trapping & shooting animals

**U, V, W, X, Y & Z**

- using hand tools & operating farm machines to cultivate, fertilise, spray & harvest crops
- vacuuming & steam cleaning carpets, upholstery, curtains & floors
- weighing, packing, labelling & sealing boxes
- wrapping products, filling, labelling & sealing containers by hand or machine

**OTHER**

.....

.....

.....

.....

.....

.....

.....

.....

.....

**1300 366 322** [www.workcover.tas.gov.au](http://www.workcover.tas.gov.au)

**HOBART** 30 Gordons Hill Road, PO Box 56, Rosny Park 7018  
**LAUNCESTON** Henty House, 1 Civic Square, Launceston 7250  
**BURNIE** Reece House, 46 Mount Street, PO Box 287, Burnie 7320

For more information contact  
 Workplace Standards Tasmania  
 Phone: 1300 366 322 (within Tasmania)  
 (03) 6233 7657 (outside Tasmania)  
 Fax: (03) 6233 8338  
 Email: [wstinfo@justice.tas.gov.au](mailto:wstinfo@justice.tas.gov.au)