

Cabinetmaker

Initial work capacity form

Purpose of this form

This form is designed to be completed by injured workers and their supervisors and/or the return to work coordinator, if applicable;

- to determine the tasks the worker may be able to do with or without modifications, and
- to inform the medical practitioner what tasks the worker may be able to safely undertake.

The form lists a range of work tasks typically performed by a cabinetmaker where each task has been rated according to the impact on five body parts; **Green** for little or no impact, **Amber** for some impact or **Red** for significant impact.

Instructions for workers, supervisors and return to work coordinators

The injured worker and their supervisor and/or return to work coordinator, if applicable, assess the work requirements and what duties may be suitable to perform by using the following three steps:

Step 1: Tick above the coloured column of the body part(s) affected by the injury.

Step 2: To the right of each task listed, insert the letter code that represents the frequency of the task (see the frequency table on the next page for the letter codes)

Step 3: Together review the duties performed, the worker's capacity and agree on options to accommodate the injury, taking into account those duties that are coded **Red** and **Amber**.


Once these steps have been followed for each task, initial each page, complete the declaration at the back and take it to the treating doctor for consideration and approval.

Instruction for medical practitioners

- Review the proposed work accommodations documented in this form as agreed by the injured worker and their supervisor. These tasks have been evaluated by an Occupational Therapist to determine the impact on body parts when performing the duties.
- Indicate your level of support for each option; include comments where indicated and initial the relevant section. There is more space for comments on the last page of the document if required.
- Complete the "Doctor Review" section on the last page and provide a copy for the worker.
- NB:** the worker will still require a WorkCover medical certificate

Example of complete section

MARKING OUT



2. Insert Frequency of task performed (See table overleaf)

1. Tick the body part injured

	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands
Worker reads from building site plans, where to mark out	S				
Worker uses string, measuring tape and marker, measure out positioning of bricks	F				

Frequency of the task (circle one)

Never Infrequently Occasionally Frequently Constantly

Doctor to complete, and add comments

3. Supervisor and worker to include details of proposed modifications for doctor's consideration

Doctor's Use

☐ Approve

☒ Approve subject to comments

☐ Reject (please comment)

Comments: SUPERVISOR TO KEEP WATCH OF WORKER DURING THE DAY

Doctor's Initials: [Signature]

Proposed Modifications: Ensure plans are elevated to avoid bending of leg.

What sort of accommodations can be made?

The supervisor and worker are well placed to consider what duties may be suitable and what accommodations could assist the return to work process. However, options need to be safe to perform and not aggravate the injury and must have confirmation of the treating doctor.

Examples of accommodations are:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Provide assistance for certain tasks | <input checked="" type="checkbox"/> Modify tasks to make them easier |
| <input checked="" type="checkbox"/> Reduced work hours for a short period of time | <input checked="" type="checkbox"/> Use equipment to reduce the load |
| <input checked="" type="checkbox"/> Avoid certain tasks for a short period of time | |

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EMPLOYER: _____



EMPLOYEE: _____

NOTE: When completing the tables below, use the following table as a guide to frequency of performing a task.

	Code	Non-Material Handling	Non-Material Handling	Material Handling
Never	N	0% of an 8hr working day	No Repetitions per day	No Repetitions per day
Rarely	R	1-5% of an 8hr working day	1-2 Repetitions per day	1-2 Repetitions per day
Sometimes	S	6-33% of an 8hr working day	3-100 Repetitions per day	3-32 Repetitions per day
Frequently	F	34-66% of an 8hr working day	101-800 Repetitions per day	33-200 Repetitions per day
Constantly	C	67-100% of an 8hr work day	>800 Repetitions per day	>200 Repetitions per day

GREEN	Little impact or no impact on the body part, generally able to perform these duties
AMBER	Some impact on the body part, consider modifications to minimise exposure
RED	May have significant impact on the body part, exercise caution with these duties

USING A VEHICLE		Frequency	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands	Doctor's Use Only:
								<input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ Doctor's Initials _____ Proposed Modifications _____
	Worker drives vehicle to / from site.							
	Steering and operation of gears [if applicable]							
	Operating foot controls							

MANUAL HANDLING		Frequency	Upper Limb	Lower Limb	Trunk / Back	Neck / Shoulder	Wrist / Hands	Doctor's Use Only:
 								<input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ Doctor's Initials _____ Proposed Modifications _____
	Wheelbarrow is used to transport materials and tools Note: Loads can be up to 50kg.							
	Worker shifts lengths of masonry and timber during demolition or installation tasks. Note: Team lifting utilised for more than 20kg.							
	Worker may need to climb up and down the ladder and reposition ladder accordingly. Note: Weight [>15kg] and length of ladder.							
Worker installs/ removes items from a scaffold / platform [bending reaching and squatting].								

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CUTTING MATERIALS



Frequency	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands	Doctors Use Only: <input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ _____ _____ <u>Doctor's initials</u> Proposed Modifications
Worker collects / lifts materials from storage area [shin / shoulder height] and carries it. Note: <i>Weight and size varies, use appropriate lifting aids.</i>						
Worker lifts materials onto bed of machine. Adjusts machine to the appropriate setting.						
Worker needs to bend to set machine to appropriate setting						
Worker pushes materials through machine and places finished materials on the workbench.						


ASSEMBLY



Frequency	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands	Doctors Use Only: <input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ _____ _____ <u>Doctor's initials</u> Proposed Modifications
Worker assembles panels using a drill. This "carcass" may be lifted / flipped to fasten all sides. Note: Assembly may involve use of power tools [less than 5kg]						
<u>Hand tools weighing less than 5kg:</u> All kinds of hand / power tools are used while adopting various postures. Some tools require a lot of grip force, balance, control, guidance and cause vibration in upper limbs [e.g. hammer, drill, grinder].						
Worker moves larger panel carcasses on the bench, with help of a co-worker. Hardware e.g. Doors, hinges, locks etc, are fitted.						
Worker lifts carcass on / off the bench independently or with a co-worker. Note: <i>Dimensions / weight [max 30kg].</i>						
Consider the use of temporary supports, horses or holding devices.						

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EDGE BANDING FOR MANUFACTURING BOARDS							Doctors Use Only:
		Frequency	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	
							<input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ Doctor's Initials _____
Worker moves materials [> 20kg] from 1 st trolley onto edge bander / cutter [tight height]. A co-worker cuts the panels.							Proposed Modifications
Worker continuously places materials onto cutter, while co-worker collects the finished materials and places it on 2 nd trolley.							
Worker pushes trolley [with co-worker assistance] to a bench. Individual [smaller] materials can be carried to a bench. Note: <i>Total weight of trolley.</i>							
Panel edges are cleaned using hand tools.							

ALTERNATIVE / LIGHT DUTIES							Doctors Use Only:
		Frequency	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	
							<input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ Doctor's Initials _____
Worker uses machines situated on the bench [circular saw] for cutting small materials							Proposed Modifications
Worker uses a thicknesser, and turns the wheel to set the machine [wheel is quite stiff to turn].							
Worker has to clean [sweep] work area and benches. The debris has to be scooped into a rubbish bin							

WORKERS & SUPERVISORS DECLARATION

We have reviewed and considered what available work can be safely and reasonably performed and what accommodations can be included. We have undertaken this in good faith and with a view to accommodating the injury and maximising the range of duties that can safely and reasonably be performed, and seeking a successful return to pre-injury duties.

Company Name	Workers signature	Supervisors signature
	Workers name	Supervisors name
	Date	Date

DOCTOR'S REVIEW

Additional comments: (If none, please write "N/A")

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I have reviewed the proposed work modifications and confirm that in my view, subject to my comments above, the worker is able to perform the proposed duties.

These duties should be reassessed on (date)

.....
(signed)

For information and assistance on completing this form members of Master Builders may contact Houda Peters at Master Builders on (08) 8211 7466

Disclaimer

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