

Scaffolding

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 scaffold worker 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:

- ☒ Provide assistance for certain tasks
- ☒ Reduced work hours for a short period of time
- ☒ Avoid certain tasks for a short period of time
- ☒ Modify tasks to make them easier
- ☒ Use equipment to reduce the load

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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

DRIVING TRUCK TO THE SITE

	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 looks over right and left shoulders checking for blind spots.							
Steering operated with bilateral positioning of hands [10am/2pm]							
Worker operates foot pedals [left foot if manual]							
Left hand operates gear shift with a light push/pull force							
Whole body vibration							

LOADING / UNLOADING VEHICLE


	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
Worker may be required to climb onto vehicle for loading and unloading							
Worker loads or unloads hand / power tools, materials, ladders etc [up to 20kg] independently from or on vehicle.							
Co-worker to help unload heavier items from the vehicle e.g generator, scaffold [max 50kg].							
Worker carries tools, ladders and materials to job location at the site and back to vehicle [co-worker assistance].							
Worker is required to walk on uneven surfaces [e.g. dirt / mud / wet concrete] and on mesh reinforcement [200mm squares].							

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SETTING UP/ERECT SCAFFOLD

	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 may wear a tool belt which can weigh up to 10kg							
The worker carries scaffold to where they are to be erected <ul style="list-style-type: none"> Boards - weigh 10kg-15kg each Standards [uprights] - weigh up to 12kg Ledgers [horizontal poles] weigh up to 8kg 							
Worker puts standards and ledgers into position at ground level							
Worker erects, secures and positions scaffolds utilising locking collars [up to 1kg each] and secures boards into position.							

WORKING AT HEIGHT

	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
Scaffolding components are vertically passed to colleague or vice versa [up to 15kg]							
Climbing onto next platform is required throughout erection of scaffolding.							
Cleaning up of site							

DISMANTLING SCAFFOLD

	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
The worker removes: <ul style="list-style-type: none"> Boards - weigh 10kg-15kg each Standards [uprights] - weigh up to 12kg Ledgers [horizontal poles] weigh up to 8kg 							
Climbing onto platform is required throughout dismantling process.							
Removal of locking collars [up to 1kg each]							

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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

Worker's signature

Supervisor's 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)

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(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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