

# Wall & Floor Tiler

## 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 Wall & Floor Tiler 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

Doctor to complete, and add comments

	Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands
Worker reads from building site plans, where to mark out	S	F	F	F	F
Worker uses string, measuring tape and marker, measure out positioning of bricks	F	F	F	F	F
<b>Frequency of the task (circle one)</b>					
Never	Infrequently	Occasionally	Frequently	Constantly	

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.

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

### 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

**EMPLOYEE:**

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


Frequency Table	Non-Material Handling	Non-Material Handling	Material Handling
Never	0% of an 8hr working day	No Repetitions per day	No Repetitions per day
Infrequently	1-5% of an 8hr working day	1-2 Repetitions per day	1-2 Repetitions per day
Occasionally	6-33% of an 8hr working day	3-100 Repetitions per day	3-32 Repetitions per day
Frequently	34-66% of an 8hr working day	101-800 Repetitions per day	33-200 Repetitions per day
Constantly	67-100% of an 8hr work day	>800 Repetitions per day	>200 Repetitions per day

<b>GREEN</b>	Little impact or no impact on the body part, generally able to perform these duties
<b>AMBER</b>	Some impact on the body part, consider modifications to minimise exposure
<b>RED</b>	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	<b>Doctor's Use Only:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____  <b>Doctor's Initials</b> _____
							Proposed Modifications
 Worker drives vehicle to / from site.							
Steering and operation of gears [if applicable]							
Operating foot controls							

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PREPARATION		Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands	<b>Doctor's Use Only:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ _____ _____ <b>Doctor's Initials</b> _____
							<b>Proposed Modifications</b>
Materials needed are laid out near job. Boxes of tiles can weigh up to 30kg. Buckets of glue weigh up to 25kg.							
Preparation may include removing old tiles, washing or brushing down area to be tiled							
Grouting/glue may be mixed with hand drill weighing approximately 6-7kg [with arm attachment]							
On large sites a worker may need to shovel sand & ingredients into a mixer and push a full wheelbarrow with cement/floor leveling compounds							

TILING		Upper Limb (arm)	Lower Limb (leg)	Trunk / Back	Neck / Shoulder	Wrist / Hands	<b>Doctor's Use Only:</b> <input type="checkbox"/> Approve <input type="checkbox"/> Approve subject to comments <input type="checkbox"/> Reject (please comment) Comments: _____ _____ _____ <b>Doctor's Initials</b> _____
							<b>Proposed Modifications</b>
Glue is spread over the floor/wall and the tile.							
Once positioned correctly, the tile is pushed forcefully against the wall/floor							
Tiles need to be cut by drawing a blade over the ceramic tile and cutting off the excess							
A worker may be required to use ladders for higher areas							
Low level postures of: forward stretching, squatting, kneeling							

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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)

.....  
(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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