

Commercial Glazier

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 commercial glazier 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 / Hand
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								

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. Jack hammer, generator, trowelling machine [max 50kg].								
Worker carries tools, ladders and materials to job location at the site or 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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USING ACCESS EQUIPMENT ON SITE							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 _____	
	Frequency	Upper Limb	Lower Limb	Trunk / Back	Neck / Shoulder	Wrist / Hands		
								
Climbing ladders and scaffolding		Yellow	Red	Yellow	Yellow	Yellow		
Climbing in an out of scissor lift		Yellow	Red	Yellow	Yellow	Yellow		
Observation of crane use		Green	Green	Green	Red	Green		
Lifting from crane / scissor lift [worker may be supporting up to 50kg]		Red	Red	Red	Red	Red		
Using boom lift to complete glazing tasks		Yellow	Yellow	Yellow	Yellow	Yellow		

INSTALLING NEW GLASS							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 _____	
	Frequency	Upper Limb	Lower Limb	Trunk / Back	Neck / Shoulder	Wrist / Hands		
								
Wiping surface clean		Yellow	Yellow	Yellow	Yellow	Yellow		
Placing blocks into position		Green	Yellow	Yellow	Green	Yellow		
Lifting glass into position [worker may be supporting up to 50kg]		Red	Red	Red	Red	Red		

GLAZING GLASS							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 _____	
	Frequency	Upper Limb	Lower Limb	Trunk / Back	Neck / Shoulder	Wrist / Hands		
								
Caulking [using silicone gun]		Red	Yellow	Yellow	Red	Red		
Installing rubber and finishing off		Red	Yellow	Yellow	Red	Red		
Sweeping [using dustpan set]		Yellow	Red	Red	Yellow	Yellow		

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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

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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