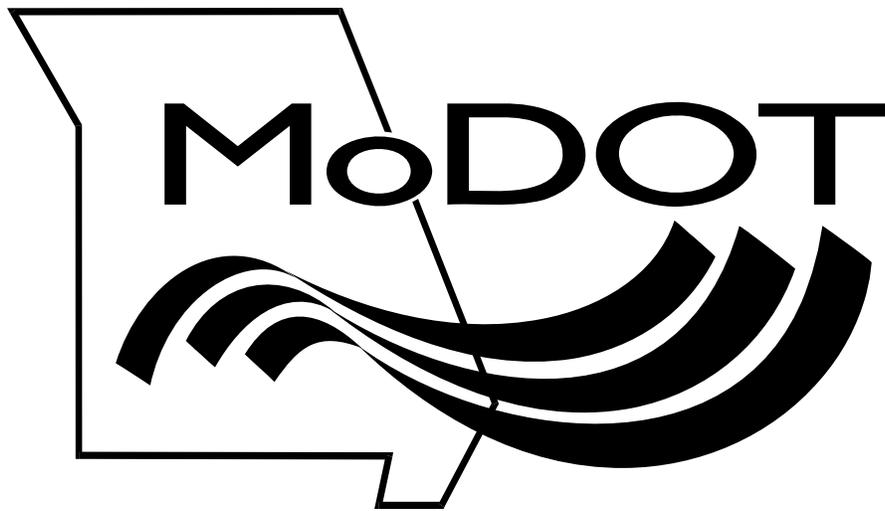


Missouri Department of Transportation



Temporary Modified Duty Handbook

Effective July 1, 2007

Temporary Modified Duty Handbook

This handbook was developed to help MoDOT supervisors provide temporary modified duty assignments for employees who have been given medical restrictions.

Injury prevention is top priority; however, when an injury/illness/condition occurs, a speedy recovery and return to full duty status is essential to MoDOT and the employee.

Personnel Policy 0509, "Temporary Modified Duty Assignments," seeks to help employees return to the workplace in a timely fashion while completing their recovery and working toward regaining full duty status.

The following list of activities represents options that may be considered for Temporary Modified Duty Assignments (TMD) assignments. Please note that any activity that is assigned for TMD must comply with the medical restrictions and/or limitations of the employee identified by the medical professional. A supervisor may use this list to identify a specific work-related task that will allow the injured employee to return to work.

This is not a complete list of examples. Other TMD assignments may be appropriate. Some tasks contained in this handbook may require additional qualifications or training (i.e. flagger training, etc.).



Task Administrative Duties

Description Filing, typing, answering telephone, photocopying, scanning, shredding, purging, general clerical work

Equipment Used
Computer
Copy machine
Fax machine
Phone
Pen and paper
Scanner
Shredder

Physical Activity Required
Sitting
Standing
Arm motion
Light lifting (0-10 lbs.)

Supervisory Requirements Semi-monitored



Task	Painting
Description	General painting of various items, including buildings, equipment, and bridge stenciling
Equipment Used	Paint brush/roller Appropriate Personal Protective Equipment (PPE)
Physical Activity Required	Walking Sitting Bending Kneeling Lifting (0-10 lbs.) Arm motion
Supervisory Requirements	Semi-monitored



Task General Cleaning/Housekeeping

Description Cleaning buildings, vehicles, signs, cones, barrels, etc.

Equipment Used
Broom/mop
Shovel
Cleaning supplies
Pressure washer
Vacuum

Physical Activity Required
Sitting
Standing
Pulling/pushing
Bending
Stooping
Light lifting (0-10 lbs.)

Supervisory Requirements
Semi-monitored



Task Inventory

Description Counting and recording supplies and equipment

**Equipment
Used** Pen and paper

**Physical
Activity
Required** Walking
Arm motion
Slight bending
Light lifting (0-10 lbs.)

**Supervisory
Requirements** Semi-monitored



Task Customer Service

Description Working at front desk greeting customers, answering telephone, general clerical work; may operate radio during inclement weather

Equipment Used
Computer
Phone
Pen and paper
Radio

Physical Activity Required
Sitting
Arm motion
Light lifting (0-10 lbs.)

Supervisory Requirements Semi-monitored



Task Flagging

Description Traffic control using stop/slow paddle or roll-up flag

Equipment Used Flag/sign
Appropriate Personal Protective Equipment (PPE)

Physical Activity Required Standing
Lifting (0-10 lbs.)
One-hand duty
Exposure to the elements

Supervisory Requirements Semi-monitored



Task Supervising incarcerated crew

Description Driving van and supervising crew

Equipment Used Automatic vehicle

Physical Activity Required 0 lbs lifting
Able to readjust position as needed

Supervisory Requirements Work independently



Task Traffic Counts

Description Counting vehicles on specified highways or intersections

Equipment Used Automatic vehicle
Traffic counter
Appropriate Personal Protective Equipment (PPE)

Physical Activity Required Sitting
Standing
May require up to 12-hour days

Supervisory Requirements Work independently



Task Mowing

Description Mowing MoDOT property or posting signs for mowing operations

Equipment Used Tractor
Push mower or riding mower
Appropriate Personal Protective Equipment (PPE)

Physical Activity Required Sitting
Climbing
Bending
Lifting (0-10 lbs.)
Posting signs (0-30 lbs.)

Supervisory Requirements Work independently



Task

Truck Mounted Attenuator (TMA) or Protective Truck Driver

Description

Operating truck for various MoDOT maintenance operations

Equipment Used

Truck
2-way radio
Appropriate Personal Protective Equipment (PPE)

Physical Activity Required

Sitting
Climbing

Supervisory Requirements

Work independently



Task Mailroom Duties

Description Assisting in mailroom with sorting and delivering mail

**Equipment
Used** Vehicle

**Physical
Activity
Required** Arm motion
Bending
Twisting
Kneeling
Stooping
Lifting (varies)

**Supervisory
Requirements** Semi-monitored



Task General Vehicle Maintenance

Description Assisting with maintenance by servicing vehicles

Equipment Used Vehicles
Hand tools
Safety-toed footwear

Physical Activity Required Standing
Arm motion
Bending
Twisting
Kneeling
Stooping
Lifting (0-10 lbs.)

Supervisory Requirements Semi-monitored



Task Sign Log

Description Annual visual inspection of MoDOT signs on roadways

**Equipment
Used** Computer
Pen and paper

**Physical
Activity
Required** Sitting
May require adjustment in work hours

**Supervisory
Requirements** Semi-monitored



Task Errand Runner/Parts Pickup and Delivery

Description Using MoDOT vehicle to run various errands and pick up and delivering parts to road crews and/or other sheds

Equipment Used Vehicle

Physical Activity Required Walking
Sitting
Arm motion
Light lifting (0-10 lbs.)

Supervisory Requirements Work independently



Task Fire Extinguisher and First Aid Kit Inspection

Description Conducting visual monthly test on all fire extinguishers and first aid kits within a building or vehicle

Equipment Used Notebook
Tape measure

Physical Activity Required Arm motion
Walking

Supervisory Requirements Work independently



Task Organizational Tasks

Description Organizing such things as nuts, bolts, tools, etc., at MoDOT building/shed

Equipment Used N/A

Physical Activity Required
Standing
Walking
Arm motion
Bending
Stooping
Light lifting (0-10 lbs.)

Supervisory Requirements Work independently