

Suitable Duties Plan

Worker	John Kleis	Ph	0413855998
Supervisor/ Line Manager	Brandon Sawallich	Ph	0435533550
Treating Medical Practitioner	Dr Thao Nguyen	Ph	5992 1044
Department /Site/Unit	Rockpool Pelican Walk ~ Seozia Joinery		
Goal - (Long Term)	Full duties		
Objective- (Short Term for 2 weeks)	Clearance 08/05/23		

Medical Certificate 29/04/23 with Suitable duties from 02/05/23 to 08/05/23.

Job Description: Joinery Installer

TASK DETAILS	
Week One 02/05/23 Commencing 02/05/23 Hours 10/02 Days 6 days	Duties ☒ Review of Safety Documentation, assisting with the investigation, including participating in interviews, retrieving documentation and taking notes ☒ Data entry for project work into job files ☒ Building plan reading and training ☒ Project schedule training ☒ Site Diary introduction ☒ Filing and document control ☒ Quantities list training involving working out products for each section of a build ☒ Light barricading work (star pickets and flagging) ☒ Formal technical training (e.g. TAFE Block training or First Aid) ☒ Attend subcontractor meetings and safety meetings ☒ Organise labour schedules ☒ Order building materials and coordinate delivery of the building material ☒ Develop construction programs ☒ Assist subcontractors with safety compliance / problem solving ☒ Convey site safety inductions ☒ Conduct toolbox talks ☒ Driving and deliveries ☒ Housekeeping tasks (e.g. Sweeping, mopping, cleaning common areas) ☒ Spotter work ☒ Supervision of works and mentoring of junior staff ☒ Safety task observation on site
	Restrictions No heavy lifting with (L) hand more than 5kg - Needs to wear glove for (R) hand with manual work.

Week Two <i>no restriction</i> Commencing / / Hours Days	Duties
	☐ Review of Safety Documentation, assisting with the investigation, including participating in interviews, retrieving documentation and taking notes ☐ Data entry for project work into job files ☐ Building plan reading and training ☐ Project schedule training ☐ Site Diary introduction ☐ Filing and document control ☐ Quantities list training involving working out products for each section of a build ☐ Light barricading work (star pickets and flagging) ☐ Formal technical training (e.g. TAFE Block training or First Aid) ☐ Attend subcontractor meetings and safety meetings ☐ Organise labour schedules ☐ Order building materials and coordinate delivery of the building material ☐ Develop construction programs ☐ Assist subcontractors with safety compliance / problem solving ☐ Convey site safety inductions ☐ Conduct toolbox talks ☐ Driving and deliveries ☐ Housekeeping tasks (e.g. Sweeping, mopping, cleaning common areas) ☐ Spotter work ☐ Supervision of works and mentoring of junior staff ☐ Safety task observation on site
	Restrictions

Training Required: YES ☐ NO ☒ If YES, given by / /

SIGNATURE (Treating Medical Practitioner) I approve this plan	<i>[Signature]</i> 29.04.23
SIGNATURE (Worker) I have been consulted about the content of this plan	<i>[Signature]</i> 29.04.23
SIGNATURE (Supervisor) I agree to ensure this plan is implemented in the work area	<i>[Signature]</i> 29.04.23
SIGNATURE (Rehabilitation Coordinator) I agree to monitor this plan	 / /
Treatment which will occur during this period (e.g.: physiotherapy, Chiropractor, gym program)	
Plan will be Reviewed on:	08.05.23