



## WHAT ARE SUITABLE DUTIES?

Return to work programs and maintain at work programs should provide meaningful productive work for employees who are temporarily unable to effectively perform their usual duties as a result of injury/illness.

If an employee is unable to perform all of their usual duties and 'suitable duties' or 'restricted duties' are required, the choice of duties will be made in consideration of:

- the nature of the employee's incapacity and relevant medical information
- the inherent requirements of the employee's pre-injury/illness duties
- the rehabilitation plan and goal for the employee
- the employee's education, skills, qualifications and work experience
- minimising the risk of aggravating the employee's injury/illness and/or placing any other person at risk of injury/illness
- the availability of appropriate alternative duties
- the provisions of the Department's rehabilitation procedures
- any other relevant matters

Work Capabilities Checklists and Functional Job Requirement Reports may be sent to the employee's Medical Practitioner to help with identifying duties the employee may be capable of performing. Refer to:

[Work Capability Checklists](#) and [Functional Job Requirement Reports](#).

When accommodating recommended suitable duties in formulating a return to work or maintain at work program, the following points should be noted:

- sufficient detail regarding specific restrictions must be provided by the medical practitioner
- restrictions must be time limited and noted clearly on the rehabilitation plan
- the plan must be goal directed and relevant to the employee's usual role
- duties must be meaningful and productive for both the employee and the work unit
- planning must be consultative and involve the employee, supervisor, treating medical practitioner and rehabilitation case manager
- whenever possible programs should be conducted in the employee's normal workplace
- the employee should not be financially disadvantaged by alternate duties and/or location
- plans and duties must be reviewed on a regular basis and progressively updated with medical approval
- progress must be evaluated as to whether the program is likely to achieve the rehabilitation goal

## FURTHER INFORMATION

Follow the links below for additional information:

Department of Education, Training and Employment Procedure: [Workplace Rehabilitation](#)

WorkCover: [WorkCover Queensland - Workers' Compensation for Queenslanders](#)

QSuper: <http://qsuper.qld.gov.au/document/IB01.pdf>

