



Accommodation Planning Worksheet

We want you to feel better and get your daily life back to normal; this includes returning to work. If you have an injury or illness, and are healing, you may need to change how you do your work to support your recovery. Thinking of ideas for suitable modified work options will help you get back to work while recovering.

Modifying your job, performing different tasks or reducing your hours are all types of modified work. These would help you to recover faster while working as well as help you stay connected with your colleagues.

Brainstorming options for modified work will help you get back to work successfully. After you have discussed your medical needs with your physician, use this worksheet to help you think about what work you can do while recovering. It helps you prepare for discussing options with your leader.

YOUR REGULAR JOB:

1. What parts of your job do you feel you can perform while recovering? (Sometimes an injury or illness can limit the duties you used to do, however, we want to focus on the duties you can do while recovering).

2. Would you be able to do any of your regular duties for a reduced amount of time? (e.g. 4 hours versus 8 hours) If so, which ones?

3. How could tools or equipment and ergonomics solutions make it easier for me to complete my job? Examples: introduce carts, handles, hoists or power tools.

4. What assistive devices or aids would support me with my needs and allow me to continue to do my own job?

OTHER JOBS:

1. Do you know of any other jobs/tasks outside of your own work you could perform while recovering?

2. Do you have other experience, skills or education you could use in other areas of your workplace?

Thank you for taking the time to complete this document. It will help your Leader and Return to Work Coordinator work with you in creating a plan for your accommodation.