

# Suitable duties and job task analysis



Coal Mines Insurance

## What are suitable duties?

Some injuries result in workers suffering from a reduced capacity, meaning it may not be safe or possible for them to do the tasks that are part of their normal job. In this case, workers may be able to complete suitable duties whilst they recover at work.

Suitable duties are short-term work duties that a worker can complete whilst complying with the capacity detailed in the SIRA Certificate of Capacity. Duties are agreed between the employer, the injured worker, and the nominated treating doctor.

## Why must I offer suitable duties?

Employers must offer workers suitable employment, where reasonably practicable, so they have the opportunity to recover at work. The employment may be either full time or part time, and where reasonably practicable, the same as or equivalent to the worker's pre-injury employment.

Providing suitable work for injured workers is a requirement under sections 41A and 49 of the *Workplace Injury Management and Workers Compensation Act 1998* and section 32A of the *Workers Compensation Act 1987*.

CMI encourages employers to provide suitable duties in accordance with their obligations under NSW workers compensation legislation as it applies to coal miners.

## How to identify suitable duties

Consider the following when identifying suitable duties at your workplace:

- Can the pre-injury duties be modified or redesigned?
- Can work practices be changed?
- Can the worker work with a co-worker to complete a task?
- Can the worker perform all duties for reduced hours?
- Can the same job be performed in a different place or area?
- Can the worker supervise or assist new staff? Or can new or other staff assist the worker with their pre-injury role?
- Can the worker be provided with training opportunities?

## Job task analysis

Job task analysis is used to examine the specific work tasks and physical demands of a particular role. Job task analysis provides an indication of the minimal abilities required for an individual to safely and efficiently perform a task.

A job task analysis will describe the complexity, duration, frequency, sequence and physical demands of a task. It will also outline the tools or PPE required.

Having the various roles within the organisation assessed can help to identify any tasks which present a risk of injury, so that modifications to the role can be made to minimise the chance of an injury occurring.

Job task analysis can assist with the creation of a suitable duties plan as it can help identify tasks that can be assigned to injured workers to provide a safe return to work.

## How can Coal Mines Insurance assist?

A job task analysis template is attached and may be used as a guide to assist you with analysing the various roles of your workforce.

If you have any questions or if you require further assistance with identifying suitable duties in your workplace, please contact your local CMI office. If required, CMI may appoint an accredited workplace rehabilitation provider to assist you with your return to work obligations.



# Job task analysis

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## 1. General information

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Job title	
Main duties	
Shift/work hours	
Work environment	
Hazards/injury risks	
PPE	
Equipment	
Overview of physical job demands	
Notes/comments	
Completed by	
Date	

## 2. Task frequency

### Key

N	Never	0% of the workday
O	Occasional	Activity exists for 1%-33% of the workday
F	Frequent	Activity exists for 34%-66% of the workday
C	Constant	Activity exists for 67%-100% of the workday

Functional demands	Task frequency				Comments
	N	O	F	C	
Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Squatting/stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reaching forward	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustained posture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trunk bending / twisting / rotating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Neck bending/ twisting / rotating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing (stairs/ladders)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lifting: Floor to waist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average weight (kg) <input type="text"/>
Waist to overhead	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average weight (kg) <input type="text"/>
Other (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Average weight (kg) <input type="text"/>
Carrying (unilateral / bilateral)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Distance <input type="text"/>
					Average weight (kg) <input type="text"/>
Grasping (hand and fine motor skills)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving (controlling vehicle/machine with foot and hand control)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other physical demands (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Cognitive & psychological demands	Task frequency				Comments
	N	O	F	C	
Concentration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decision making	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Comprehension	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Working alone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Other cognitive demands (describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**Other considerations**