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# COMPASS | IRELAND

Dear Doctor

Compass Group Ireland is committed to providing **alternative duties and/or hours** to injured or ill employees as you see fit. Our preferred option is that employees return to work where possible as soon as possible.

Enclosed with this letter are details of our employee's normal role along with details of alternative duty options that can be provided immediately.

Please do not hesitate to contact me should you have any queries. If you would like to visit the site at any time we would be happy to accommodate you.

My Contact Details are: \_\_\_\_\_ Yours sincerely, \_\_\_\_\_

## DOCTOR PLEASE FILL IN

Patient name: \_\_\_\_\_

Following my assessment of the above named employee it is my opinion that they are: (please select one option below)

- 1. Fit to return to their normal tasks as outlined
- 2. Fit to return to alternative duties (reduced hours etc.)
- 3. Unfit for work in any capacity

He/She has the following capabilities for performing suitable duties for up to \_\_\_\_\_ hours per day, \_\_\_\_\_ days per week

Standing	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can Stand for up to _____ minutes / hours
Sitting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can Sit for up to _____ minutes / hours
Walking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Can Walk for up to _____ minutes / hours
Lifting	<input type="checkbox"/> Yes <input type="checkbox"/> No	Max Lifting Weight _____ Kg
Carrying	<input type="checkbox"/> Yes <input type="checkbox"/> No	Max Carrying Weight _____ Kg
Pushing / Pulling	<input type="checkbox"/> Yes <input type="checkbox"/> No	Comment: _____
Reaching	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Doctor Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## Job Task Description Form

### INFORMATION FOR THE EXAMINING DOCTOR

Employees Name: \_\_\_\_\_ Role : \_\_\_\_\_

Brief Description of Position: \_\_\_\_\_

Clothing / Equipment Used: \_\_\_\_\_

#### Exposure:

F = Frequent – most of the day

O = Occasional – daily for about 2 hours

R = Rarely – e.g. < 10% of the time

N = Not applicable to this position

### PHYSICAL REQUIREMENTS

TASK	Frequent	Occasional	Rarely	Never	TASK	Frequent	Occasional	Rarely	Never
Sitting					Lifting up to 5kg				
Standing					Lifting up to 10kg				
Walking					Lifting up to 20kg				
Climbing stairs / ladders					Lifting up to 30kg				
Bending / Stooping					Pushing				
Crawling					Pulling				
PC work					Reaching				
Driving					Above shoulder work				
Use of one hand					Kneeling				
Use of both hands					Hands in water/washing hands				
Fine finger work									

### WORKING CONDITIONS / ENVIRONMENT

CONDITION	Frequent	Occasional	Rarely	Never	CONDITION	Frequent	Occasional	Rarely	Never
Inside					Dust				
Outside					Noise				
Isolated from others					Vibrations				
Hot					Chemicals / Fumes				
Humid					Shift work				
Cold					Working at heights				

Manager: \_\_\_\_\_ Contact No: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE DIRECT ANY FURTHER QUESTIONS TO THE UNIT MANAGER**

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## Alternative Duties for Injured Employees

The following are a guideline / example of the types of duties available to injured employees to assist them in their rehabilitation and return to work/full duties.

**Please tick the box if the individual is able to complete any of the tasks.**

TASK	PHYSICAL DEMANDS	DR. TO TICK BOX IF APPLICABLE
E-Learning / Safety Training	Sitting in front of computer at home or in workplace	
Health and Safety Audits Safety / Hazard Walks	Walking around unit, Hazard Identification, filling in paperwork	
Cleaning Audits	Walking around unit, filling in paperwork	
Admin – data entry	Sitting in front of computer	
Shadow Training	Standing or sitting observing – Chef Manager or Catering Assistant, etc.	
Stocktaking/Ordering/ Menu	Standing, holding clipboard, using computer	
Drying Cutlery, light sorting	Standing or sitting, light sorting duties	
HACCP Recording	Walking around probing food for correct temperatures etc.	
Cash Register – short periods	Sitting/standing at till	
Food Service	Standing, holding utensils	
Limited Stock filling	Light items confectionary, dairy i.e. yoghurts	
Deli Service – limited	Standing making sandwiches – short intervals	
Food Preparation	Standing chopping vegetables	
Till Duties	Counting cash, sitting at till at lunch time	
Seated work	Sitting/standing at table	
Supervising	Standing / Sitting	