

Modified Work Note for self employed workers: I-N-F-O-R-M

Background:

What is your DOA job, the nature of your work (contract/seasonal etc), what is the # of your employees, what are your regular job duties (e.g., supervising / payroll /marketing /negotiating /estimating). *(Outline information obtained)*

In what capacity are you currently working, and if so, what salary are you currently drawing? What would you consider a fair salary for this work? *(Document and explain)*

IDEAS:

Are your staff/crew currently working/ and if so what opportunities exist for you to supervise staff. If not, why not? *(Document)*

Modified work can involve a change in hours, pay, job duties, a new job or training; are there any opportunities for you to return to modified duties, even for a few hours per day/week. If not, why not? *(Document conversation)*

What modified work opportunities can you, as an employer, think of? *(outline suggestions and document discussion regarding appropriateness)*

Here are some modified ideas I'd like to propose to you that can work in your industry: *(outline suggestions and document discussion regarding appropriateness)*

NEEDS:

What are the company's current and future needs right now? What positions are you hiring/planning to hire and when? *(Document)*

FUTURE:

What future opportunities for modified work can you envision and you gains function/improves? Some suggestions I recommend for the future are ...*(outline suggestions and document discussion regarding appropriateness, e.g., GRTW)*

What opportunities exist for continuing to operate the business if you have long-term/permanent work restrictions? If so, how will this be achieved? *(Document discussion)*

OBSTACLES:

Has your business shut down, and if so, is there a plan to re-start the business? If so, when? *(Outline information obtained)*

What is needed to keep your business running (ie change/modification of equipment, change in hours etc). *(Outline information obtained)*

REFERRALS:

Please note that I will be setting you up for the following services (e.g., RTWPM, RWSP, account manager referral, ergo assessment, work assessment, TOJ): *(Outline services)*

MITIGATE:

Please note that modified work will benefit you by keeping you connected to the jobsite, will keep your business intact during your period of recovery, and will keep you connected with your customers/suppliers. *(Document discussion)*

Other:

Details of available modified duties and demands obtained: *(Outline details)*