

# Suggested List of Alternative/ Light Duty Tasks for *Wisconsin Technical Colleges*

## ONE-HANDED RESTRICTIONS

Receptionist/greeter  
Answering the phone (using a headset)  
Monitoring the doors/security monitor  
Reading/Tutoring to students  
Shredding documents/records  
Scanning documents/records  
Participate in online training or safety programs  
Walk through safety checks (check halls for hazards, spills, check fire extinguishers, etc)  
Light Housekeeping  
Assistance in OSHA compliance  
Update Chemical Inventory

## SIT-DOWN RESTRICTIONS

Mailing/stuffing envelopes  
Filing  
Computer work/data entry  
Updating procedure/training manuals  
Answering the phone  
Reading/Tutoring to students  
Shredding documents/records  
Scanning documents/records  
Participate in online training or safety programs  
MSDS inventory/update  
Update campus emergency evacuation maps  
Assistance in OSHA compliance

## LOW WEIGHT RESTRICTIONS

All one-handed and sit-down duties  
Updating bulletin boards  
Stocking supplies (office/lab/classroom)  
Safety Inspections (general/office/lab/shop/classroom)  
Check/restock first aid kits  
Update campus emergency procedure postings  
Check AED's  
Housekeeping (dusting, sweeping, light cleaning)  
MSDS Inventory/update  
Light grounds keeping

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