

# Return to work checklist

## for employees in early learning.

To facilitate the transition of your employee's return to work, we'd appreciate your help in identifying suitable light duties for them to perform. Please take a moment to look over the options below and tick the boxes for the tasks that you're able

to provide. We'll then consult the treating health practitioner to review the selected tasks and ensure they align with your employee's current ability and needs.

Worker's name:

Claim number:

Worker's job title:

Name of employer:

### 1. Administrative tasks

- ☐ Organise and file paperwork, such as attendance sheets and portfolios
- ☐ Update or create lesson plans
- ☐ Complete record-keeping tasks, such as progress reports and incident logs
- ☐ Answer calls from parents or staff
- ☐ Plan weekly or monthly activity schedules

### 2. Supervisory roles

- ☐ Supervise children during nap time or quiet reading sessions
- ☐ Assist during mealtimes, such as opening containers and serving food
- ☐ Oversee small group activities, such as storytelling and puzzles

### 3. Creative and educational activities

- ☐ Prepare craft materials, such as cutting paper and organising supplies
- ☐ Read stories to children during circle time or one-on-one
- ☐ Create learning resources like flashcards, charts, and posters
- ☐ Supervise independent play activities such as drawing or building blocks

### 4. Maintenance and organisation

- ☐ Clean and sanitise toys
- ☐ Decorate the classroom, including hanging bulletin boards and artwork displays
- ☐ Reorganise storage areas, including sorting and labelling bins

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## 5. Supportive roles

- ☐ Assist colleagues with light tasks such as preparing materials, making copies
- ☐ Prepare snacks and portion them out for the children
- ☐ Help children with transitions such as putting on shoes or jackets

## 6. Child engagement

- ☐ Lead group discussions or circle time
- ☐ Provide emotional support to children needing attention

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### Additional light duties available:

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### Prepared by:

Supervisor's name

Supervisor's signature

### Reviewed by:

Treating health practitioner's name

Treating health practitioner's signature