

## Light Duty Job Ideas

- Answer phones
- Greet customers
- Key data
- File correspondence
- Arrange /Archive job files
- Practice/learn computer skills
- Practice/learn safety
- Fold and stuff mailings
- Open and sort incoming mail
- Make deposits
- Put away office supplies
- Phone customers to follow up
- Sales
- Sign holder to direct traffic to retail store/  
showroom
- Place purchase orders by phone/fax./email
- Shred documents
- Dispatch assistant
- Show room assistant
- Door to door sales/ place door handle mar-  
keting materials
- Plan company functions/parties
- Product demonstrator
- Interpreter
- Check incoming materials/orders
- Take inventory
- Manually put away incoming supplies
- Put away supplies using mechanical  
devices such as forklift
- Manually palletize items
- Mechanically palletize items
- Dispense and receive tools and equipment
- Store/put away tools and equipment
- Schedule tools and equipment  
maintenance
- Inspect equipment
- Paint or label tools and equipment
- Sort tools, nails, nuts, bolts, etc.
- Assistant safety manager
- Site safety monitoring
- Train new hires on company safety program
- Site clean up of small and light weight items  
(ix cigarette butts and trash)
- Update Safety Data Sheets safety
- Watch safety videos
- Participate in online safety classes
- Inspect fire extinguishers
- Inspect chemicals for labels
- Hole watch in confine space
- Inspect PPE (ix fall protection)
- Car pool assistant

- Fire watch
- Repair and clean equipment
- Be in charge of water station
- Place safety cones/signs/tape
- Fall protection monitor
- Air quality testing
- Lead car in traffic control plan
- Sweep, vacuum, or wash floors
- Take out garbage
- Stock supplies
- Wash windows
- Wash Cars
- Make sure insurance cards are in all vehicles
- First aid kits are updated
- Repair broken fixtures (light bulbs)
- Touch up painting
- Caulk windows and doors
- Replace or repair screens
- Paint out building fences
- Maintain break rooms and restrooms
- Parking lot clean up
- Pick up and deliver supplies plans/ estimates to jobsite
- Flagger
- Radio dispatch/point of contact for divers who need directions
- Mow grass
- Spray for weeds and bugs
- Weed flower beds and walkways
- Prune shrubs/trees/flowers
- Planting
- Watering
- Indoor plant care
- Mulching
- Maintain compost bin
- Build raised beds
- Check hoses, connections, and automatic watering systems for maintenance
- Finish carpentry
- Touch up painter
- Finish project walkthrough
- Safety Walkthrough
- Research safety topics for next meeting
- Patchwork
- New hire training
- Power cord inspector
- Update emergency numbers in emergency plan
- Input data into computer
- Night watch
- Job trailer/shack maintenance
- Fence repair
- Sign placement

- Daily forklift inspections
- Check oil
- Make sure license plate tabs are updated
- Inspect truck tires for flats, wear, etc.
- Night Security Watch
- Repair broken lights/change light bulbs
- Help prepare for audits
- Update Emergency Response Plan (correct phone numbers) and other policies
- Check fire alarms and smoke detectors
- Christmas cards/Thank you letters to clients
- Update supervisor incident packets
- Inspect eyewash stations
- Inspect cranes
- Inspect ladders
- Place labels on secondary containers (such as bleach in spray bottles)
- Vacuum Carpet
- Help with safety newsletter topics