

	MODIFIED WORK AGREEMENT	Document Number:	TTT-HS-FRM-0075
		Division:	QHSE
		Incident Date:	

Depending on your Physician's recommendations, modified work placement can be at home, in the office, in the shop or even out at the rig. While on modified work, you will have the same responsibilities as if you were going to your normal job. All employees on modified work must sign in & out when coming and going from the office, check in with HSE staff of HR and fill out their time sheets as noted in the rules below.

1. If performing you modified work in the office or shop, your hours are as stated:

Start of Shift Time: 8:00 am End of Shift Time: 5:00pm
One Hour for Lunch

2. If you are unable to attend your modified work shift, you must advise your designated supervisor prior to the start of your expected shift.

Designated Supervisor (Print)

Contact Phone Number

3. While on Modified work you shall receive the same hourly rate of pay you had received while at regular work
4. You are required to continue to complete your timesheet. It is your responsibility to complete the timesheet each day, and then have your supervisor sign it at the end of the week. You must submit your timesheet into HR or email a copy for processing.
5. If you require days off from modified work, your supervisor will provide you with a (Request for Days Off / Decline Modified Work) form to complete.
6. You must continue to attend medical appointments as directed by your Physician.
7. You must convey all your appointments to your supervisor.
8. Each time you attend a medical appointment with your Physician, you must take with you a Physician's Medical Status Report, to be completed by the Physician, and returned to your supervisor
9. Cancellation of medical appointments is your responsibility.
10. Cost incurred from cancellation of medical appointments are you responsibility.
11. You are required to work under the provided modified work program as explained in Appendix A and B.

I understand and agree to the rules of the Modified Work program

Employee Name (Print)

Employee (Signature)

Date

Witness Name (Print)

Witness (Signature)

Date

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Appendix A

#	Modified Duty Task List	☒
1.	Load and unload trucks and trailers	☐
2.	Clean and organize truck cabs, toolboxes etc.	☐
3.	Assist mechanic with repairs and preventative maintenance	☐
4.	Oil Changes, Greasing Driveshaft and unit equipment, Fluid checks	☐
5.	Minor repairs to unit lights, reflectors, mirrors etc. to bring units up to code	☐
6.	Fix door handles, grounding cables, cabinet handles and locks etc.	☐
7.	Clean & sanitize trucks, shop & office spaces like lunchroom, reception area etc.	☐
8.	Inspect safety equipment around shop and in units	☐
9.	Clean out and remove garbage and waste from trucks and shop	☐
10.	Follow waste management program to remove waste, garbage and plastic container	☐
11.	Clean and organize shop work stations, benches and areas like oil change area	☐
12.	Update HSE Manuals and SDS Binders, books and material	☐
13.	Complete WHMIS management system for fluid and controlled material around shops	☐
14.	Organize exiting filling cabinets to current status	☐
15.	Assist crews with prepping units for field operations	☐
16.	Act as spotter and assist vehicle backing up in yard and picker lifting operations	☐
17.	Assist with fabrication division with preparing units or equipment for field work	☐
18.	Complete inventory or tools and supplies	☐
19.	Clean and organize tool crib	☐
20.	General cleaning with wash-bay shop and office	☐
21.	Cut grass and trim weed and edging	☐
22.	Remove empty or garbage plastic containers from shop and units according to waste management	☐
23.	Organize Bolt Bin and product line divisional shelving	☐
24.	Wash down wall in wash bay and certain spots in shop to improve lighting & visibility	☐
25.	Sweep and clean Stairwells	☐
26.	Audit Employee Certificates to ensure employee certs are up to date	☐
27.	Complete Daily pre-use inspections of all Powered Mobile equipment	☐

Appendix B

#	Boundaries
A.	Attend and participate all Morning Safety Meetings
B.	Not operate any company vehicles during the course of the modified duty program
C.	Not operate any powered mobile equipment during the modified duty programs
D.	Not participate in negative or destructive behaviour physically or verbally
E.	Complete a thorough inspection of any hand or power tools required to use to complete any task in Appendix A
F.	Report all incident and accident using the Hazard Management System
G.	Document all repairs and maintenance in the appropriate Equipment Repair Form
H.	Complete 1 Stop & Think Submission per day

Ensure to Scan & Email to HSE Manager and Fax to 1-780-875-5249