

# Job Ready Services

Mar 2011

## How Do You Eat an Elephant?

Do the tasks in your life seem to loom large? It is overwhelming to think about all the plates you try to keep spinning at work and at home - like eating an elephant, the whole job seems impossible.

Imagine a fit, productive workforce with little or no turnover. Imagine protocols and policies in place that promote safe employees **staying in their jobs** with only minor injuries and quick, safe return to work after an injury (in most cases, **no out of work time at all!**).

It all starts with an accurate **job analysis**. Take the first step to a fit and safe workforce and **significant reductions in your work comp costs**, by making sure your job descriptions actually match the employees' current job duties. Not having an accurate job description, with the physical demand requirements included, will result in the following:

- New employees have no idea what is physically required for them to do the job
- Existing employees that are unable to do the job will continue in the job and put themselves as well as others **at risk for injury**
- Employers will be put at risk if **EEOC** comes to call
- New employees will leave the job soon after hire, because they either weren't able to do the job or they didn't realize the tasks involved (or worse – they are **injured!**)
- **It will cost employers a LOT of money!**

Generic statements in JA's are particularly concerning. **"Must be able to lift 50 lbs"** is only accurate if you can identify the object(s) that weigh 50 lbs and cannot identify any other object(s) that weigh more than 50 lbs. Or worse yet, **"Must be able to lift 50 lbs or more"**. What is the more? 51 or 99 lbs? EEOC will ask that question. Furthermore, how is the object handled? Is there a lift assist? Are the employees lifting the object from the floor to chest level? Are they lifting overhead? How often are they lifting it?

If someone is able to lift 50 lbs one time and they struggle to lift it even once, do you think it will be safe for them to lift it several times a day? Is pushing or pulling part of the job and if so, have you measured the forces it takes to push or pull on the job?



As the JA was completed, were **risk factors** identified? Could and should **modifications** be made to the job to eliminate those risk factors? Were **ergonomic factors** considered? What input did you receive in developing your JA's? Did you get information from several different sources, such as a good cross-section of your employees? What about tasks that are only completed intermittently, but are still an **essential function** of the job?

Sometimes it makes sense to have a third party perform a Job Analysis – preferably a **Certified Ergonomic Assessment Specialist** and someone familiar with musculoskeletal disorders and how certain job tasks contribute to those disorders. An objective, thorough JA is beneficial in determining the true parameters of the job and the physical demands required to perform it.

So, how do you eat an elephant? One bite at a time! How do you develop a fit workforce and reduce injuries in the workplace? **Start with a job analysis** – one step at a time!

## **Job Ready Services**

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Suite 107  
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[www.jobreadyservices.net](http://www.jobreadyservices.net)

Functional Capacity Evaluations  
Work Conditioning  
Job Analyses  
Fit for Duty Testing  
Employment Testing

## Upcoming Events:

### **April Lunch & Learn**

#### ***North Carolina: A State Under Siege***

Learn about how poor management, unions and Washington DC impose threats on NC employers and what employers can do to avoid them.

*When:* Wednesday, April 6, 2011

*Location:* Job Ready office in Raleigh, NC  
2300 Westinghouse Blvd, Suite 107

*Time:* 12:00 pm – 1:00 pm

*Speaker:* Gary Roscoe, Acclaim HR Consulting

*Cost:* Free

*(Lunch Will Be Provided)*

*RSVP by:* Monday, April 4, 2011

To register, visit our website:

<http://www.jobreadyservices.net/index.php/contact/lunch-and-learn-registration/>

**NOTE: Be sure to choose the correct Lunch & Learn!**

### **June Lunch & Learn**

*When:* Friday, June 3, 2011

*Topic:* To be Announced (something related to hand or upper extremity injuries)

*Location:* Job Ready office in Raleigh, NC  
2300 Westinghouse Blvd, Suite 107

*Time:* 12:00 pm – 1:00 pm

*Speaker:* Dr. Jon Erickson

*Cost:* \$10.00

*RSVP by:* Wednesday, June 1, 2011

Keep visiting our website for information regarding registration for this seminar!

### **WorkSTEPS Employment Testing Program**

If you would like more information about how to legally test your employees to determine their safe ability to do the job and **prevent the hiring of your next worker's comp claim**, consider attending the NC Safety Conference in May. **Larry Feeler, the CEO of WorkSTEPS** will be the keynote speaker for this conference. The conference is **free of charge** to attend and there will be many topics covered regarding the safety of employees and the cost savings associated with keeping your workforce safe. There are also a multitude of vendors with the latest and greatest in safety products and programs.

The conference is from May 17 to May 19. Larry Feeler will be speaking on May 19. Please take a minute to peruse the program on the website: <http://ncsafetyconference.com/2010-thursday-bulletin.html>. If you have never been to this conference, you are in for a treat – many topics are covered for many types of industries – very beneficial and informative and FREE!

### **Look for Job Ready at the following conferences:**

**EPC conference in Greensboro – 3/24 – 3/25**

**Eastern NC Safety Conference – 4/8 (Debra Lord, speaker)**

**NCUCA (Utility Contractor Association) conference in Carolina Beach – 4/9 (Debra Lord, speaker)**

**NC Safety Conference – 5/18 – 5/20 (Larry Feeler, CEO of WorkSTEPS, keynote speaker)**

**Carolinas AGC conference – Debra Lord, speaker**