



Job Ready Services

Job Ready Services, LLC

December, 2007

Merry Christmas and Happy
Holidays from Job Ready!

How Job Descriptions Can Prevent Injuries

What is the difference between these 2 task descriptions?:

1. EE takes out the trash.
2. EE vertically lifts plastic trash can weighing 20 lbs and carries it 120 feet. EE then performs a one-handed lift of trash receptacle lid, weighing 50 lbs, to a height of 72" and with the other hand, dumps the trash from the plastic trash can into the larger receptacle, by tipping the trash can up and over at 60 inches high.

Obviously, the 2nd definition gives much more information and a truer "picture" of what this task requires. However, when the 1st job task was presented to the doctor treating an injured worker who had suffered a rotator cuff injury, the MD released him to regular work. As a result, the IVW was unable to do his full job and returned to the doctor with complaints. (He was lucky he did not suffer a re-injury.) Once the 2nd description was given to the doctor, he was able to make a more informed decision about when the EE could return to work safely.

Having objective job descriptions which clearly depict the physical demands of the job, are essential for ERs to prevent injuries and to ensure the safe RTW of injured workers.



Job Descriptions need to be updated on a regular basis (at least annually) to ensure the same job duties are being performed and to determine if current problems exist which may need to be corrected in order to prevent injury or occupational illnesses.

Consider another situation: An injured EE with a hand injury, tells the doctor that he must push a 2,000 lb roll of paper in order to do his job. The MD promptly takes him out of work. However, after many calls from the employer to the MD, indicating the EE could do this job, a JA was finally completed, which showed that the roll of paper took only 20 lbs of force to move and could be performed one-handed. This EE was needlessly out of work for 6 weeks while this issue was being resolved! An objective job description with clear physical demands would have allowed a safe and early RTW for this EE and would have prevented 6 weeks of lost time and additional cost to the employer.

Job descriptions that have not been updated since typewriters were standard equipment, and can barely be deciphered due to the thousands of times they have been copied, are neither practical nor ADA-compliant. Also, job descriptions that are heavy in industry jargon, that cannot be understood by persons outside the company, are not effective either. Clear physical demands take all the guesswork out of determining the job requirements.

Other benefits of clear job descriptions are:

- Healthcare providers can more easily establish realistic rehab goals for injured workers.
- Employers can have a good foundation for post-offer employment testing/screens.
- Adjusters, Employers, Case Managers and Healthcare providers are all "on the same page" in understanding the requirements of the job.
- Ergonomic risk factors and solutions can be identified to improve employees' safety.
- Identification of transitional duty tasks & appropriate light duty to allow early & safe RTW.

News and Upcoming Events

New Staff Member:

Shea Peterson, Office Mgr
Join us in welcoming Shea as our newest staff member. She has experience as a Medical Assistant, Front Office Receptionist and HR Assistant. We are very glad to have her on our staff at Job Ready!

LUNCH & LEARN:
Thursday, Dec. 13, 2007
12:00 pm-1:30pm
"Reflex Sympathetic Dystrophy/Regional Pain Syndrome"
Dr. Eugenia Zimmerman

Mark your Calendar!

Thursday, March 13, 2008
Annual seminar for employers:
"Money-saving Practices to Maximize Employee Selection"
8:00 am—12:00 pm
Raleigh, NC

Other Job Ready Services:

- Employment testing
- Ergonomic Assessments by a Certified Ergo Assessment Specialist
- Work conditioning
- Functional Capacity Evals
- Workplace training
- Job site work hardening

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For more information on any of these events or services, please contact Michelle Morgan:

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