

Why is a Job Description Important to a Workers' Compensation Program?

Besides being a valuable tool for job placement professionals to use in order to find an employee that is a good fit for a job, a well-written job description can be a valuable tool in assisting your workers' compensation return-to-work and cost containment programs.

Post-Offer, Pre-Placement Physicals:

- Obtain the opinion of a qualified medical professional regarding an individual's physical capabilities and whether they are sufficient to perform job duties without injury.
- Ensure a person is not placed in a position where they are more likely to sustain an injury due to the physical requirements of the job duties.

Return-To-Work Program:

- A medical professional may use the job description to determine an injured worker's capability to return to a full-duty or light-duty position.
- Prevents the placement of an injured worker in a position where they are more likely to sustain an injury due to the physical requirements of the job.

Vocational Capabilities Record:

- At the time of classification of a claimant, an employer may use the job description as proof of vocational capabilities of the employee at the time of their injury.

Fraud Prevention:

- Prevents a claimant from exaggerating their loss of use at an injury site by providing objective data on an employee's physical capabilities during a "return-to-work" or "post-offer pre-placement" physical examination.

If you would like any more information on this topic or a sample job description, please contact Erin Gregory at NCAComp or refer to the NYS Workers' Compensation Board Return to Work Program Handbook, available online.

Prepared by

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Making Workers' Compensation Work Since 1991™

Appendix G: Guide for Writing Job Descriptions

To write a job description, list the information requested for each section using the guidelines provided.

SECTION	GUIDELINES
Job Title	Provide the title and the location of the job, if appropriate.
Purpose of Job	<ul style="list-style-type: none"> ▪ Focus on outcomes of the job rather than process. ▪ List required expectations and special requirements. ▪ List shift or hours worked, full or part-time.
Education & Work Experience	Describe required or desired licenses, certifications, number of years' experience, training, and other qualifications.
Skill Requirements	Relate all pertinent skill requirements to job functions when possible.
Job Functions	Answer these questions when describing essential and marginal job functions: <ul style="list-style-type: none"> ▪ Does the job exist to perform this function? ▪ Would removing this task fundamentally change the job?
Job Duties	<ul style="list-style-type: none"> ▪ Be as specific as possible. ▪ State how frequently a task is performed and what equipment, tools, and materials are used.
Physical Demands	<ul style="list-style-type: none"> ▪ Be very specific. Use measurements, frequency, and duration. ▪ Describe body position, required exertion, and parts of the body used. ▪ Give hours per day spent performing each function.
Environmental Conditions	Describe temperature, hazards, and other conditions.



Appendix H: How to Use the Physical Demands Task Assessment

Many types of assessment and analysis tools are available. This assessment asks you to describe a task and show information about the physical demands and environmental conditions of the injured employee's position so his or her treating physician may make an informed decision about the employee's ability to return to his or her pre-injury job.

Follow these steps for completing the assessment.

1. Use these definitions to complete the top of the form:

Task Title: Name of the task being assessed.

Date: Date the form is completed.

Analyst: Name of the person making the assessment.

Task Duration: Number of hours the employee spends doing this task during one day.

With Breaks: Whether the employee doing the task takes breaks.

Overtime: Average number of hours of overtime the employee typically works per day/week.

Task Description: A brief description of the task (Use the tasks inventory form to list the steps of each task).

2. Fill in Sections 1 through 5 and make any additional comments.

Section 1: Postures

Observe the employee's postures (standing, sitting, walking, or driving) during the task. First, circle the number of hours the employee stays in a posture without changing. Second, circle the total (or cumulative) number of hours that the employee is in a posture while doing this task throughout the day.

Section 2: Lifting and Carrying

Observe any manual lifting and carrying during the task. For each category of weight, mark how frequently the weight must be lifted or carried. If the employee never lifts this amount of weight, mark "0 percent." If the employee lifts this weight less than one-third and two-thirds of the day, mark "occasionally"; between one-third and two-thirds of the day, mark "frequently"; and more than two-thirds, mark "constantly." For each weight, say how high the load must be lifted (example: a box is lifted from the floor to waist height, about three feet) and how far the weight is carried (example: from the dock to the processing table, about 20 feet).

Section 3: Actions and Motions

Observe the different actions and motions during the task. Write a description that explains why the employee must take action or motion (example: pushes mail cart across room). Show the total amount of time during the day the employee does each action or motion using these definitions.

Pushing Moving an object away from you, including kicking, slapping, pressing, and striking an object.

Example: Pushing a dolly.

Pulling Moving an object towards you, including jerking or sliding an object.

Example: Dragging a box across the floor toward you.



- Climbing** Using your legs, arms, hands, or feet to move up or down a structure such as stairs, ladders, scaffolds, and ramps.
Example: Dragging a box across the floor toward you.
- Balancing** Moving in a manner that requires you to keep from falling because of unstable surfaces such as slippery, moving, or narrow spaces.
Example: Replacing shingles on a steep roof.
- Bending** Using your back and legs to bend forward and downward.
Example: Leaning over a car engine to do repairs.
- Twisting** Rotating your upper body in a different direction than your lower body.
Example: Reaching behind you to pick up parts while you remain seated at a machine.
- Squatting** Lowering your body by bending at the knees.
Example: Crawling through a crawl space to get to plumbing.
- Kneeling** Lowering your body onto one knee or both knees.
Example: Kneeling on one knee to remove a flat tire from a car.
- Reaching** Moving your hands and arms toward an object at arm's length in any direction from your body.
Example: Reaching upward to change an overhead light bulb.
- Handling** Using your hands to hold, grasp, grip, or turn an object.
Example: Holding a drill while drilling holes.
- Fingering** Using your fingers to pinch, pick, or manipulate objects, especially small ones.
Example: Picking up nuts and placing them on bolts.
- Feeling** Using your hands and fingers to perceive the shape, size, temperature, or other characteristic of an object.
Example: Laying your hand on the hood of a car to check for heat.
- Repetitive** Using your feet or hands continuously in the same motion or motions.
Example: Typing at a computer or using a foot pedal on a sewing machine.

Section 4: Equipment

Observe any equipment, tools, or machinery the employee uses during the task. Describe the name or type of each tool, piece of equipment, or machine. Mark how often it is used: never, occasionally, frequently, or constantly. Note any other information about the physical demands of operating equipment.

Section 5: Environmental Conditions

Observe the environmental conditions the employee is exposed to during the task, such as vibration, noise, and heat or cold. For each condition, describe the specific type of environmental condition, then list the frequency of exposure: never, occasionally, frequently, or constantly. Note any other information about the physical demands of working in this environmental condition.



Appendix I: Physical Demands Task Assessment

PHYSICAL DEMANDS TASK ASSESSMENT

Task Title: _____ Date: _____

Duration of Task (hours/day): _____ With breaks: Yes No

Average Weekly Overtime Hours: _____ Analyst: _____

Task Description: _____

1. Postures:

Stand: Hours at one time:	0	1/2	1	2	3	4	5	6	7	8	8+
Total hours per day:	0	1/2	1	2	3	4	5	6	7	8	8+
Sit: Hours at one time:	0	1/2	1	2	3	4	5	6	7	8	8+
Total hours per day:	0	1/2	1	2	3	4	5	6	7	8	8+
Walk: Hours at one time:	0	1/2	1	2	3	4	5	6	7	8	8+
Total hours per day:	0	1/2	1	2	3	4	5	6	7	8	8+
Drive: Hours at one time:	0	1/2	1	2	3	4	5	6	7	8	8+
Total hours per day:	0	1/2	1	2	3	4	5	6	7	8	8+

2. Lifting/carrying

	Not Present 0%	Occasionally 0-33%	Frequently 34-66%	Constantly 67-100%	Height of Lift	Distance of Carry
1-10 lbs.						
11-20 lbs.						
21-50 lbs.						
51-100 lbs.						
> 100 lbs.						



3. Actions and motions:

	Not Present 0%	Occasionally 0-33%	Frequently 34-66%	Constantly 67-100%	Description
Pushing					
Pulling					
Climbing					
Balancing					
Bending					
Twisting					
Squatting					
Crawling					
Kneeling					
Reaching					
Handling					
Fingering					
Feeling					
Repetitive					
Hand Motion					
Foot Motion					

4. Equipment:

	Not Present 0%	Occasionally 0-33%	Frequently 34-66%	Constantly 67-100%	Description
Tools					
Machinery					
Equipment					



5. Environmental Conditions:

	Not Present 0%	Occasionally 0-33%	Frequently 34-66%	Constantly 67-100%	Description
Vibration					
Noise					
Extreme heat					
Extreme cold					
Wet/humid					
Moving parts					
Chemicals					
Electricity					
Radiation					
Other _____					

Comments:

