

# Job Information Worksheet

A Job Information Worksheet (JIW) identifies the physical, psychological, sensory and environmental demands on a worker performing essential job functions. Also known as a Physical Demands Assessment (PDA), a JIW quantifies job demands, and includes descriptive information on the tools, equipment and processes necessary to do a specific job.

## Who uses the JIW?

- **The Saskatchewan Workers' Compensation Board (WCB) – Case Management (claims over 4 weeks)**

The WCB case manager may request a copy of a JIW to assess when an injured worker has recovered enough to return to the original job or to determine if an injured worker is able to perform some essential job duties.

- **Physiotherapists, Occupational Therapists or other Health Care Provider**

Usually, a physiotherapist (PT) or an occupational therapist (OT) requests a JIW to help them develop an injured worker's treatment program. A PT or OT incorporates essential job functions into a RTW program. A JIW is also useful when the PT or OT conducts a functional abilities assessment. It assists the employer in modifying the job as the injured worker's physical condition progresses. It can also help a PT or OT determine when an injured worker is fit to return to the pre-injury job.

- **Safety Program**

A JIW is particularly useful in identifying safety hazards inherent in a specific job position. A

completed JIW quantifies the physical demands of a job. It might show that a job requires a worker to lift 20 lbs. from the waist to shoulder height 40 times in the course of one shift. Learning that the tasks of this job create risk of repetitive strain injury allows the employer to implement ergonomic improvements.

Ideally, an employer will have a completed JIW for each position. It is easy to look at the JIW if someone is injured and develop modified duties. If the WCB, a PT or OT requests a JIW, then it is readily available, expediting appropriate treatment, tests and the development of the RTW plan. It can assist in certifying that the worker is able to return to the pre-injury job.

Complete JIW's with input from supervisors and workers. In some cases, a supervisor may be completing a JIW that reflects a job in the way it was intended but this does not reflect how it is actually performed. Collaboration on JIW's helps to avoid a situation where workers have issues about the accuracy of the results.

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## JIW completion instructions

- Complete a JIW for each position in an organization.
- A JIW should be representative of typical job demands.
- If there are different physical demands in a job position depending upon the season, product line, shift or a project, complete separate JIWs for each.
- Include quantitative measurements. For instance, use “5 times a day,” “20-40 lbs.,” “3 times per hour,” etc. rather than subjective statements such as often, frequently, hardly ever, heavy, etc.
- Include the actual weight (rather than approximate) lifted, carried, pushed or pulled for any tasks that involve handling weights over 50 lbs.
- Note physical demands that are only occasional. For example: “required to climb stairs rarely and only when visiting clients outside the organization”.
- Not all categories on the JIW will apply for every job position.
- Only complete the section “FOR EMPLOYER & EMPLOYEE USE ONLY”.

## Sample JIW completion procedure:

- Supervisors will select one worker from each job position to complete a draft JIW for that job position.
- Circulate the completed JIW draft to all other workers in that job position for their review and input.
- Supervisors will review the JIW draft for accuracy and that it includes quantitative measurements.
- Finalize the JIW based upon worker and supervisor input.
- Keep completed JIWs on file in Human Resources.
- Human Resources will forward a JIW to the appropriate quarter when requested (i.e., by the WCB, a PT, an OT, a physician, a safety coordinator, RTW coordinator, etc.).
- Use JIWs to assist RTW planning participants in identifying appropriate alternate or modified work, determining when an injured worker is fit to return to the pre-injury job and identifying safety hazards within a job position.
- Review JIWs regularly- (e.g., recommended at a minimum once every three years or whenever there have been significant changes in a job).