



## ***Is Your Job Description Enough?***

With the help of regulatory bodies like the Occupational Safety and Health Administration (OSHA), employee health is more than just a priority, it's the law. In reality, with the high price of group health care, disability premiums, and workers compensation, making employee health and safety a priority makes "business-sense" as well.

Despite the dedicated efforts of health and safety professionals, accidents and injuries still happen in the workplace. One of the most difficult challenges a health and safety professional faces, is establishing when an employee is ready to return to work after an injury. Without the proper return-to-work documentation and procedures in place, this can be a costly and frustrating proposition. Many companies are unaware of how a functional job description (FJD) could help streamline this process for their workforce.

A functional job description is an ADA compliant job description that goes above and beyond a general job description. For most companies, a generalized job description leaves a considerable gap when transitioning an injured employee back to work after completion of medical treatment. The functional job description fills this gap by detailing the unique physical requirements of a job to help guide the clinician before, during, and after the injured employee leaves medical care. With the help of Advanced Worksite Solutions some companies have already started utilizing this new tool. One such company was ACE Cargo LLC, and this is their story.

Last year, ACE Cargo contacted Advanced Worksite Solutions with a challenge. A previously injured employee was medically cleared to return to work, but concerns lingered about whether the employee was physically rehabilitated enough to resume their daily work responsibilities. While the company did have a generalized job description in place, several of the unique physical demands of the employee's position had been omitted. Recognition of these omissions underscored ACE Cargo's need for a detailed job description that would address the essential tasks of the Short-Haul Driver position. Without the FJD, the direct and indirect costs of a reinjured employee could have been staggering.

The Advanced Worksite Solutions specialist performed an ethnographic investigation of the Short-Haul Driver position by spending several hours on the road with a fellow driver. Within a week, the specialist constructed and delivered a detailed, cost-effective FJD for the Short-Haul Driver position. The FJD incorporated numerous ergonomic and anthropometric measurements that were customized to the unique physical demands of the position.

After transitioning the employee back to work, ACE Cargo implemented the FJD as the groundwork for developing a Post-Offer Evaluation for the Short Haul Driver position. This further amplified savings by screening new applicants for unique physical demands of the position. In addition to saving ACE Cargo money, the entire process had the added benefit of educating ACE Cargo personnel about cost effective procedures for addressing future return-to-work challenges. Advanced Worksite Solutions provided the cost-effective solution that saved ACE Cargo time and headaches.

Let Advanced Worksite Solutions save you time and headaches by constructing functional job descriptions for all your high injury risk positions. We have all the answers you need to address your difficult injury prevention challenges.

If you would like to learn more about Functional Job Descriptions and/or Post-Offer Evaluations, please contact an Advanced Worksite Solutions specialist at (317) 390-5590.