|  |  |
| --- | --- |
| Title: RTW – PHYSICAL DEMANDS INFORMATION | Date of Issue: October 2017 |
| Approved by: Kasey Janzen (President) | Review / Revise Date: N/A |
| Location: Safety board (back shop), Office, Vehicles, Online (website) | |

**PURPOSE:**

The purpose of Physical Demands Information is to assist in the process of sourcing suitable modified work during the injured worker’s recovery process

**LEGISLATION:**

N/A

**SCOPE:**

All employees / workers regardless of position within company – anyone who performs a task that has hazards associated with the performance of the task

**DEFINITION:**

PDA = Physical Demands Analysis

PDIF = Physical Demands Information Form

H & S Team = Health & Safety Team = President, Office Manager, Foremen, H & S Rep

**POLICY:**

When a worker is injured and is unable to return to the full duties of the job, it is important that modified work is provided as part of the Return to Work Program. In order to provide modified duties, the Office Manager will need to assess the tasks that the injured worker will be performing.

One of the Office Manager’s goals is to return the worker to modified duties (if required) that are within the limitations and restrictions of the Functional Abilities Form (FAF). The ultimate goal is to assist in the safe return of the injured worker to full pre-injury job duties.

The WSIB Physical Demands Information Form (PDIF) is one tool that is used to determine the suitability of existing duties and addresses whether or not the pre-injury job can be modified in a safe manner.

The WSIB PDIF must be used when PDAs are not available or are incomplete. At Castle Plumbing & Heating Inc., we have not, at the time of writing this Policy, developed any PDAs.

The purpose of the PDIF is not to act as a full Physical Demands Analysis (PDA). Ideally, PDAs should be completed for each job task prior to an injury taking place. In fact, completed PDAs will assist the person completing the PDIF by a) providing relevant information on the pre-injury job and b) assisting in the modification of the existing PDA tasks to suit modified duties commitment.

The PDA takes into account all physical demands of the job, relating to the use of all body parts required to complete the task.

The PDIF takes into account only the areas of the body that are affected by injury and addresses the physical demands of that injured body part required to complete the task.

The WSIB PDIF is specific to the injured worker and the injury, where PDAs refer to the task and do not take into account individual needs. An example: The PDA indicates that the worker has to frequently lift 50lbs as a regular work duty. The PDIF might indicate that the worker will occasionally lift 5 lbs of the 50lbs for a modified pre-injury job.

Remember:

There are various levels of injury and some workers will be able to perform pre-injury job duties with very little accommodation to their pre-injury job!

**PHYSICAL DEMANDS INFORMATION FORM:**

The PDIF is comprised of several sections and is divided into several pages.

When faced with an injured worker requiring modified work, a choice will need to be made on whether to select the section of the PDIF that refers to the breakdown of specific tasks (Section #2) or general demands of the job (Section #3).

WSIB recommends that jobs requiring 6+ tasks should be referred to in Section #3 – General Physical Demands.

When completing the PDIF, under Section # 1, there are 3 areas to select from when deciding what job you are submitting on the PDIF to WSIB:

1. Regular pre-injury job
2. Modified pre-injury job
3. New job

When using Sections #2 and #3, it is important to select the part of the PDIF that corresponds to the correct part of the body that is injured.

The PDIF has separate sheets for:

1. Neck and shoulder
2. Back
3. Elbow, forearm, wrist, hand
4. Hip, leg, knee, ankle, foot

Section #4 addresses ‘Additional Considerations for Injury Risk’. This Section of the PDIF assists in identifying existing risks and the potential for further risks to develop. When risks are identified, an opportunity to provide corrective action is made possible. All risks must be mitigated before the task is undertaken.

If several parts of the body are injured, then each body part must be identified and analysed with the correct portion of the PDIF (see above).

Once the PDIF is complete, it will be easy to see whether or not a modification of existing pre-injury job duties can be facilitated or not.

**PHYSICAL DEMANDS ANALYSIS (PDA):**

Although PDAs are not part of this Policy, it is important that all PDIFs and PDAs are kept in a database for further referral.

In order to maintain a Physical Demands Database for the purpose of assisting injured workers in their recovery, we need to perform a Physical Demands Analysis first. WSIB has developed a Form for conducting PDAs and it is called a Task Analysis Form.

In order to complete the WSIB Physical Demands Information Sheet (PDIF), you will need to refer to PDA’s for the job duties you are looking at.

Again, PDAs will be developed over a period of time by the same parties involved in the PDIF.

**COMPLETION OF THE PDIF:**

* Supervisor will fill out the PDIF
* Get input from the injured worker and/or other people who perform the same task
* Is filled out while the injured worker is performing the task
* If they are not available, it will be done by someone who is familiar with the job and provide specific details

**Criteria for filling out form:**

* Injured worker
* Supervisor / office manager
* Other people who know the job

**PROCEDURE:**

* Foreman and injured worker or injured worker and Office Manager review PDIF together day after injury (next day, if possible)
* Other workers who perform the same task may be consulted for input
* Fill out while observing the injured worker doing the task, if that is not possible it can be done by someone familiar with the work who can give details

**DETERMINATION OF PHYSICAL DEMANDS:**

There are several ways and forms of assessment that can assist all workplace parties in the accurate completion of a PDIF:

* Interview workers- Ask questions like ‘what parts of the body are sore when you return from vacation’
* Observation of the task being performed
* Ask questions as the task is being performed but only at appropriate intervals (i.e.: worker using hammer drill – do not interrupt but wait until task is completed before asking questions)
* Determine:
* Heights
* Weight
* Duration
* Position of the body
* How many times a day the duty is performed
* If necessary, use other items to assist in completing the PDIF accurately:
* Tape measure
* Cam corder
* Timer – how long does the task take to do?
* And any items that are required to perform an accurate assessment
* Record all information on the PDIF immediately

**ROLES AND RESPONSIBILITIES:**

Worker:

* Must assist in completion of PDIF
* Perform the duties if they can
* Fill out their own version of the PDIF if they are not available to be there

Foreman:

* Complete the PDIF with the injured worker
* Ask questions to determine specific details
* Observe the duty being performed

Office Manager:

* Will assign the tasks
* Complete the PDIF with the injured worker if supervisor isn’t available

H & S Team will:

* Make sure PDIF is completed the day after injury
* Keep all PDIF’s for future reference

**TRAINING:**

* All workers
* Safety meeting
* How to fill out PDIF

**EVALUATION:**

* **QUIZ**

**EFFECTIVENESS:**

* DID YOU GET THE FORMS COMPLETED?
* WERE THEY FILED SOMEWHERE SO THAT YOU CAN REFER TO THEM AGAIN?
* WHAT ABOUT MEETING WITH THE INJURED WORKER?
* WHAT DID YOU LEARN?

**FORMS:**

WSIB PDIF – WSIB PDA (Task Analysis)

**REFERENCE MATERIAL:**

WSIB – Occupational Health Clinic for Ontario Workers Inc. (OHCOW)