

Safety and Health Investment Projects FINAL REPORT REQUIREMENTS

The purpose of the final report of your SHIP project is to:

1. Evaluate and document the achievements, challenges, and shortcomings of the project for the constructive benefit of others interested in learning from SHIP projects; and
2. Provide the Division of Occupational Safety and Health with information that shows:
 - a. The outcomes specified in the project application were met; and
 - b. The grant was used for the purpose(s) for which it was approved and in accordance with relevant WAC rules and any special conditions or requirements; and
 - c. The outputs of the project have been disseminated as specified in the application.

The report format has four sections:

1. Cover Sheet
2. Narrative Report (part I)
3. Financial Information (part II)
4. Attachments (part III)

Please provide complete and detailed information in the final report. If you have questions, please call your SHIP grant manager.

REMINDER!!: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and can not be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.

SAFETY AND HEALTH INVESTMENT PROJECTS
FINAL REPORT

RETURN TO WORK TOOLBOX

SHIP GRANT #2012RB00197

01/22/2013 10/15/2013

Margie Weinberg, Project Manager

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The Smart Association
1711 S. Jackson Street
Seattle, WA 98144

October 25, 2013

Margie Weinberg, Author



PART I

Narrative Report

Organization Profile:

For awarded organizations, to include partners and collaborators, provide a brief description of each organization. Mission, vision, and purpose for each of the organizations who applied (this includes partners and collaborators) for the grant.

Founded in 1992, the **Smart Association** is a non-profit business association providing companies with resources to manage and control risk in Washington State for their companies and their workers. Smart promotes safety through services such as on site safety reviews, accident investigations, educational materials and training classes, and pro-active claims management.

Our vision is to remain a committed advocate and resource for employers, focused on increasing safety awareness and improving safety practices throughout the state. To this end, the Puget Sound Area Safety Summit is sponsored and administered by Smart, and is a network of government, business and labor that meets monthly to offer topics related to developing methods and solutions to address and improvement workplace safety.

Additionally, SMART sponsors and administers the Puget Sound Area Safety Summit (SUMMIT) which is a networked alliance of government, management, and labor, organized to develop methods and solutions for continuous improvement of workplace safety, meets monthly with varying safety and health topics. The mission of the SUMMIT is to share information and collaborate in our mutual commitment to safety, while seeking solutions to common problems.

The **Master Builders Association** (MBA) serves King County and Snohomish and Pierce Counties as the largest local homebuilders association. Founded in 1909 by a group of Seattle builders who saw the need to unite in order to address the many concerns and issues facing the housing industry. Their goal is to work with government to develop laws that protect the environment while still providing attractive affordable communities and homes. Safety on the constructions site is a primary concern for the MBA., providing numerous workshops and seminars for its 3000+ members

Abstract:

Present a short overview of the nature and scope of the project and major findings (less than half a page).

The online tool box wizard developed with this SHIP grant award has resulted in a database of jobs and related job tasks accessible in a worksheet format that allow construction employers and their claims managers the ability to instantly create return to work light duty job assignments based on the providers Activity Prescription Form for release to return to work in a modified capacity. The worksheet is populated by an employer's choices in choosing job activities within the ability set forth by the workers provider.

An Employee Job Offer Letter can be generated based on the providers response to the job offer request, and is available to be printed in English, Russian and Spanish, the most common languages spoken in our construction workforce. This ensures the communication to Hispanic and Russian employees that they understand the job offer and that their provider has approved it given their abilities. Breaking down language barriers, keeping injured workers employed while rehabilitating from an injury benefits both the employer and the worker.

Initially surveys and focus groups were asked for input on the idea of developing such an on-line tool. Given the nature of individually creating job ideas for light duty; employers in construction had no access to the literally thousands of job ideas that have been used previously. We were told by employers repeatedly that this tool would be very helpful. Drafts and samples of ideas for formatting and layout from a technical perspective, and job tasks within each trade and hundreds of previous job offer letters were reviewed, modified and categorized - as well as evaluated by professional vocational counselors to ensure appropriate designations.

Final product development was approved by Labor and Industries from a technical aspect as well, as accurate descriptions of work activities, and ensuring the scope the grant project was on task. That transitional job offered injured employees would be a valid offer. Meaning the job must be with the employer of record, and that the job provide a meaningful and respectful work environment

Purpose of Project:

Describe what the project was intended to accomplish.

Reduce redundancy in developing light duty construction return to work jobs across employers, claims managers and vocational counselors. Provide a myriad amount of job tasks that can be utilized in a construction related setting for employers to consider for their injured workers to Return to Work while recovering from an on the job injury.

Use of technology to make multiple construction trade related tasks available through an on-line database accessible to all Washington construction employers for their use to create ideas for transitional light duty jobs via use of the Employer Job Description Form (developed by Labor and Industries) and making it a worksheet that can be populated by the employer of injury for their injured worker. Creating an Employee Job Offer letter in English, Spanish and Russian that meets the letter of the law in terms of what it covers in the letter and that it can be delivered in a workers language ensuring s/he understand it clearly. An employer is required by law to communicate with workers in a language that they understand so this also aids in that process.

Knowing return-to-work options help preserve long-term earning power: Keeps the employee active and speeds medical recovery. Shifts focus from “dis-ability” to ability. May reduce the risk of re-injury. Provides a sense of job security. Allows the employee to maintain contact with co-workers. Shows you value your employee and his/her contributions to your company. Return to work: Good for your business, your employees, your bottom line. Encouraging more employers to develop a successful return-to-work strategy. Commitment means: Believe in the benefits of return to work –

for your company and your employees.

Our goal: Streamline and simplify a process, effectively use technology and the world wide web, provide employers with ideas for options for transitional light duty work, share resources amongst ourselves as an industry, produce a statewide benefit.

Trades such as electrical, roofing, painting, drywall, carpentry, landscaping, laborer, concrete, refinery, ironwork, sheet- metal, mechanical, glaziers, utilities, and asphalt; in industrial, commercial, marine and homebuilding industries can utilize the wizard.

Statement and Evidence of the Results:

Provide a clear statement of the results of the project include major findings and outcomes and provide evidence of how well the results met or fulfilled the intended objectives of the project.

This project completed milestones (**see attachment 1**) set forth in the work plan that resulted in:

- Interactive on line internet based Return To Work toolbox worksheet with a multitude of job task ideas in multiple trades accessible on smartwa.org website and the MBA's, available to all Washington construction employers to assist in their Return to Work programs for injured workers.
- Searchable database based on general construction or specialty construction activities
- An on line interactive Employers Job Description form, and (**see attachment 2**) Employee Return to Work Job Offer Letter. (**see attachment 3**)
- Translated versions of the Employee Job Offer Letter and job tasks in Spanish and Russian.(**see attachment s 4&5**)

All the above mentioned tasks have been completed and documented with correspondence and invoices.

Evaluations show both employers and claims managers accessing the website and using the Employee Job Description wizard and Job Offer letter. Google analytics demonstrate evidence. (see below)

The wizard is on line.

The project met its goals. The interactive form is on-line and accessible. (See sample from wizard below)

Location : "Office"

3. Choose Job Title

- | | |
|--|---|
| <input type="checkbox"/> Clerical Support Receptionist | <input type="checkbox"/> Continuing Education |
| <input type="checkbox"/> House Keeping | <input type="checkbox"/> Dispatcher |
| <input type="checkbox"/> HR Assistant | <input type="checkbox"/> Estimator |
| <input type="checkbox"/> Receptionist | <input type="checkbox"/> Expeditor |
| <input type="checkbox"/> Safety Assistant | <input type="checkbox"/> Delivery Assistant |

Location : "Yard / Warehouse"

3. Choose Job Title

- | | |
|---|---|
| <input type="checkbox"/> Vehicle Cleaner | <input type="checkbox"/> Production Worker |
| <input type="checkbox"/> Tool Attendant/Inventory | <input type="checkbox"/> Bench Welder |
| <input type="checkbox"/> Security Guard | <input type="checkbox"/> Shop Mechanic |
| <input type="checkbox"/> Delivery Driver | <input type="checkbox"/> Small Equipment Mechanic |
| <input type="checkbox"/> Dispatcher | <input type="checkbox"/> Delivery Assistant |

Location : "Job Site"

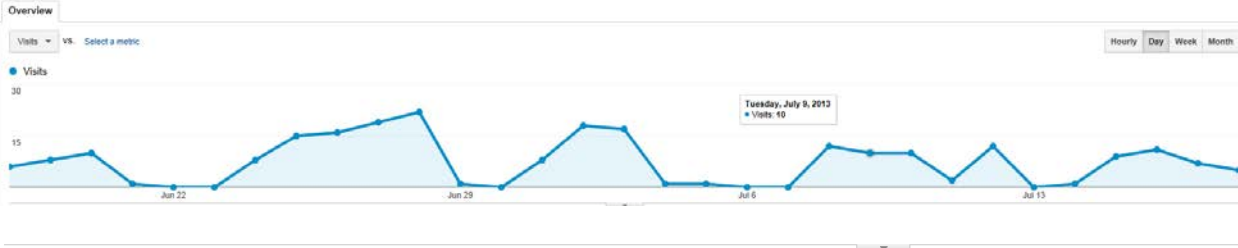
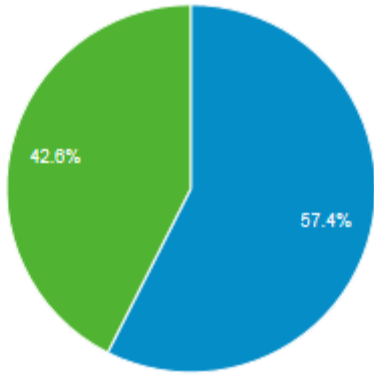
The project is complete, employers are using the online wizard Return to Work Toolbox. Feedback indicates they are able to more quickly create job offers, have used some ideas they hadn't considered previously for transitional work activities in their company, and in some cases are seeing a quicker turnaround from providers. (see survey results below)

Measures to Judge Success:

If relevant, state what measures or procedures were taken to judge whether/ how well the objectives were met and whether the project or some other qualified outside specialist conducted an evaluation.

Our Google analytics show usage and return visitors. We also produced the web based Return to Work Toolbox wizard with hundreds of ideas for return to work demonstrating our goal of developing an online database to show we met our objective. Project usage figures also demonstrate its effectiveness. We have not had any outside Person/s conduct a separate evaluation. We surveyed those companies who signed on in support, and claims mnagers working with those clients.

■ New Visitor ■ Returning Visitor



167 people visited this site



Relevant Processes and Lessons Learned:

Specify all relevant processes, impact or other evaluation information which would be useful to others seeking to replicate, implement, or build on previous work

AND

Provide information on lessons learned through the implementation of your project. Include both positive and negative lessons. This may be helpful to other organizations interested in implementing a similar project.

The process of returning an injured construction worker to work can now be done on line by populating a worksheet that when saved - completes a modified job Job Description Form that can be sent to the provider to review for release to light duty.

This saves time, offers hundreds of ideas to employers for construction worker related activities based on specific injury type (body part)and physical limitations and should result in employers enjoying more successes in their Return to Work programs!

Lessons Learned

Budgeting proved problematic in as much as translation subcontractor amounts were off by over \$10,000. 00 from original budget thought process. As it turned out only the Employee Job Offer Letter was translated into Spanish and Russian, leaving this large balance.

Secondly hours worked in A. Personnel were under estimated by nearly \$7000.

Thirdly, the grant had anticipated 7 months of activity for budgeting office space and related expenses when in reality the grant activities occurred over the course of 9 months, so this F. Other category was underfunded as well.

A Budget Modification was requested and aproved to move surplus of \$10,000 from B. Suncontractors to A. Personnel, and to move \$1000. From B.Subcontractors to F. Other to cover this underfunded expenses **see budget report**

PostCards were designed so that all members of the MBA and contractor members of Smart would receive notice that the wizards were live and available on our respective websites to create Light Duty job descriptions. Through poor communication between administrative staff at the MBA who “approved” the postcard design, and their eventual IT staff who needed to make the link active, the website was wrong and the naming of it on the postcard was not going to be able to be activated as printed. This wasted 3000 cards that no one wanted to pay to replace. The solution was to recreate the postcard on- line and send an electronic version to all MBA members. Lessons learned here by the grant project manager whose job was to keep everything and everyone one on task is **more communication** between all parties and clearer expectations and protocols between partners and departments within respective oraganizations .

Product Dissemination:

Outline of how the products of the project have been shared or made transferrable.

- 1) Postcards were produced and mailed and sent electronically to MBA and SMART members and postcards also are available at the SUMMIT every month. **(see attachment 8)**
- 2) We also did a presentation to employers at the SUMMIT.
- 3) Newsletter articles have been posted in both Smart and MBA news. **(see attachment 9)**
- 4) Networking is always a part of marketing. Outreach has gone out to the Construction Center for Excellence, the Wa. Self-Insurers, other Retro groups. We have also encouraged our manufacturing clients that they can utilize the office and some yard warehouse tasks for their return to work programs.
- 5) Additional outreach and access will continue at the monthly SUMMIT meetings sponsored by the Smart Association.
- 6) Labor and Industries also did a press release about the project.**(see attachment 10)**
- 7) PowerPoint The Smart Association also hosts Claims 101 classes across the state for new construction company members for Smart and the MBA, and interested contractors free of charge. The power point**(see attachment 11)** is used to explain the wizard and has been made available to the MBA, the AGC, and the Washington Self Insurers and anyone who attends the SUMMIT.

Feedback:

Provide feedback from relevant professionals, stakeholder groups, participants, and/ or independent evaluator on the project.

Dr Rob Griffth, from New Zealand offered his congratulations on a great product. Dr. Diana Chamberlin from the Everet Clinic also expressed her opinion on how well done it is and how it works. Both these physicians are occupational medicine doctors who understand the importance of tools to encourage return to work for injured workers. The Washington Self Insurers are promoting the access for their members.

Survey results indicate 80% of those who responded are using the on-line tool. Some have not had injuries so it hasn't been needed, or they had a job already in place to return the worker to. 100% of claims managers stated they are encouraging their employers to use the wizard and 85% said their employers are. One response indicated at least 10 employers are now using the wizard. 90% say using the wizard makes it easier or quicker to create light duty, 50% stated there has been an increase (more prompt) in provider response. Some feedback on using the Return to Work toolbox wizard included: that employers are finding more options for light duty, that it is easy to navigate and very helpful and that it is easy to use. Additionally, that employers new to light duty are getting help by using the wizard, and it is assisting in generating ideas. When asked about adding any job and job tasks not already available we were told we needed an ironworker with light duty and a service technician, those have been added. 80% indicate they have used the Job Offer Letter template. As of the survey (and this report), no one replied they had used the Russian language Job Offer and only 2 reported using the Spanish language version.

Project's Promotion of Prevention:

Explain how the results or outcomes of this project promote the prevention of workplace injuries, illnesses, and fatalities?

Return-to-work options help preserve long-term earning power: Keeps the employee active and speeds medical recovery. Shifts focus from "dis-ability" to ability. May reduce the risk of re-injury. Provides a sense of job security. Allows the employee to maintain contact with co-workers. Shows you value your employee and his/her contributions to your company. Can contribute to reduction in long-term disability, legal entanglements, worker dissatisfaction. Research shows employees away from work over 12 weeks have less than a 50% chance of returning to their regular work.

Uses:

How might the products of your project be used within the target industry at the end of your project?
Is there potential for the product of the project to be used in other industries or with different target audiences?

The interactive Return to Work Toolbox wizard is on-line and accessible to any and all construction company employers, claims managers, vocational counselors, nurse case managers and others.

Other industries (manufacturing) could also benefit from the Office and Yard/Warehouse sections.

We believe a shared resource for job tasks and return to work ideas in other industries like health care, retail etc. would be hugely beneficial.

Additional Information

<p>Project Type</p> <p><input type="checkbox"/> Best Practice</p> <ul style="list-style-type: none"> <input type="checkbox"/> Technical Innovation <p><input type="checkbox"/> Training and Education Development</p> <p><input type="checkbox"/> Event</p> <p><input type="checkbox"/> Intervention</p> <p><input type="checkbox"/> Research</p> <p><input type="checkbox"/> Other (Explain):</p>	<p>Industry Classification (check industry(s) this project reached directly)</p> <p><input type="checkbox"/> 11 Agriculture, Forestry, Fishing and Hunting</p> <p><input type="checkbox"/> 21 Mining</p> <p><input type="checkbox"/> 22 Utilities</p> <ul style="list-style-type: none"> <input type="checkbox"/> 23 Construction <p><input type="checkbox"/> 31-33 Manufacturing</p> <p><input type="checkbox"/> 42 Wholesale Trade</p> <p><input type="checkbox"/> 44-45 Retail Trade</p> <p><input type="checkbox"/> 48-49 Transportation and Warehousing</p> <p><input type="checkbox"/> 51 Information</p> <p><input type="checkbox"/> 52 Finance and Insurance</p> <p><input type="checkbox"/> 53 Real Estate and Rental and Leasing</p> <p><input type="checkbox"/> 54 Professional, Scientific, and Technical Services</p> <p><input type="checkbox"/> 55 Management of Companies and Enterprises</p> <p><input type="checkbox"/> 56 Administrative and Support and Waste Management and Remediation Services</p> <p><input type="checkbox"/> 61 Educational Services</p> <p><input type="checkbox"/> 62 Health Care and Social Assistance</p> <p><input type="checkbox"/> 71 Arts, Entertainment, and Recreation</p> <p><input type="checkbox"/> 72 Accommodation and Food Services</p> <p><input type="checkbox"/> 81 Other Services (except Public Administration)</p> <p><input type="checkbox"/> 92 Public Administration</p>																
<p>Target Audience: construction employers in Washington State and their injured workers</p>																	
<p>Languages: English, Spanish, Russian</p>																	
<p>Please provide the following information - - (information may not apply to all projects)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 2px;"># classes/events:</td> <td style="padding: 2px; text-align: center;">8</td> </tr> <tr> <td style="padding: 2px;"># hours trained</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"># companies participating in project</td> <td style="padding: 2px; text-align: center;">unknown</td> </tr> <tr> <td style="padding: 2px;"># students under 18</td> <td style="padding: 2px;"></td> </tr> <tr> <td style="padding: 2px;"># workers</td> <td style="padding: 2px; text-align: center;">unknown</td> </tr> <tr> <td style="padding: 2px;"># companies represented</td> <td style="padding: 2px; text-align: center;">3800</td> </tr> <tr> <td style="padding: 2px;"># reached (if awareness activities)</td> <td style="padding: 2px; text-align: center;">499</td> </tr> <tr> <td style="padding: 2px;">Total reached</td> <td style="padding: 2px;"></td> </tr> </table>	# classes/events:	8	# hours trained		# companies participating in project	unknown	# students under 18		# workers	unknown	# companies represented	3800	# reached (if awareness activities)	499	Total reached		<p>List, by number above, industries that project products could potentially be applied to.</p> <p>31-33</p> <p>44-45</p> <p>48-49</p> <p>62</p> <p>72</p>
# classes/events:	8																
# hours trained																	
# companies participating in project	unknown																
# students under 18																	
# workers	unknown																
# companies represented	3800																
# reached (if awareness activities)	499																
Total reached																	
<p>Have there been requests for project products from external sources? <i>If Yes, please indicate sources of requests:</i> Canada has accessed the wixzrd online</p>	<p>Potential impact (in number of persons or companies) after life of project?</p> <p>5000+</p>																

PART II

Financial Information Budget Summary

Project Title: Return to Work Toolbox

Project #: 2012RB00197

Report Date: October 25, 2013

Contact Person: Margie Weinberg

Contact #: 206-920-0267

Start Date: January 22, 2013

Completion Date: October 15, 2013

1.	Total original budget for the project	\$ <u>87,145.74</u>
2.	Total original SHIP Grant Award	\$ 84,995.62
3.	Total of SHIP Funds Used	\$76,925.30
4.	Budget Modifications (= or - if applicable)	\$ <u>0</u>
5.	Total In-kind contributions	\$ <u>2800.00</u>
6.	Total Expenditures (lines 2+4+5)	\$ <u>\$79,725.30</u>

Instructions:

- Complete the Supplemental Schedule (Budget) form first (on the next page).
- The final report must include all expenditures from date of completion of interim report through termination date of grant.
- Indicate period covered by report by specifying the inclusive dates.
- Report and itemize all expenditures during specified reporting period per the attached supplemental schedule.
- Forms must be signed by authorized person (see last page).
- Forward one copy of the report to **Caprice Catalano, SHIP Grant Manager at PO Box 44612, Olympia, WA 98504-4612**

PART II
(Continued)

*Financial Information
Supplemental Schedules (Budget)*

Project Title: Return to Work Toolbox

Project #: 2012RB00197

Report Date: October 15, 2013

Contact Person: Margie Weinberg

Contact #: 206-920-0267

Total Awarded: 84,995.62

ITEMIZED BUDGET: How were SHIP award funds used to achieve the purpose of your project?

	Budgeted for Project	Amount Paid Out	Difference
A. PERSONNEL	\$39,895.20+\$10,000.	\$46,815.75	\$3079.45
Explanation for Difference and other relevant information: under estimated hours needed and length of time of project Moved money from subcontractors to Personnel to have money for all final payroll			

	Budgeted for Project	Amount Paid Out	Difference
B. SUBCONTRACTOR	\$37,856.00-\$11,000.	\$24,615.04	\$2240.96
Explanation for Difference and other relevant information: Over estimated costs associated with number of translated words needed.			

	Budgeted for Project	Amount Paid Out	Difference
C. TRAVEL	\$ 1779.42	\$1356.82	\$ 422.60
Explanation for Difference and other relevant information: Less travel ,more internet interface			

	Budgeted for Project	Amount Paid Out	Difference
D. SUPPLIES	\$ 3210.00	\$1606.86	\$ 1603.14
Explanation for Difference and other relevant information: Several variables; Because the MBA postcards were not mailed we didn't need the full postage budgeted. Also, based on prior grants; dvds, and covers, classroom training materials and copys of power point presentations were not needed as the project (besides the postcards, budgeted under Publications) is online, so additional supplies were not necessary			

	Budgeted for Project	Amount Paid Out	Difference
E. PUBLICATIONS	\$ 1000.00	\$ 892.78	\$ 107.22
Explanation for Difference and other relevant information: Slight difference from bid to actual cost			

F. OTHER	Budgeted for Project	Amount Paid Out	Difference
	\$1215.00+\$1000.	\$1638 05	\$ 576.95
	Did not budget for full 9 months, so needed additional funds		
TOTAL DIRECT COSTS	\$84,995.00	\$76,925.30	\$8030.62 - remainder

	Budgeted for Project	Amount Paid Out	Difference
TOTAL INDIRECT COSTS	0	0	0

	Budgeted for Project	Amount Paid Out	Difference
TOTAL SHIP BUDGET	\$84,895.00	\$ 76,925.30	\$8030.32

	Budgeted for Project	Amount (DONATED)Paid Out	Difference
F. IN-KIND	\$ 2250.00	\$2800.00	(+\$550)
Explanation for Difference and other relevant information:			

I hereby certify that the expenditures listed on this report were made with my approval:

10/25/2013

Margie Weinberg

Date

Signature of Project Manager

PART III
Attachments:

Provide resources such as written material, training packages, or video/ audio tapes, curriculum information, etc. produced under the grant.

Also include copies of publications, papers given at conferences, etc.

This information should also be provided on a **CD** or **DVD** for inclusion in the file.

Attachment 1

Milestones

TARGET DATE	MILESTONE I	COST
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	<ul style="list-style-type: none"> • Beta test database to work out bugs • Introduce concept mock up at the SUMMIT, for outreach (as the Claims 101 classes referred to are only available to members of either of the sponsoring organizations. The SUMMIT reaches a large cross section of other construction groups) get feedback, incorporate feedback • 	
TARGET DATE	MILESTONE 2	
Month 3-6	<ul style="list-style-type: none"> • Obtain approval from Labor and Industries (DOSH) on design of “Return to Work Toolbox” database, and Employee Transitional Job Offer Letter • Design and obtain approval for “Tool Box” post cards marketing materials • <i>Introduce to Union</i> • Create links on MBA and SMART websites • Roll Out (introduce to public) • Publish newsletter articles for MBA and SMART (after approval from LNI) • Introduce at all Claims Basic 101 classes hosted by <i>SMART and the MBA</i> held for members at SMART, Seattle, Lacey, Spokane, Tri Cities, and MBA in <i>Bellevue and Snohomish county</i> • Reintroduce at SUMMIT with demonstrations • Distribute “Tool Box” postcards • Continual Customer Service support • Seek feedback from claims staff and employers for evaluations; ie. Starting a Return to Work program for the first time? Ease in using the database? Shared information about the database? Returned workers to work sooner? Quicker turn around with physicians on release to <i>transitional</i> return to work? • <i>Run reports on database site access and usage</i> • Make additional adjustments, additions to database • Complete Final Reporting on the Project and submit final accounting to LNI 	\$24,558.26 A.\$14,735.20 B.\$5956.00 C.\$1032.06 D \$1210.00 E \$1000.00 F\$625.00
Final Date	Performance target achieved and report submitted to LNI, LNI closes the grant file	Total for the Project \$84,995.62

Attachment 2
Employers Job Description Worksheets

Job description http://ejd.smartwa.org/ejdlpage_11

Return to work

EMPLOYER'S JOB DESCRIPTION

Job Description Form (<http://ejd.smartwa.org>) Offer Letter (<http://ejd.smartwa.org/offerLetter/>)

Form Page 1 of 4

1. Light Duty/Transitional Job

" Employer: " Worker Name:

" Phone #: Claim #:

* Completed By: * Date:

" Title:

2. Essential task description:

" Location

Choose one

Office

Yard/Warehouse

Job Site

* Days a week/shift: o

" Hours per day: o

Next >

1 of 1 5/30/2013 11:37 AM

Employer's Job Description http://ejd.smartwa.org/ejdlpage_2/

Return to work

EMPLOYER'S JOB DESCRIPTION

Job Description Form (<http://ejd.smartwa.org>) Offer Letter (<http://ejd.smartwa.org/offerLetter/>)

Form Page 2 of 4

3. Choose Job Title)

r Clerical Support Receptionist

- House Keeping

HR Assistant

, - Receptionist

r Safety Assistant

r Continuing Education

r Dispatcher

r- Estimator

r- Expeditor

< Back Next >

1 of 1 5/30/2013 11:41 AM

Employer's Job Description http://ejd.smartwa.org/ejdlpage_2/

Return to work

EMPLOYER'S JOB DESCRIPTION

Job Description Form (<http://ejd.smartwa.org>) Offer Letter (<http://ejd.smartwa.org/offerLetterf>)

Form Page 2 of 4

3. Choose Job Title

r Vehicle Cleaner

r+ Tool Attendant/Inventory

r- Security Guard

r- Delivery Driver

r Dispatcher

C- Production Worker

1- Bench Welder

r Shop Mechanic
r- Small Equipment Mechanic
< Back Next >
1 of 1 5/30/2013 11:40 AM
Employer's Job Description http://ejd.smartwa.org/yejd/page_2/

Return to work

EMPLOYER'S JOB DESCRIPTION

Job Description Form (<http://ejd.smartwa.org>) Offer Letter (<http://ejd.smartwa.org/offerLetter/>)
Form Page 2 of 4

3. Choose Job Title

i Foremen Assistant r Electrician/Assembly
i Light Landscaper
, - Advertising Marketer
r: Window Washer
Modified Concrete Worker
, Modified Carpenter
r Modified Roofer
i Modified Drywall
r Modified Bricklayers
r Asbestos Laborer
r Modified Plumbers
r Welder Helper
r- Painter
r Safety Watch Confined Space
r Dump Truck Driver
r Flagger
! Grade Checker
, Modified Pipefitter
r Sheet-Metal Worker
, Modified HVAC
r Modified General Laborer
r Concrete Paving Operator
i Forklift Operator
r Night Watch
r Tool Crib Attendant
r MSDS Coordinator
r Truck Driver
, Safety Assistant
r Lift-Elevator Operator
r Gutter Installer

< Back Next >
10f1 5/30/2013 11:39 AM
Employer's Job Description http://ejd.smartwa.org/jejd/page_31

Return to work

EMPLOYER'S JOB DESCRIPTION

Job Description Form (<http://ejd.smartwa.org>) Offer Letter (<http://ejd.smartwa.org/offerLetter/>)
Form Page 3 of 4

4. (Job Title) Tasks *5://(e .f.'1 c.,-, {t., ~*

Check or uncheck tasks as needed

- P Receiving of tools, cleaning and light maintenance of tools
- P Servicing, lubricating and maintenance of machines and equipment, refueling
- P Flagging and traffic control

l" Site clean up and sweeping
 " Stock materials, supplies (2X4's and rebar)
 " Chipping concrete and removing debris
 [" Erect, tear down scaffolding, shoring, braces
 " Install cables, trim installation, install hand rail sections
 " Trenching, shoveling, clearing materials, levels dirt or gravel
 " Bolts, nails, aligns, build concrete forms and blocks up forms
 l" Mixes concrete, using portable mixer
 r;; Smoothes, finishes freshly poured cement or concrete
 l" Sprays materials; water, sand, steam, vinyl, paint, or stucco
 r;; Mops, brushes, or spreads paints on surfaces
 [" Grinds, sands, deburrs, polishes surfaces
 " Signals operators of construction equipment
 " Positions, joins, aligns, and seals pipe sections
 ;i Cleaning, replacing old mortar, caulking, cleaning or weatherproofing
 r;; Apply insulation materials to pipes, tanks, boilers, ducts, refrigeration equipment
 r;; Hazardous waste disposal
 " Install tiles made of ceramic, marble, granite on various surfaces
 [" Applies caulking compounds, patches holes
 " Sawyer to fabricate templates by cutting wood, installing bolts, nail cleats across boards
 r" Measure and saw boards or plywood panels
 P Maintaining traffic control delineators by washing, cleaning, painting
 " Set up power tools and run electrical cords
 * **Necessary machinery, tools, equipment and personal protective equipment.**
 Tool belt, cleaning supplies, hand tools, step ladder, gas can, radio, cones, pressure washer, broom, vacuum, jack hammer, chipping gun., stripping bars, sleever, shovel, basic hand tools, vacuum cleaner, right angle grinder, ladders, power tools, wheelbarrow, mixer, float, trowel, screed, caulking gun, putty, plaster, handtools, saws, spray, painting supplies, ladder,
 < Back Next >

Attachment 3

May 30,2013
 Margie Weinberg
 1711 S Jackson
 Seattle, WA, 98144
 Re: Return to Work Job Offer
 L & I Claim No. 12345678

Dear Margie,

I am pleased to offer you transitional/light duty employment that will accommodate your current physical capacities. Your duties are described in the attached Job Description, and are consistent with all physical limitations established by your doctor. Your doctor approved these duties on OS/27/2013. A copy has been sent to your claim manager.

You should report to work on 06/03/2013 at 1711 S Jackson, Seattle, WA, 98144. Your supervisor will be Me. He/She has been advised of the physical limitations established by your doctor and these job duties are based on the restrictions imposed by your doctor. Work hours are from 07:00 am to 3:00 pm, from Monday through Friday, for 40 hours per week. Your wages will be \$17.00 per hour. If this is less than 95% of your regular wages, you may qualify for Loss of Earning Power benefits, ask your supervisor. It is important you schedule any medical and therapy appointments around your work schedule as you won't be compensated for time absent from work. You are also expected to comply with all company work rules and attendance policies as with all our employees.

If you experience any difficulties in the performance of your duties, you are to report them to your supervisor immediately. Our goal is to provide all employees with a safe and injury free environment. This requires that you work within all physical limitations approved by your doctor. If any employee requests that you perform a task beyond your physical capacities, you should remind that employee of your physical restrictions. If you are still requested to perform a task beyond your limitations, you are instructed not to perform that task and report immediately to your supervisor and advise him/her of the situation. Consistent with our company safety policy, you may be subject to disciplinary action for working beyond your physical limitations established by your doctor. I wish to welcome you back. Should you decide not to accept this offer of employment, please call me at 206-812-3819. If you do not call me or report to work, that will be considered as your decision to reject this offer of employment, and your time loss benefits may be affected. Please remember to bring this letter with you.

Very truly yours,

today

Enclosed: Job Description approved by attending physician

Cc: Brina Ducey

I accept the above offered position and am reporting to work.

Worker Signature Date

Attachment 4 Spanish Job Offer Letter

May 30, 2013

Margie Weinberg

1711 S Jackson

Seattle, WA, 98144

Re: Oferta de regreso al trabajo.

L & I Reclamaci6n N 0 12345678

Estimado (Margie,)

Tengo el agrado de ofrecerle transicional/light duty empleo que se adaptan a sus capacidades ffsicas actuales. Sus funciones se describen en el documento adjunto, Descripci6n del Trabajo, y sean compatibles con todas las limitaciones ffsicas establecidas por su medico. Su medico ha aprobado estas funciones en 05/27/2013. Una copia ha sido enviada a su gerente de reclamo. Usted debe presentarse a trabajar el dfa 06/03/2013 en 1711 S Jackson, Seattle, WA, 98144. Su supervisor sera Me. Ell Ella ha sido avisado de las limitaciones ffsicas establecidas por su medico y estas funciones de trabajo se basan en las restricciones impuestas por su medico. Las horas de trabajo son de 07:00 AM a 3:00 PM, de Lunes a Viernes, por 40 horas por semana. Su salario sera \$17.00 por hour. Si es menos de 95% de su sueldo regular, usted puede calificar para la perdida de ganancia de beneficios de alimentaci6n, consulte a su supervisor. Es importante programar las citas medicas y terapia alrededor de su horario de trabajo, ya que no sera compensado por el tiempo ausente de su trabajo. Tambien se espera que cumpla con todas las normas de trabajo de la empresa y las pollticas de asistencia como con todos nuestros empleados.

Si tiene alguna dificultad en el desernpeno de sus funciones, usted debe informar a su supervisor de inmediato. Nuestro objetivo es proporcionar a todos los empleados un ambiente seguro y libre de lesiones.

Esto requiere que se trabaja dentro de todas las limitaciones físicas aprobados por su medico. Si algun empleado solicita que ree lice una tarea mas alia de sus capacidades físicas, debe recordarles a los empleados de sus limitaciones físicas. Si aun, así se le solicita que realice una tarea mas alia de sus limitaciones, se le indica no llevar a cabo esa tarea e informar inmediatamente a su supervisor y el / ella le aconsejara de la situación. De acuerdo con nuestra política de seguridad de la compañía, usted puede estar sujeto a una acción disciplinaria para trabajar mas alia de sus limitaciones físicas establecidas por su medico. Deseo dar la bienvenida de nuevo. Si usted decide no aceptar esta oferta de empleo, por favor de llamarme 206-812-3819. Si no me llamas o no te presentas a trabajar, se considerara como su decisión de rechazar esta oferta de empleo, y los beneficios de la perdida de tiempo puede ser afectada. Por favor recuerde traer esta carta con usted.

Atentamente,

(Supervisor o H.R. propietario o firma) today

Adjunto: Descripción del trabajo aprobado por el medico

CC: Brian Ducey

Acepto el puesto ofrecido arriba y me reportare al trabajo.

Trabajador Firma Fecha

Attachment 5 Russian Job Offer Letter

May 30, 2013

margie Weinberg

1711 S Jackson

Seattle, WA, 98144

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L & I HOMep IIICKa12345678

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Kom1R: Brina Ducey
~ npl1HVIMaIOnpeAnO>KeHHYIOseue AOn>KHOCTbV1npacpurytaio K paooe

Attachment 6
Ric Burd, Vocational Counselor Comments

From: Ric Burd <rburd@scsvoc.com>
Date: 07/16/2013 3:00 PM (GMT-08:00)
To: Margie Weinberg <margie.weinberg@smartwa.org>
Subject: Re: FW: Hey
First off ... overall this is working great and I feel it is a really great tool and I am proud to have been a part of getting it put together. All

three of you did a great job with this and should feel really great about getting this done so quickly!

Attachment 7 Survey

Evaluating the SMART GRANT Return to Work Application Employers Return to Work Job Description web wizard application Job Offer Letter wizard in English, Spanish, or Russian

Are you using the on line Return to Work Job Description web wizard ? Yes___ No___

Have you encouraged your clients to use the Forms Yes___ No___

Do you have clients that are now using the Forms? Yes___ how many? ___ No___

Has using the wizard made it easier or quicker to complete a light duty job description?

Yes___ No___

Have you found any difference in the provider's response? Yes___ No___

Have you received prompt provider responses/ approval of light duty? Yes___ No___ (Please explain briefly)

Have you been encouraging your clients to use the web wizard form? Yes___ No___ Are they?

Yes___ No___

Do you or your clients have any feedback about using the Form? Yes___ No___

(List any brief comments please)

Have you found any of your clients by using the Form, they have been more encouraged to think of or find light duty options for their injured workers? Yes___ No___ (additional comments?)

Are there any additional construction job(s) you would like to see added? Yes___ No___

If so, what job title(s) would describe it?

Have you used the Job Offer Letter template? Yes___ No___

Have you used the Spanish version? Yes___ No___ Russian version? Yes___ No___

Funding and support for this grant has been provided by the State of Washington, Department of Labor and industries, Safety and Health Investments Project. (SHIP)



Attachment 8 Postcard example



SMART & the MBA of King, Pierce and Snohomish County



developed an online resource that will generate worker **Light Duty** (transitional) Job description

letters.

Your Job descriptions and job offer letters can be in English, Spanish, or Russian. Follow in 3 easy steps.

1st create your injured worker's job description with our template.

2nd send the job description you created to the doctor for approval .

3rd once approved, easily create your Job Offer letter with the data base

and provide to your injured employee so s/he may return to work.

Funding and support has been provided by Washington State, Labor & industries, and the Safety & Health Investment Program
www.Smartwa.org/RTW www.MBA.com/RTW

Attachment 9 Newsletter article

The SMART association working in partnership with the Master Buildings Association of King and Snohomish Counties was awarded a grant for \$84,955 by the State of Washington Department of Labor & Industries (L&I) Safety and Health Investment Projects (SHIP) Program. The grant project is intended to create tools aimed at helping employers get their injured construction workers back to work as soon as possible. This SHIP Return-to-Work grant funds the development of an automated Internet-based light-duty Toolbox - for your use. The database assists Construction employers in matching up construction jobs and related tasks with the associated physical requirements with each injured workers abilities. The on-line tool generates light-duty (transitional) job descriptions and job offer letters that can be provided to your injured workers and are printable in English, Spanish and Russian. There are three easy steps:

1. Create your injured worker's Light Duty job description with the online template.
2. Send the job description you created to the doctor for approval.
3. Once approved, easily create your job offer letter in English, Spanish, or Russian, as needed, and provide it to your injured employee so he or she may return to work.

You can find this resource at www.smartwa.org

This grant project will work to solve a problem faced by many companies that find they have to create or recreate documentation for return-to-work job tasks for injured workers. Because there is no simple method for companies to share this information, access is open to employers across the state.

Attachment 10 Labor and Industries press release

Tumwater – The [Department of Labor & Industries](#) (L&I) has awarded the SMART Association and the Master Builders Association of King and Snohomish Counties an \$85,000 grant to partner in creating a program to get injured construction workers back on the job sooner.

The Return-to-Work grant, which is part of the Safety & Health Investment Projects (SHIP) Program, will fund the creation of an Internet-based Return-to-Work Toolbox — a database of job tasks and documentation that can be shared with employers across the state.

This grant project will solve a problem faced by many companies that find they have to create or recreate documentation for return-to-work job tasks for injured workers because there is no simple method for companies to share this information.

The SMART Association is a non-profit business association providing companies with resources necessary to manage and control risk in Washington state. The Master Builders Association serves Seattle, King County and Snohomish County as the nation's largest local homebuilders association.

Return-to-Work grants help Washington state industries bring to life innovative ideas that will get injured workers back on the job sooner and reduce long-term disability.

L&I will offer a 60-minute webinar on May 22 at 10 a.m. spotlighting the benefits of the grant program, which includes support from L&I to help applicants with the grant process.

To register for the webinar, contact Jenifer Jellison, grant program manager, at INVEST@LNI.wa.gov or call 360-902-5588.

Attachment 11
Power Point Presentation

Power Point Presentation

Funding and support for the SMART/ MBA Return to Work grant has been provided by the State of Washington, Department of Labor and Industries, Safety and Health Investments Project.

Return to work EMPLOYER'S JOB DESCRIPTION

Job Description Form

Offer Letter

Form Page 1 of 4

1. Light Duty/Transitional Job

* Employer:

* Worker Name:

* Phone #:

Claim #:

* Completed By:

* Date:

* Title:

2. Essential task description:

* Location
Choose one
 Office
 Yard/Warehouse
 Job Site

* Days a week/shift:

* Hours per day:

Choose your "Location" (Office, Yard/Warehouse, or Job Site.)

See List of “Job Tasks” associated with the job.

Check or uncheck as needed.

Necessary tools & equipment are automatically filled in as you “click”

Return to work
EMPLOYER'S JOB DESCRIPTION

Job Description Form Offer Letter

Form Page 3 of 4

4. (Job Title) Tasks
Check or uncheck tasks as needed

- Conduct safety meetings
- Compile job hazard analysis, other job paperwork
- Research safety topics
- Maintain tool box talks library
- Conduct Training
- Update and maintain the MSDS bank

Additional Task's Name:

* Necessary machinery, tools, equipment and personal protective equipment.
(Click in the box to add or delete.)

TV, DVD, computer, office equipment, manuals, copier

**See List of “Physical Demands” associated with the job.
(on the next page)**

**These are automatically filled in
(by association with the Tasks)**

**Return to work
EMPLOYER'S JOB DESCRIPTION**

Job Description Form Offer Letter

Form Page 4 of 4

5. Physical Demands:
 N: Never (not at all) S: Seldom (1-10% of the time) O: Occasional (11-33% of the time)
 F: Frequent (34-66% of the time) C: Constant (67-100% of the time)

	Frequency							Description
	N	S	O	F	C			
Sitting	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Standing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Walking	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Driving	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Climbing Stairs/Ladders	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Bending	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Twisting at Waist	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Kneeling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Crouching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Crawling	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Squatting	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Reaching above Shoulder	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Reaching Out	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Repetitive Motion	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Handling/Grasping	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Fine Finger Manipulation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		
Comments/Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		

Choose your "Job Title". Example "Safety Assistant"

**Return to work
EMPLOYER'S JOB DESCRIPTION**

Job Description Form Offer Letter

Form Page 2 of 4

3. Choose Job Title

- Clerical Support Receptionist
- House Keeping
- HR Assistant
- Receptionist
- Safety Assistant
- Continuing Education
- Dispatcher
- Estimator
- Expeditor
- Delivery Assistant

**Return to work
EMPLOYER'S JOB DESCRIPTION**

Job Description Form

Offer Letter

Form Page 4 of 4

5. Physical Demands:

N: Never (not at all) S: Seldom (1-10% of the time) O: Occasional (11-33% of the time)
F: Frequent (34-66% of the time) C: Constant (67-100% of the time)

	Frequency							Description
Sitting	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Standing	<input type="radio"/> N	<input type="radio"/> S	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Walking	<input type="radio"/> N	<input type="radio"/> S	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Driving	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Climbing Stairs/Ladders	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Bending	<input type="radio"/> N	<input checked="" type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Twisting at Waist	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Kneeling	<input type="radio"/> N	<input checked="" type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Crouching	<input type="radio"/> N	<input checked="" type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Crawling	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Squatting	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Reaching above Shoulder	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Reaching Out	<input type="radio"/> N	<input type="radio"/> S	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Repetitive Motion	<input type="radio"/> N	<input type="radio"/> S	<input checked="" type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Handling/Grasping	<input type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input checked="" type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Fine Finger Manipulation	<input type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input checked="" type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	
Comments/Other	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>	

LIFTING/PUSHING

Lift	<input type="text" value="10 lbs"/>	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>
Carry	<input type="text" value="10 lbs"/>	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>
Push	<input type="text" value="10 lbs"/>	<input checked="" type="radio"/> N	<input type="radio"/> S	<input type="radio"/> O	<input type="radio"/> F	<input type="radio"/> C	<input type="radio"/>	<input type="radio"/>

You must enter the "Lift, Carry, & Push" weights manually (10 lbs). Use the doctor's "Activity Prescription Form" to find the restriction. You also need to change the "Frequency" for these 3 categories only to anything other than "N (never)".

See your finished Employers Job Description Form

Department of Labor and Industries
 Physician Billing codes
 Review of Job Analysis and Job Description
 1028M-Limit one per day
 1028M-Each additional review, up to five per worker per day

 **EMPLOYER'S JOB DESCRIPTION**
 Job of Injury Permanent Modified Job
 Light duty/Transitional

Job Title: Safety Assistant
 Employer: Smart
 Phone #: 206-812-3819
 Completed by: Brian Ducey
 Employer (Please print):
 Employer Signature:

Claim #: TB5259166
 Claimant: Michael Taylor
 Date: 06/11/2013
 Title: Executive Director
 Days per week: 5
 Hours per day: 8
 Location of Job: office

Essential Job Duties
 Conduct safety meetings, complete job hazard analysis, other job paperwork, research safety topics, maintain tool box talks library, conduct Training, update and maintain the MSDS bank.

Machinery, tools, equipment and personal protective equipment. (Please submit MSDS if appropriate.)
 TV, DVD, computer, office equipment, manuals, copier.

Frequency Guidelines
 N: Never (not at all) S: Seldom (1-10% of the time) O: Occasional (11-33% of the time)
 F: Frequent (34%-66% of the time) C: Constant (67%-100% of the time)

Physical Demands	Frequency	Description of Task (Please limit to 55 characters)
Sitting	C	
Standing	O	
Walking	O	
Driving	N	
Climbing Stairs/Ladders	N	
Bending	S	
Twisting at Waist	N	
Kneeling	S	
Crouching	S	
Crawling	N	
Squatting	N	
Reaching Out	O	
Reaching above Shoulder	N	
Repetitive Motion	O	
Handing/Crushing	F	
Fine Finger Manipulation	F	
Comments/Other	N	
Lifting (10) lbs	S	
Carrying (10) lbs	S	
Pushing/Pulling (10) lbs	S	

FOR PHYSICIAN USE ONLY
 Physician Approval No Yes Full-Time Part-Time Hours per week: _____
 If no, please provide objective medical documentation to support your decision.

Effective Date _____
 Date Physician Signature Physician Name (Please print) _____
 Return completed form to _____ Fax: () _____
 If you have questions, please call () _____

Fill in the information to complete your "RTW Offer Letter"

Return to work OFFER LETTER

[Job Description Form](#) [Offer Letter](#)

Injury Worker's Information

* First Name: Michael * Address 1: 1711 S Jackson St
 * Last Name: Taylor * Address 2:
 * L & I Claim #: TB5259166 * City: Seattle
 * State: - Choose a State -
 * Zip: 98144

Dates

* Doctor's Approval: 06/11/2013 * Report to Work: 06/17/2013

Working Hours and Days

* Start Time: 7:30am * Days of the Week Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday
 Sunday
 * End Time: 4:30pm
 * Hours Per Week: 40

Click the days of the week you are going to have them work

Fill in the balance of the information.

Add your own "Valediction" (Type your name, or another name)

Wages	
* Dollar Amount \$: 10.00	* Per: hour
Miscellaneous Information	
* Location Address: 1711 S Jackson St	* Supervisor Name: Brian Ducey
* Location City: Seattle	* Contact Phone #: 206-812-3819
* State: Washington	* Valediction: Brian Ducey
* Location Zip: 98144	
Cc / Job Length	
Cc Line 1: Julie Burke	* Job Length <input checked="" type="checkbox"/> transitional/light duty
Cc Line 2: Dr Kamson	<input type="checkbox"/> permanent
Cc Line 3: Additional cc	
Offer Letter Language Selection	
* Select Language: English	

Choose the language you want the letter to be printed in.

English, Spanish, or Russian.

Generate your letter.

June 10, 2013

Michael Taylor
1711 S Jackson St
Seattle, WA, 98144

Re: Return to Work Job Offer
L & I Claim No. TB5259166

Dear Michael,

I am pleased to offer you transitional/light duty employment that will accommodate your current physical capacities. Your duties are described in the attached Job Description, and are consistent with all physical limitations established by your doctor. Your doctor approved these duties on 06/11/2013. A copy has been sent to your claim manager.

You should report to work on 06/17/2013 at 1711 S Jackson St, Seattle, WA, 98144. Your supervisor will be Brian Ducey. He/She has been advised of the physical limitations established by your doctor and these job duties are based on the restrictions imposed by your doctor. Work hours are from 7:30am to 4:30pm, on Monday, Tuesday, Wednesday, Thursday and Friday, for 40 hours per week. Your wages will be \$10.00 per hour. If this is less than 95% of your regular wages, you may qualify for Loss of Earning Power benefits, ask your supervisor. It is important you schedule any medical and therapy appointments around your work schedule as you won't be compensated for time absent from work. You are also expected to comply with all company work rules and attendance policies as with all our employees.

If you experience any difficulties in the performance of your duties, you are to report them to your supervisor immediately. Our goal is to provide all employees with a safe and injury free environment. This requires that you work within all physical limitations approved by your doctor. If any employee requests that you perform a task beyond your physical capacities, you should remind that employee of your physical restrictions. If you are still requested to perform a task beyond your limitations, you are instructed not to perform that task and report immediately to your supervisor and advise him/her of the situation. Consistent with our company safety policy, you may be subject to disciplinary action for working beyond your physical limitations established by your doctor. I wish to welcome you back. Should you decide not to accept this offer of employment, please call me at 206-812-3819. If you do not call me or report to work, that will be considered as your decision to reject this offer of employment, and your time loss benefits may be affected. Please remember to bring this letter with you or return by mail with your signature.

Very truly yours,

Brian Ducey

Enclosed: Job Description approved by attending physician

Cc: Julie Burke
Cc: Dr Kamson

[] I reject the above offered position. OR

[] I accept the above offered position and am reporting to work.

Worker Signature _____

Date _____

Deliver personally or mail via "Certified Mail, return receipt requested"

THE END OF REPORT