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LOSS CONTROL

Workers Compensation Cost Management Guidelines



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# Workers Compensation Cost Management Guidelines

## Table of Contents

Workers Compensation Cost Management Guidelines.....	Page 1
Importance of Hiring Procedures .....	Page 2
How/When to Report a Claim.....	Pages 3-4
Importance of Accident Analysis.....	Pages 5-7
Elements of a Return to Work Program.....	Page 8
Job Modification .....	Pages 9-10
Supervisor Responsibilities .....	Page 11
Return to Work – Employee Orientation.....	Page 12
Return to Work – WC Cost Management Checklist.....	Page 13
Sample forms	
Physician Evaluation.....	Page 14
Job Analysis.....	Pages 15-16
Sample Instructions for Completing Accident Analysis Report.....	Page 17
Sample Accident Analysis Report .....	Page 18
Employers Choice Map .....	Page 19

# Workers Compensation Cost Management Guidelines

## Introduction

Workplace injuries continue to have an increasing financial impact on U.S. employers, totaling some \$50 billion in annual costs. The National Academy of Social Insurance (NASI) reports that in 2002 workers' compensation benefits grew faster than wages for the first time since 1992.

Startling statistics – but even more alarming is that less than one-third of total workers compensation costs (28 percent) pay for medical treatment, legal fees and other direct costs. An amazing 72 percent of workers compensation expenses pay for indirect costs – expenses associated with decreased productivity, training new workers, and management's time to deal with lost work time – all uninsurable costs for employers.

Besides developing a comprehensive employee safety program, the most effective way to control these rising costs is to develop a Workers Compensation Cost Management Program. The program should address Hiring Procedures, Claims Reporting, Accident Analysis and implementation of a Return-to-Work (R-T-W) program for injured employees. Return to Work programs are critical to loss mitigation.

Return-to-work programs are based on the premise that injured or ill employees can often safely perform productive work during the recovery process. Return-to-work options can involve transitional duties (temporary work tasks that are meaningful and productive) for gradual, unrestricted return-to-work.

The potential economic impact of a R-T-W program is significant. Mid-size employers with 1,000-1,500 employees, have realized annual savings from \$300,000-\$500,000. Some studies indicate that a business can recoup nine dollars for every dollar spent by implementing a R-T-W program.

R-T-W programs first surfaced in the mid 1980s. Prior to that, injured or ill workers would either return to full duty or not at all. Today, the outdated doctrine of "whole man, or no man" has been replaced by the knowledge that return-to-work is simply good business strategy and represents an effective means of reducing worker's compensation costs, deterring system abusers, and gaining productivity. Return-to-work programs are now recognized as a critical element of an injured or ill worker's medical treatment plan and rehabilitation.

The primary function of all return-to-work programs involves providing a temporary worksite accommodation to enable an employee to return to work under a physician's set of work conditions or work restrictions. Early R-T-W programs incorporated the "light duty" philosophy, without specifying precise work restrictions. Today, medical providers work in cooperation with employers in helping develop "modified work" restrictions, appropriate for each, individual case.

The biggest obstacle to obtaining physician buy-in on R-T-W is failing to ask. R-T-W programs are most successful when employers take a proactive role in establishing relationships with local medical providers – and begin to develop the program before one is actually needed.

This manual was developed to assist employers in developing a Workers Compensation Cost Management Program with an emphasis on the importance of Return-to-Work procedures. Our team of Loss Control professionals will be glad to review this material with you and provide consultation upon request.

## Importance of Hiring Procedures

Know the worker's physical limitations – Good employee selection procedures are key to reducing the risk of work related injuries and workers compensation claims. Proper hiring procedures can make an employer aware of whether an applicant can safely perform the required job-related tasks. The ultimate goal is to hire and promote the best-qualified applicants for each position.

### Hiring Procedures - Checklist

- ☐ Talk to your consultant/human resources professional, or industry trade association group, to find out what steps you may legally take to screen applicants in your state.
- ☐ Prepare a written "job description" for each position that can be reviewed with applicants and provided to all new employees.
- ☐ Prior to setting up an interview, ask all candidates for a resume to determine whether they meet the qualifications for the position for which they are applying.
- ☐ Require a written application.
- ☐ Interview the candidate face-to-face and take notes.
- ☐ Ask only job-related questions that deal with the essential functions of the job.
- ☐ Incorporate skills testing into the interview process when necessary.
- ☐ Clarify your company's policies regarding accessing candidates' motor vehicle records, performing background checks, conducting drug tests, criminal background and credit checks, physical exams and hearing tests. Explain your standards for each and conduct them consistently.
- ☐ Verify work history by contacting former employers.
- ☐ Check references and ask questions about prior job responsibilities.
- ☐ Verify educational background.
- ☐ Conduct a criminal history check.
- ☐ Present a written offer of employment, with any contingencies noted, such as proof of eligibility to work in the U.S., drug testing, background checks, etc.
- ☐ Solicit feedback from the new hire after 90 days on the job, regarding his/her perception of the job, his/her strengths and developmental areas and situations that might affect his/her ability to perform the job.



## **How/when to report a claim:**

### **Before an injury occurs:**

Decide on a doctor or clinic for referrals if possible. Each state has its own rules.

- In “employer choice” states, you may choose your physician and/or clinic.
- Manage the process according to your state’s Workers’ Compensation Laws.
- Be as proactive about choosing physicians and directing workers’ medical treatment as your state’s laws allow.

NOTE: It is extremely important for the employer to know if your state is “Employer Choice”. Please refer to the “Employer Choice” map in section 12.

### **Other items to consider:**

- Weigh the advantage of using an Occupational Health Clinic, where available. Affiliated physicians tend to have greater knowledge of the state’s Workers’ Compensation Laws.
- Establish a personal relationship with a physician so that he/she is aware that you have a transitional work program in place that specifies that an employee can return to an alternate job, if restrictions are necessary.
- Communicate what a transitional work program is to employees and supervisors before it’s needed, so they understand that alternative jobs are available.
- Communicate to your employees how to properly report claims.
- Develop an accident report specific for your company’s needs – this report should require an employee to explain in detail exactly:
  - ☐ How the accident/injury happened.
  - ☐ When it happened; where it happened.
  - ☐ Any equipment involved.
  - ☐ Other contributing factors, such as wet floors or ice on a sidewalk.
  - ☐ A list of witnesses’ names and phone numbers in the area that observed the injury.
  - ☐ Name, address, and phone number of the property owner if the injury occurred off premise.
  - ☐ Name of employees/supervisors to whom the injured worker may have previously reported the injury.
  - ☐ List of physicians who treated or will treat the injured worker.
  - ☐ Signature of the injured worker.

### **After an injury occurs:**

- If possible, personally contact the physician’s office to set up the appointment. This is a good time to remind the medical provider about your transitional work program.
- Provide the physician with the name of your workers’ compensation carrier to insure bills are paid in a timely fashion and that only authorized treatment will be given.
- Perform an analysis of the injury to reduce the likelihood that other employees will suffer similar injuries. For example, clearing away water on the floor, ice on sidewalk, or repairing faulty equipment, etc.

**Claim reporting tips:**

- Report all claims as soon as you are aware of an accident.
- Train supervisors on proper accident reporting procedures to ensure timely reporting.
- Report claims within the first 24 hours—early reporting assures a lower overall cost.
- Report all accidents—even minor ones.

**How to report a claim:**

- Provide emergency treatment as necessary—do not delay treatment in an emergency.
- Complete your state's "First Report of Injury" form.
- Have employee complete an employer's accident report on all claims.
- Contact your insurance carrier's Workers' Compensation department or fax all information to your carrier within 24 hours.

**Items to submit to Workers Compensation carrier:**

- State's "First Report of Injury" form.
- Accident report signed and completed by employee.
- Name and phone number of company contact person.
- All medical bills and/or correspondence with physician.
- Names of witnesses and/or potential witnesses
- Other information that your Workers' Compensation carrier may require.
- Details of the injury or accident to advise your claims representative about the specifics of the claim.
- Preserved evidence, if applicable, if a claim involves faulty equipment or parts, etc.

# Importance of Accident Analysis

## Introduction

Accident analysis is the first step in determining the root cause of any worker injury. The analysis procedure should include corrective action and follow through on the final investigative report. This represents a powerful accident review tool that can substantially reduce future injuries and costs. Some major advantages to this process are:

- a. Helps determine true root causes of an accident, from actual worker injuries.
- b. Involves top management in the discovery and corrective action process, increasing its credibility and likelihood for success.
- c. Involves the injured worker in the process and offers realistic solutions to existing hazards, without placing blame or fault for the accident.
- d. Promotes joint accountability by all parties involved for finding and implementing corrective action.

Thousands of work-related injuries occur in the United States every day. The majority of these accidents arise out of workers' actions, such as failure to operate equipment properly, or to behave or react as expected. Accident analysis determines how and why these failures occur. By using the information gained through an analysis, it's possible to prevent future, and perhaps more severe accidents. Always conduct accident analysis with accident prevention in mind. analysis are NOT intended to place blame.

An accident is defined as any unplanned event that results in personal injury or property damage. When the personal injury requires little or no treatment, it's considered minor. If the accident results in a fatality, a permanent total, a permanent partial, or a temporary total (lost-time) disability, it's considered serious. Similarly, property damage may be either minor or serious. Investigate all accidents, regardless of the extent of injury or damage.

## Accident Prevention

Accidents are often complex. It's possible that 10 or more events can contribute to the cause of an accident. A detailed analysis of an accident will ordinarily reveal three cause levels: basic, indirect, and direct. At the lowest level, an accident results when a person or object receives an amount of energy or hazardous material that cannot be absorbed safely. The energy or hazardous material is the **DIRECT CAUSE** of the accident. The direct cause is usually the result of one or more unsafe acts or unsafe conditions. Unsafe acts and conditions represent the **INDIRECT CAUSES** or symptoms. In turn, indirect causes are usually traceable to poor management policies and decisions, or to personal or environmental factors. These are the **BASIC CAUSES**.

In spite of their complexity, most accidents are preventable by eliminating one or more of the causes. Accident analysis determine not only what happened, but also how and why they occurred. The information gained from these analysis can prevent recurrence of similar or perhaps more serious future accidents.

Accident investigators are interested in each event and in the sequence of events that led to an accident. The type of accident is also important to the investigator. The recurrence of accidents of a particular type or those with common cause reveals areas requiring special attention and an emphasis on prevention.



## Investigative Procedures

The procedures used in a specific analysis are based on the nature and results of the accident. Management should appoint an individual to be in charge of the analysis. The investigator will incorporate some or all of the following steps:

1. Define the scope of the analysis.
2. Select the investigators and assign specific tasks to each (preferably in writing).
3. Present a preliminary briefing to the investigating team, including:
  - a. Description of the accident, with damage estimates.
  - b. Normal operating procedures.
  - c. Maps (local and general).
  - d. Location of the accident site.
  - e. List of witnesses.
  - f. Events that preceded the accident.
4. Visit the accident site to obtain updated information.
5. Inspect the accident site.
  - a. Secure the area. Do not disturb the scene unless a hazard exists.
  - b. Prepare the necessary sketches and photographs. Label each carefully and keep accurate records.
6. Interview each victim and witness. Also interview those who were present before the accident and those who arrived at the site shortly after the accident. Keep accurate records of each interview. Use a tape recorder if desired and if approved.
7. Determine:
  - a. What was not normal before the accident.
  - b. Where the abnormality occurred.
  - c. When it was first noted.
  - d. How it occurred.
8. Analyze the data obtained in step 7. Repeat any of the prior steps, if necessary.
9. Determine:
  - a. Why the accident occurred.
  - b. A likely sequence of events and probable causes (direct, indirect, basic).
  - c. Alternative sequences.
10. Check each sequence against the data from step 7.
11. Determine the most likely sequence of events and the most probable causes.
12. Conduct a post-analysis briefing.
13. Prepare a summary report, including the recommended actions to prevent a recurrence. Distribute the report according to applicable instructions.

An analysis is not complete until all data is analyzed and a final report is completed. In practice, the time required to investigate, analyze data, and prepare reports proceeds simultaneously throughout the analysis.

## **Problem Solving Techniques**

Accidents represent problems that must be solved through analysis. Several formal procedures solve problems of any degree of complexity. Following are two of the most common procedures:

### **Change Analysis**

As its name implies, this technique emphasizes change. To solve a problem, an investigator looks for deviations from the norm. Consider all problems that may result from unanticipated change. Make an analysis of the change to determine its causes, using the following steps:

1. Define the problem (What happened?).
2. Establish the norm (What should have happened?).
3. Identify, locate, and describe the change (What, where, when, to what extent).
4. Specify what was and what was not affected.
5. Identify the distinctive features of the change.
6. List the possible causes.
7. Select the most likely causes.

### **Job Safety Analysis**

A job safety analysis (JSA) is part of many existing accident prevention programs. The JSA breaks down a job into basic steps, and identifies the hazards associated with each step. The JSA also prescribes controls for each hazard. A JSA includes a chart listing these steps, hazards, and controls. Reviewing the JSA during an accident helps determine the events and conditions that led to the accident.

### **Analysis Report**

An accident analysis is not complete until you prepare a report and submit it to the proper authorities. Special report forms are available in many cases. Other instances may require a more extended report.

The following outline can be useful in developing the information to be included in the formal report:

1. Background Information
  - a. Where and when the accident occurred
  - b. Who and what were involved
  - c. Names of operating personnel and other witnesses
2. Account of the Accident (What happened?)
  - a. Sequence of events
  - b. Extent of damage
  - c. Accident type
  - d. Agency or source (energy sources; hazardous materials)
3. Discussion (Analysis of the Accident – how and why)
  - a. Direct causes (energy sources; hazardous materials)
  - b. Indirect causes (unsafe acts and conditions)
  - c. Basic causes (management policies; personal or environmental factors)
4. Recommendations (to prevent a recurrence) for immediate and long-range action to remedy:
  - a. Basic causes
  - b. Indirect causes
  - c. Direct causes (such as reduced quantities or protective equipment or structures)

### **Summary**

Thousands of work-related accidents occur daily in the United States. These accidents frequently result from a failure of people to behave as expected, or when equipment, supplies, or work surroundings breakdown or fail. A successful accident analysis determines not only what happened, but also seeks to determine the reason(s) why the accident occurred. analysis are useful in preventing a similar or perhaps more serious sequence of events in the future.

## **Elements of a Return to Work Program**

### **Communication with Injured Employee**

After an injury has occurred and the injured employee has received medical care, management should contact the insured worker within 24 hours. The contact should be in person or via telephone, depending on the circumstances. Communication will reassure the injured employee that their employer is sincerely concerned about his or her well-being.

Inform the employee of his or her rights and responsibilities as an injured worker. Respond to questions or concerns the employee may have. When appropriate, explain the return to work process. Maintain frequent contact with the employee throughout the term of their injury or illness.

Communication is key to the success of your Return to Work Program. Often when an accident occurs, a rift forms between the employee and the employer, and the situation deteriorates. Employers can prevent this from happening by maintaining regular contact with employees and by assuring them that they are still valuable to the company and have not been forgotten.

### **Communication with Medical Providers**

It is important for you to discuss your Return to Work Program with the attending physician. Unless you discuss the options you can offer for restricted duty, the physician may assume that there is no alternative available. And when restricted duty is not an option, statistics prove it often results in an extended period of doctor-approved disability. Working through your claims representative, provide the physician with the injured employee's written job description. It should detail the physical demands of the employee's regular job. Include a letter that notifies the physician of the availability of restricted duty assignments. Indicate that your company is positioned to assist the employee's recovery.

To assist you with planning for your injured employee's return to work, your claims representative can provide information regarding the injured employee's medical progress. While privacy laws prevent the sharing of personal medical information without written consent, issues to consider discussing with your claims representatives include:

- Satisfaction with medical treatment plan
- Need for secondary opinions
- Need for rehabilitation specialists
- Length and type of disability (partial/total)
- Return to Work Options

## **Job Modification**

Modified duty allows an injured employee to return to work or remain at work performing physically appropriate modified duties in relationship to his or her functional capabilities. When considering modified duty, the employer should work with the attending physician and the claims representative to determine the best possible solution for each specific worker. This may include:

- Comparing the employee's functional capabilities to the job requirements listed in the job analysis (See Job Analysis form);
- Deciding to what extent the job can be modified; and
- Identifying other modified-duty opportunities on a limited or full-time basis, if modification of the worker's original job is not possible.

### **Job modification**

Job modification is the removal or alteration of physical barriers that may prohibit an injured employee from performing the essential functions of the job. Successful job modifications are the result of a cooperative effort that involves:

- Rehabilitation case manager; (if assigned to the file)
- Employer;
- Injured employee;
- Medical provider;
- Other professionals as appropriate.

Job modifications are developed and implemented based on the injured employee's limitations, restrictions, functional capacity and physical capabilities. Examples of job modifications are:

- The purchase and installation of a power lift table for a mechanic with a back injury who's no longer able to lift.
- Change or reduction in shifts.
- Reorganizing work patterns to avoid specific activities that may aggravate an injury or illness.
- Job duty altered to eliminate or modify a task that may place excessive physical demands on an employee.

Duties should be meaningful and productive, and allow the injured employee to gradually upgrade their work capabilities to achieve an agreed upon goal and timeframe. The initial goal will be to maintain the employee in, or return the employee to their pre-injury employment.

### **Considerations for the development of job modifications:**

- Take a positive approach and focus on what the employee can do rather than tasks he/she cannot perform.
- Assign meaningful duties, allowing injured employees to maintain their dignity.
- Attempt to revise the worker's current job to remove only necessary tasks.
- Consider assigning tasks that may have been put off because "no one has time to do them," tasks that are not currently being performed, or jobs that are being done only occasionally, such as inventorying supplies, reviewing of old files, organizing the library, updating plans, etc.
- Consider temporarily reassigning tasks to free other employees to accomplish different work.
- Ensure that employees and their co-workers fully understand that this is temporary work, and that the injured employee will be expected to return to his/her full job as soon as medically able.
- Review the assignment regularly, in cooperation with the claim representative and treating physician, for continued appropriateness.

**Modified duty is temporary**

Employers must make injured workers aware of what modified duties include and that they are expected to return to their full job as soon as they're medically able. Modified duty should last no more than a few months for any employee. However, it may be necessary to specify certain assignments as either short term or long-term. Supervisors or another designee should work closely with the employee, his/her medical provider and claim representative to make sure the job tasks provide a good fit with the existing medical limitations. Employees performing modified duty need close supervision and monitoring. They need to be directed not to work outside of their restrictions, and coworkers must know not to ask them to do so.

**Job Analysis**

The claims representative and medical provider must develop a thorough understanding of the injured employee's job duties. The attached job analysis form may be helpful in ensuring the provider is able to identify the essential job functions and physical requirements of the position. This form may also provide the medical provider with information regarding available transitional work.

**Ergonomics**

Ergonomics is the science of studying people at work with the goal of improving their health and safety, efficiency and comfort through education and redesign of the working environment. Ergonomics examines a job's physical parameters (i.e. heights, weights, frequencies, etc.) and assesses the relationship between the person's capabilities and the job's demands. Following an objective assessment, any necessary changes are made to existing work conditions to reduce worker risk. Such changes may eliminate awkward postures, repetitious movements, forceful exertions, etc. This will assist in making the modified duty more successful and prevent further injury to the employee.

**Confidentiality**

All information involving an injured employee and return to work programs should remain strictly confidential.

## **Supervisor Responsibilities**

The injured employee's immediate supervisor or manager plays a critical role in determining the success of the Return to Work program. Management and supervisory personnel must understand all components of the work injury. This includes both the physical and psychological effects the injury may have on the employee.

Supervisors and managers who treat employees fairly and with respect can greatly reduce the possibility of unnecessary lost work time. Relationships that are adversarial between supervisors and employees delay the return to work process. It is the responsibility of the supervisor to create a positive work environment that will encourage an early return to work. This may involve explaining to co-workers how the return to work process benefits the entire workforce.

Develop a policy that addresses the supervisor's role in the Return to Work process. Make supervisors aware of their critical role in the management of the injured employee, which includes:

- Knowledge of the facts surrounding the accident and involvement in the analysis.
- Regular and encouraging contact with injured employee on a weekly basis.
- Knowledge of the nature of the injury and the likely timeframe for the resulting disability or temporary ..... alternate duty.
- Communication with coworkers to insure there is no animosity towards the injured employee when they return to work.
- Understanding of the return to work restrictions. (Consult with others as necessary.)
- Responsibility for identifying appropriate temporary alternate duty or job modification consistent with the physician's recommendations.
- Responsibility for insuring that the injured worker understands their job assignments and restrictions.
- Responsibility for regular and personal contact with the injured worker.
- Responsibility for monitoring the employee's progress to determine the source of any problems involving how the employee performs new job assignments and/or instigates corrective actions.



## **Return to Work – Employee Orientation**

Conduct an orientation session with injured employees upon their return, acquainting them with revised job duties. If the temporary work involves an existing job assignment, adapt the orientation given to new hires. To ensure employees are comfortable with their new assignments, review the tasks and safety procedures necessary to perform the job. Provide positive assurance and reinforcement to those employees who are apprehensive about their new assignments. Make daily checks to start to appropriately monitor workers' progress and concerns. Maintain written documentation.

If the employee has significant adjustment problems, discontinue the employee job tasks. If it appears likely that the injury may reoccur, discontinue the task and take appropriate corrective action. Maintain open communication with the employee and request feedback on an ongoing basis.

The following checklist will be helpful in developing your Return to Work – Employee Orientation program:

### **Orientation Checklist**

- Make the employee feel welcome.
- Ensure a smooth transition for both the employer and the employee.
- Maintain ongoing communication with employee.
- Introduce the employee to any new team members.
- Assign a sponsor or mentor within the department to help the employee with any questions during the first couple of weeks.
- Review job description and responsibilities.
- Review policies and procedures.
- Discuss performance expectations, on behalf of both the employer and the employee.
- Conduct training on proper use and care of equipment.
- Request regular feedback from the employee on his/her ability to perform the job.

## **Return to Work – WC Cost Management Checklist**

- Develop and implement comprehensive hiring procedures that follow Americans With Disabilities Act (ADA) job description requirements.
- Set up internal program for prompt claims reporting.
- Conduct Accident analysis following all accidents. Determine root cause of accident and implement corrective actions.
- Develop a written Return to Work program.
- If permitted in your state, establish personal relationships with affiliated medical providers.
- Train Supervisors on the Return to Work Program.
- Train Employees on the Return to Work Program.
- Maintain regular communication with injured employees.
- Develop alternative temporary job duties before a work related injury occurs.
- Conduct an orientation session for injured employees when returning to work.
- Regularly monitor your Return to Work program.

## Sample Physician Evaluation

Our goal is to provide the best possible medical care to employees following job-related injuries or occupational illnesses and to return an injured employee to work as soon as medically able. Please provide the following information so that we can best determine the physical limitations of the employee and, if necessary, place the employee in a suitable temporary modified job.

### Employer/Injured Employee Information (To be completed by the employer prior to the office visit)

Employer: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Employers phone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Insurance Carrier: \_\_\_\_\_  
Name of Injured Employee: \_\_\_\_\_ Employee Date of Birth: \_\_\_\_\_  
Date of Injury: \_\_\_\_/\_\_\_\_/\_\_\_\_ Claim # \_\_\_\_\_ Occupation: \_\_\_\_\_

### Physicians Evaluation (To be completed by the physician)

Diagnosis: \_\_\_\_\_

Treatment Plan: \_\_\_\_\_

#### Patient is able to lift:

- \_\_\_\_ **Sedentary Work:** Lifting 10 pounds maximum, occasional lifting and/or carrying small articles, and occasional walking and standing
- \_\_\_\_ **Light Work:** Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds, sitting most of the time with a degree of pushing/pulling of arm and/or leg controls.
- \_\_\_\_ **Medium Work:** Lifting 50 pounds maximum with frequent lifting and/or carrying of objects up to 25 pounds.
- \_\_\_\_ **Heavy Work:** Lifting 100 pounds maximum with frequent lifting and/or carrying of objects no more than 50 pounds.
- \_\_\_\_ **Very Heavy Work:** Lifting objects in excess of 100 pounds with frequent lifting and/or carrying of objects weighing 50 pounds or more.

#### In an eight-hour day, patient is able to perform at the following level:

Occasionally = <33% per day, Frequently = 33-66% per day, Constantly = > 66% per day

- |              |                  |                    |                  |                  |
|--------------|------------------|--------------------|------------------|------------------|
| • Stand      | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Walk       | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Sit        | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Drive      | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Bend       | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Squat      | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Climb      | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Push/Pull  | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Grasp      | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Manipulate | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |

#### Patient can be exposed to:

- |  |                  |                    |                  |                  |
|--|------------------|--------------------|------------------|------------------|
| • Unprotected heights                        | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Uneven surfaces                            | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |
| • Marked changes in temperature and humidity | _____ Not at all | _____ Occasionally | _____ Frequently | _____ Constantly |

The above restrictions are: \_\_\_\_\_ Permanent \_\_\_\_\_ Temporary until: \_\_\_\_\_

Can resume **modified** work duties on \_\_\_\_\_ Can resume **full** work duties on \_\_\_\_\_

Other restrictions or comments: \_\_\_\_\_

Physician's signature \_\_\_\_\_ Date: \_\_\_\_\_

## Sample Job Analysis

Employee: \_\_\_\_\_ Job Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Date of hire: \_\_\_\_\_ Date of Job Analysis: \_\_\_\_\_

Job analysis performed by: \_\_\_\_\_

### Position Summary

1. Description of job: \_\_\_\_\_

2. Essential tasks: \_\_\_\_\_

Types of machines and equipment used: \_\_\_\_\_

3. Jobs can be modified: Temporarily ☐ Yes ☐ No Permanently ☐ Yes ☐ No

If yes, please specify how: \_\_\_\_\_

Educational & Training Requirements \_\_\_\_\_

### Environmental Conditions:

Primarily: ☐ Indoor work ☐ Outdoor work

#### Exposure to:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Confined spaces      | <input type="checkbox"/> High elevations  | <input type="checkbox"/> Slippery Surfaces |
| <input type="checkbox"/> Electrical shock     | <input type="checkbox"/> Humid            | <input type="checkbox"/> Toxic chemicals   |
| <input type="checkbox"/> Explosives           | <input type="checkbox"/> Moving Parts     | <input type="checkbox"/> Uneven surfaces   |
| <input type="checkbox"/> Extreme cold         | <input type="checkbox"/> Noise            | <input type="checkbox"/> Vibration         |
| <input type="checkbox"/> Extreme heat         | <input type="checkbox"/> Poor Ventilation | <input type="checkbox"/> Weather           |
| <input type="checkbox"/> Fumes/noxious odors/ | <input type="checkbox"/> Radiant Energy   | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Dusts/mists/gases    | <input type="checkbox"/> Wet              |  |

Length of workday: \_\_\_\_\_ Number of days per week: \_\_\_\_\_

Breaks: \_\_\_\_\_ Duration of each: \_\_\_\_\_ Meal Break Duration: \_\_\_\_\_

Work schedule: \_\_\_\_\_

## Sample Job Analysis (Page 2)

Employee: \_\_\_\_\_ Job Title \_\_\_\_\_

**Physical Demands:**

**N/P** = Not present \_\_\_\_\_ 0% of the time  
**R** = Rarely \_\_\_\_\_ <5% of the time  
**O** = Occasionally \_\_\_\_\_ 5-25% of the time  
**F** = Frequently \_\_\_\_\_ 25-75% of the time  
**C** = Constant \_\_\_\_\_ 75% or more of the time

	N/P	R	O	F	C	Description/Narrative
Balancing						
Carrying*						
Climbing						
Crawling						
Crouching						
Driving						
Fingering						
Handling*						
Hearing						
Kneeling						
Lifting*						
Overhead work						
Pulling*						
Pushing*						
Reaching						
Sitting						
Standing						
Stooping						
Talking						
Twisting						
Vision						
Walking						
Other						

\*Please designate heaviest weight by frequency in the appropriate column.

Additional comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sample Instructions For Completing Accident Analysis Report

Please print or type all information. Be specific!

## I. GENERAL INFORMATION

Fill in all information requested: name of person injured, date, exact location, job title, job being performed, etc. For description of type of accident/illness, injury and body part, see the following:

### A. Type of Accident/Illness

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> slip/fall            | <input type="checkbox"/> contact with/by       | <input type="checkbox"/> cut by     |
| <input type="checkbox"/> struck by/against    | <input type="checkbox"/> over-exertion/lifting | <input type="checkbox"/> amputation |
| <input type="checkbox"/> caught in/on/between | <input type="checkbox"/> burn by               |                                     |

### B. Type of Injury

- |                                   |                                     |                                   |
|-----------------------------------|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> cut      | <input type="checkbox"/> strain     | <input type="checkbox"/> swelling |
| <input type="checkbox"/> bruise   | <input type="checkbox"/> sprain     | <input type="checkbox"/> fracture |
| <input type="checkbox"/> puncture | <input type="checkbox"/> burn       |                                   |
| <input type="checkbox"/> abrasion | <input type="checkbox"/> irritation |                                   |

### C. Part of Body injured (select as many as needed)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> thumb/finger/hand/wrist | <input type="checkbox"/> leg/knee/hip        | <input type="checkbox"/> chest/abdomen         |
| <input type="checkbox"/> elbow/arm/shoulder      | <input type="checkbox"/> head/neck/face      | <input type="checkbox"/> upper back/lower back |
| <input type="checkbox"/> toe/foot/ankle          | <input type="checkbox"/> nose/eye/ear/throat |  |

## II. DESCRIPTION OF ACCIDENT

Describe in detail where and how the accident happened. Provide facts, not opinions. Include statements from the injured worker and/or witnesses. Use additional paper if more space is needed. Include sketches or photos if they help explain what happened.

## III. CAUSES

Identify and describe in detail the type of equipment, tools, processes, unsafe conditions (mechanical, physical, environmental) and/or personal factors involved in the accident. Discuss the use and/or requirements for personal protective equipment.

## IV. RECOMMENDATIONS

Take appropriate actions to prevent the similar accidents. Be prepared to implement realistic yet effective recommendations.

## V. FOLLOW-UP

List actions that have been taken and their respective completion dates. Continue proper follow-up on any ..... incomplete recommendations.

## ADDITIONAL

Make sure both the injured worker and supervisor sign and date the form.

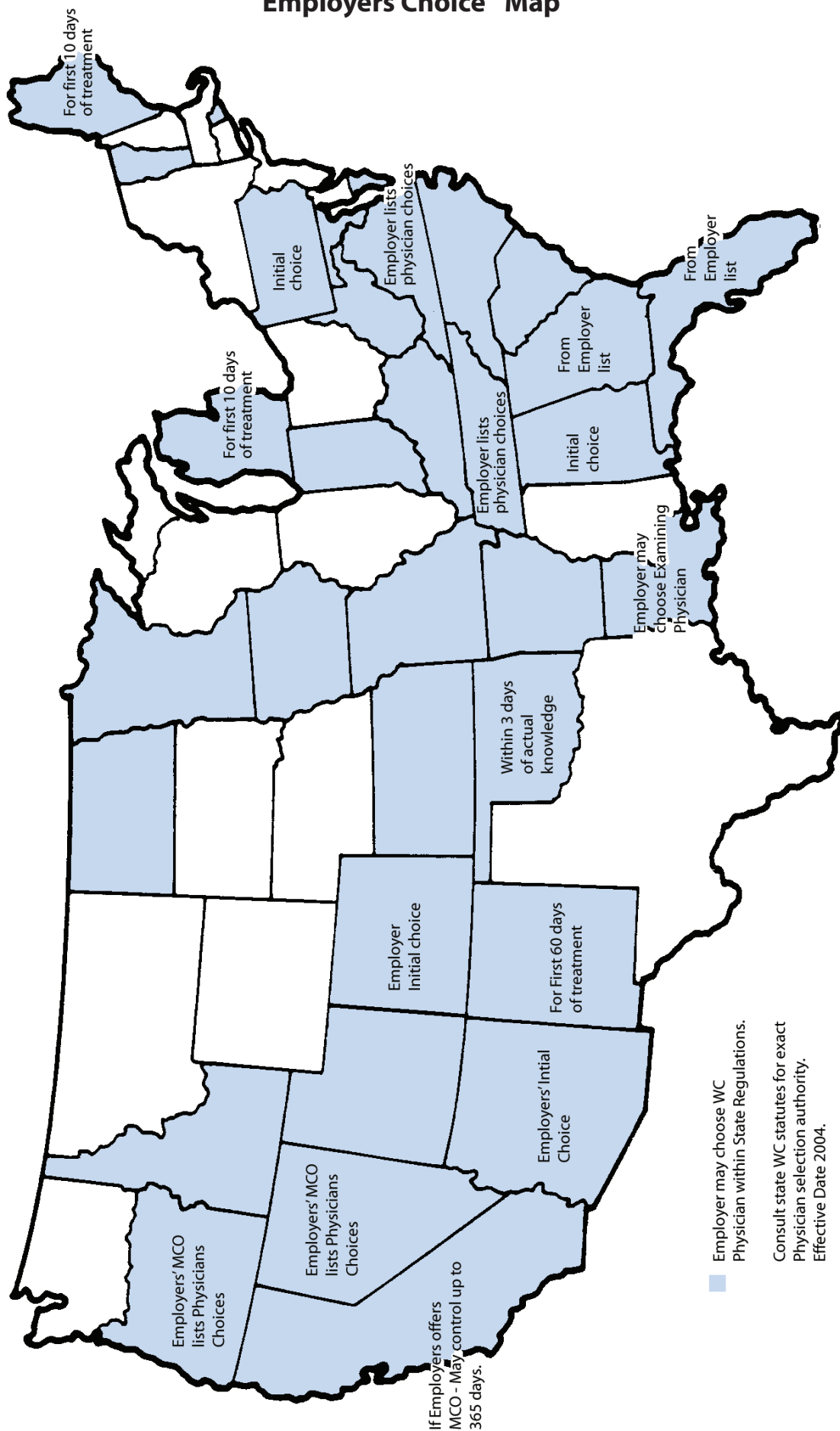
.....  
Complete the form within 24 hours of the incident.



## Sample Accident Analysis Report

<b>I. GENERAL INFORMATION</b>	BUILDING	DATE OF REPORT	
	EMPLOYEE NAME	JOB TITLE	
	S.S.#	SEX (M/F)	
	DATE OF ACCIDENT	TIME OF ACCIDENT	A.M. P.M.
	TYPE OF ACCIDENT/ILLNESS		
	TYPE OF INJURY		
	PART OF BODY INJURED	TREATMENT FIRST AID MEDICAL	DID EMPLOYEE RETURN TO WORK THE SAME DAY? YES NO
	PART OF BODY HAVE PRIOR INJURY? YES NO		
<b>II. DESCRIPTION</b>	HOW DID ACCIDENT HAPPEN? (Use additional sheets, if necessary)		
<b>III. CAUSES</b>	SPECIFY MACHINE/TOOL/SUBSTANCE/OR OBJECT CONNECTED WITH THE ACCIDENT		
<b>IV. RECOMMENDATIONS</b>	UNSAFE MECHANICAL/PHYSICAL/ENVIRONMENTAL CONDITION AT TIME OF ACCIDENT (Be specific)		
<b>V. FOLLOW-UP</b>	PERSONAL FACTORS (Attitude, Lack of Knowledge or Skill, Slow Reaction, Fatigue)		
<b>VI. ACTION TAKEN</b>	PERSONAL PROTECTIVE EQUIPMENT REQUIRED?		
<b>VII. SIGNATURES</b>	WAS INJURED EMPLOYEE USING REQUIRED EQUIPMENT?		
<b>VIII. ACTION PLAN</b>	ACTION PLAN TO PREVENT RECURRENCE (Modification of machine, Mechanical guarding, Environment, Training)		
<b>IX. FOLLOW-UP</b>	ACTION TAKEN ON RECOMMENDATIONS (Include date completed)		
EMPLOYEE'S SIGNATURE		DATE	
SUPERVISOR'S SIGNATURE		DATE	

## "Employers Choice" Map



Employer may choose WC  
Physician within State Regulations.

Consult state WC statutes for exact  
Physician selection authority.  
Effective Date 2004.





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