

Job Information Worksheet: Completion Procedure Template

A Job Information Worksheet (JIW) is a Saskatchewan Workers' Compensation Board (WCB) form that a worker completes with input from his/her employer that identifies the physical, psychological, sensory and environmental demands of their essential job duties. The form quantifies job demands, and includes descriptive information on the tools, equipment and processes necessary to do the work.

The WCB uses the JIW to determine if an injured worker:

- is medically able to perform some essential job duties as part of a treatment program or return-to-work (RTW) plan, or
- has recovered sufficiently to return to his/her original job.

A JIW is used by health-care providers such as physiotherapists or occupational therapists to help develop an injured worker's treatment program. The JIW can be used to incorporate essential job duties into RTW planning.

As part of the RTW process, the employer completes and retains JIWs for all job positions in advance of any injury. Completed JIWs are reviewed and revised every three years, and/or whenever there is a significant change in a job position.

The employer should have a specific person or position responsible for forwarding the completed JIW for a job position to any of the following upon request: the WCB, physiotherapist, occupational therapist, physician and the injured worker.

In the event there is a disagreement between an injured worker and an employer about the accuracy of a JIW, the WCB will work with the employer and injured worker to resolve the disagreement.

An employer can take these steps to complete a JIW for each specific job position:

1. Supervisor selects a worker to complete a draft JIW for his/her job position.
2. Supervisor provides worker with a blank JIW form, or the most current copy (if one exists), and JIW completion instructions.
3. Worker completes draft JIW for his/her job position and submits to supervisor.
4. Supervisor reviews draft JIW and provides a copy for review to all workers currently in the same position.
5. Workers provide supervisor with feedback.



6. Supervisor reviews feedback, and circulates any changes to all workers currently in the job position.
7. Repeat steps 5-6 as needed.
8. Supervisor completes final draft of JIW and forwards to appropriate area.
9. Appropriate area maintains file of completed JIWs for all job positions in the organization.

JIW completion instructions:

- Complete a separate JIW for each job position in the organization.
- Complete the JIW based on the typical demands of the job position.
- Only complete categories on the JIW that are applicable to the job position.
- If demands of the job position vary greatly depending on any of the following variables, complete a separate JIW for each:
 - o location/department/unit
 - o shift
 - o season
 - o product line/project
- Use quantitative measurements (e.g. five times a day, 20-40 lbs., three times per hour), not subjective descriptors (e.g. often, frequently, hardly ever, heavy).
- Indicate the actual weight lifted, carried, pushed or pulled for any task that involves handling weights of more than 50 lbs.
- If a physical demand is only required under certain circumstances, note the circumstances on the JIW. For example: “Required to climb stairs: rarely occurs and only when visiting clients outside the organization.”

A blank JIW can be obtained from the WCB website: www.wcbsask.com.

