



Job Description Form

Date		Claim #	
Co. Name		Worker Name	
Co. Phone		Job Title	
Co. Rep.		Hours Per Day	
Rep. Title		Days Per Week	
Rep. Signature		Job Type	Light Duty / Transitional

Essential Job Duties

Sedentary position at computer workstation utilizing computer, keyboard, and mouse for online safety training.
May be performed standing, if sitting is not an option.

Tools, Equipment, Machinery, and PPE To Be Used

Computer, keyboard, mouse, desk, and chair

Frequency Periods

- 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



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- N** Never/Not at all
- S** Seldom/1 – 10%
- O** Occasional/11 – 33%
- F** Frequent/34 – 66%
- C** Constant/67 – 100%

Physical Demands	Frequency	Description of Task
Sitting	F-C	Sitting at computer workstation
Standing	N	
Walking	N	
Climbing Ladders / Stairs	N	
Twisting at the waist	N	
Bending / Stooping	N	
Squatting / Kneeling	N	
Crawling	N	
Reaching Out	N	
Working Above Shoulders	N	
Handling / Grasping	O	Using computer mouse to navigate website
Fine Finger Manipulation	O	Typing short answers on keyboard
Foot Controls / Driving	N	
Repetitive Motion	N	
Talking / Hearing / Seeing	C	Watching safety videos
Vibratory Tasks	N	
Lifting over 1 lbs	N	
Carrying over 1 lbs	N	
Pushing / pulling 1 lbs	N	

FOR PHYSICIAN'S USE ONLY

Provider Approval

Y N

Hours per day

Days per week

Effective Date

If not approved, please provide objective medical documentation to support your decision:

Provider Name _____

Provider Signature & Date _____