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

margie.weinberg@smartwa.org

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

<table>
<thead>
<tr>
<th>Purpose of Project:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describe what the project was intended to accomplish.</td>
</tr>
</tbody>
</table>

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”**
Location: “Yard / Warehouse”

3. Choose Job Title

- Clerical Support Receptionist
- House Keeping
- HR Assistant
- Receptionist
- Safety Assistant
- Continuing Education
- Dispatcher
- Estimator
- Expeditor
- 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 managers working with those clients.
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 online 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 $7000.00. 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 approved to move surplus of $10,000 from B. Subcontractors 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 on task is more communication between all parties and clearer expectations and protocols between partners and departments within respective organizations.

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 Griffith, 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

#### Project Type
- [ ] Best Practice
- [ ] Technical Innovation
- [ ] Training and Education Development
- [ ] Event
- [ ] Intervention
- [ ] Research
- [ ] Other (Explain):

#### Industry Classification
(check industry(s) this project reached directly)
- [ ] 11 Agriculture, Forestry, Fishing and Hunting
- [ ] 21 Mining
- [ ] 22 Utilities
  - [ ] 23 Construction
- [ ] 31-33 Manufacturing
- [ ] 42 Wholesale Trade
- [ ] 44-45 Retail Trade
- [ ] 48-49 Transportation and Warehousing
- [ ] 51 Information
- [ ] 52 Finance and Insurance
- [ ] 53 Real Estate and Rental and Leasing
- [ ] 54 Professional, Scientific, and Technical Services
- [ ] 55 Management of Companies and Enterprises
- [ ] 56 Administrative and Support and Waste Management and Remediation Services
- [ ] 61 Educational Services
- [ ] 62 Health Care and Social Assistance
- [ ] 71 Arts, Entertainment, and Recreation
- [ ] 72 Accommodation and Food Services
- [ ] 81 Other Services (except Public Administration)
- [ ] 92 Public Administration

#### Target Audience:
construction employers in Washington State and their injured workers

#### Languages:
English, Spanish, Russian

#### Please provide the following information - -
(information may not apply to all projects)

<table>
<thead>
<tr>
<th># classes/events:</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td># hours trained</td>
<td>unknown</td>
</tr>
<tr>
<td># companies participating in project</td>
<td>unknown</td>
</tr>
<tr>
<td># students under 18</td>
<td></td>
</tr>
<tr>
<td># workers</td>
<td>unknown</td>
</tr>
<tr>
<td># companies represented</td>
<td>3800</td>
</tr>
<tr>
<td># reached (if awareness activities)</td>
<td>499</td>
</tr>
</tbody>
</table>

#### Total reached

Have there been requests for project products from external sources?

If Yes, please indicate sources of requests: Canada has accessed the wixzrd online

List, by number above, industries that project products could potentially be applied to.

- 31-33
- 44-45
- 48-49
- 62
- 72

Potential impact (in number of persons or companies) after life of project?

5000+
**PART II**

**Financial Information**

**Budget Summary**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Total original budget for the project</td>
<td>$87,145.74</td>
</tr>
<tr>
<td>2. Total original SHIP Grant Award</td>
<td>$84,995.62</td>
</tr>
<tr>
<td>3. Total of SHIP Funds Used</td>
<td>$76,925.30</td>
</tr>
<tr>
<td>4. Budget Modifications (= or – if applicable)</td>
<td>$0</td>
</tr>
<tr>
<td>5. Total In-kind contributions</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>6. Total Expenditures (lines 2+4+5)</td>
<td>$79,725.30</td>
</tr>
</tbody>
</table>

**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)

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>Return to Work Toolbox</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project #:</td>
<td>2012RB00197</td>
</tr>
<tr>
<td>Report Date:</td>
<td>October 15, 2013</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Margie Weinberg</td>
</tr>
<tr>
<td>Contact #:</td>
<td>206-920-0267</td>
</tr>
<tr>
<td>Total Awarded:</td>
<td>84,995.62</td>
</tr>
</tbody>
</table>

**Itemized Budget:** How were SHIP award funds used to achieve the purpose of your project?

<table>
<thead>
<tr>
<th></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Personnel</strong></td>
<td>$39,895.20 + $10,000.00</td>
<td>$46,815.75</td>
<td>$3079.45</td>
</tr>
<tr>
<td>Explanation for Difference and other relevant information:</td>
<td>under estimated hours needed and length of time of project</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moved money from subcontractors to Personnel to have money for all final payroll</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B. Subcontractor</strong></td>
<td>$37,856.00 - $11,000.00</td>
<td>$24,615.04</td>
<td>$2240.96</td>
</tr>
<tr>
<td>Explanation for Difference and other relevant information:</td>
<td>Over estimated costs associated with number of translated words needed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C. Travel</strong></td>
<td>$1779.42</td>
<td>$1356.82</td>
<td>$422.60</td>
</tr>
<tr>
<td>Explanation for Difference and other relevant information:</td>
<td>Less travel, more internet interface</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>D. Supplies</strong></td>
<td>$3210.00</td>
<td>$1606.86</td>
<td>$1603.14</td>
</tr>
<tr>
<td>Explanation for Difference and other relevant information:</td>
<td>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 copies of power point presentations were not needed as the project (besides the postcards, budgeted under Publications) is online, so additional supplies were not necessary</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E. Publications</strong></td>
<td>$1000.00</td>
<td>$892.78</td>
<td>$107.22</td>
</tr>
<tr>
<td>Explanation for Difference and other relevant information:</td>
<td>Slight difference from bid to actual cost</td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. OTHER</td>
<td>Budgeted for Project</td>
<td>Amount Paid Out</td>
<td>Difference</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------</td>
<td>-----------------</td>
<td>------------</td>
</tr>
<tr>
<td>$1215.00+$1000.</td>
<td>$1638 05</td>
<td>$576.95</td>
<td></td>
</tr>
<tr>
<td>Did not budget for full 9 months, so needed additional funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL DIRECT COSTS</strong></td>
<td>$84,995.00</td>
<td>$76,925.30</td>
<td>$8030.62 - remainder</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL INDIRECT COSTS</strong></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TOTAL SHIP BUDGET</strong></th>
<th>Budgeted for Project</th>
<th>Amount Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$84,895.00</td>
<td>$76,925.30</td>
<td>$8030.32</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>F. IN-KIND</th>
<th>Budgeted for Project</th>
<th>Amount (DONATED)Paid Out</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>$2250.00</td>
<td>$2800.00</td>
<td>(+$550)</td>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Attachment 1</th>
<th>Milestones</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TARGET DATE</strong></td>
<td><strong>MILESTONE I</strong></td>
</tr>
</tbody>
</table>

**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 cannot be copyrighted, patented, claimed as trade secrets, or otherwise restricted in any way.
<table>
<thead>
<tr>
<th>Month 1-3</th>
<th>Supplies obtained, office set up, interview forms developed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meet with Union representatives to discuss project plan and goals and for support for return to work ideas Interview construction companies and/or trade representatives such as sheet metal, roofers, cement masons, carpenter, electricians, dry-walers, etc. for duties that can be modified within that trade</td>
</tr>
<tr>
<td></td>
<td>Hold focus groups at SMART and MBA on ideas for transitional work tasks</td>
</tr>
<tr>
<td></td>
<td>Relevant information and material gathered though research, discussions, focus groups</td>
</tr>
<tr>
<td></td>
<td>Review and extrapolate from in-house database of job descriptions and job analysis our TPA, Approach Management Services have created over the last several years for internal use for clients Return To Work we should be able to develop over 100 ideas from this database alone</td>
</tr>
<tr>
<td></td>
<td>Vocational review of all tasks and duties</td>
</tr>
<tr>
<td></td>
<td>Vocational discussions with trades on duties to adapt to transitional work activities</td>
</tr>
<tr>
<td></td>
<td>Legal review and input on design of a sample Employee Job Offer Letter, to ensure meeting the letter of the law</td>
</tr>
<tr>
<td></td>
<td>Design database</td>
</tr>
<tr>
<td></td>
<td>Input content management feature allowing SMART to access analytical data on general access and us, as well as the ability to add or change features as necessary</td>
</tr>
<tr>
<td></td>
<td>Determine Process Flow</td>
</tr>
<tr>
<td></td>
<td>Initial access, log in, drop down menus, specialty construction tasks, text boxes for additional information, warning incomplete document, final review, complete, send,</td>
</tr>
<tr>
<td></td>
<td>Input all data</td>
</tr>
<tr>
<td></td>
<td>Translate sample Job Offer Letter</td>
</tr>
<tr>
<td></td>
<td>Input data</td>
</tr>
<tr>
<td></td>
<td>Translate job tasks</td>
</tr>
<tr>
<td></td>
<td>Input data</td>
</tr>
</tbody>
</table>

$60,397.36

A. $25,160
B. $31,900
C. $747.36
D. $2000.00
E. $00.00
F. $590.00
- 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

<table>
<thead>
<tr>
<th>TARGET DATE</th>
<th>MILESTONE 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 3-6</td>
<td>Obtain approval from Labor and Industries (DOSH) on design of “Return to Work Toolbox” database, and Employee Transitional Job Offer Letter</td>
</tr>
<tr>
<td></td>
<td>Design and obtain approval for “Tool Box” post cards marketing materials</td>
</tr>
<tr>
<td></td>
<td>Introduce to Union</td>
</tr>
<tr>
<td></td>
<td>Create links on MBA and SMART websites</td>
</tr>
<tr>
<td></td>
<td>Roll Out (introduce to public)</td>
</tr>
<tr>
<td></td>
<td>Publish newsletter articles for MBA and SMART (after approval from LNI)</td>
</tr>
<tr>
<td></td>
<td>Introduce at all Claims Basic 101 classes hosted by SMART and the MBA held for members at SMART, Seattle, Lacey, Spokane, Tri Cities, and MBA in Bellevue and Snohomish county</td>
</tr>
<tr>
<td></td>
<td>Reintroduce at SUMMIT with demonstrations</td>
</tr>
<tr>
<td></td>
<td>Distribute “Tool Box” postcards</td>
</tr>
<tr>
<td></td>
<td>Continual Customer Service support</td>
</tr>
<tr>
<td></td>
<td>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 transitional return to work?</td>
</tr>
<tr>
<td></td>
<td>Run reports on database site access and usage</td>
</tr>
<tr>
<td></td>
<td>Make additional adjustments, additions to database</td>
</tr>
<tr>
<td></td>
<td>Complete Final Reporting on the Project and submit final accounting to LNI</td>
</tr>
</tbody>
</table>

**Total for the Project**

<table>
<thead>
<tr>
<th>Final Date</th>
<th>Performance target achieved and report submitted to LNI, LNI closes the grant file</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$84,995.62</strong></td>
</tr>
</tbody>
</table>

**Final Date**

A. $14,735.20
B. $5956.00
C. $1032.06
D. $1210.00
E. $1000.00
F. $625.00

**TARGET DATE**

Month 3-6

**MILESTONE 2**

- 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
- *Introduce to Union*
- 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 SMART and the MBA held for members at SMART, Seattle, Lacey, Spokane, Tri Cities, and MBA in Bellevue and Snohomish county
- 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 transitional return to work?
- *Run reports on database site access and usage*
- Make additional adjustments, additions to database
- Complete Final Reporting on the Project and submit final accounting to LNI

**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

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/ejdpage_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
- Clerical Support Receptionist
- House Keeping
- HR Assistant
- Receptionist
- Safety Assistant
- Continuing Education
- Dispatcher
- Estimator
- Expeditor
< Back Next >
1 of 1 5/30/2013 11:41 AM
Employer's Job Description http://ejd.smartwa.org/ejdpage_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
- Vehicle Cleaner
- Tool Attendant/Inventory
- Security Guard
- Delivery Driver
- Dispatcher
- Production Worker
- Bench Welder
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

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

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

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
"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
"Mixes concrete, using portable mixer
"Sprays materials; water, sand, steam, vinyl, paint, or stucco
"Grinds, sands, deburrs, polishes surfaces
"Apply insulation materials to pipes, tanks, boilers, ducts, refrigeration equipment
"Cleaning, replacing old mortar, caulking, cleaning or weatherproofing
"Apply caulking compounds, patches holes
"Sawyer to fabricate templates by cutting wood, installing bolts, nail cleats across boards
"Measure and saw boards or plywood panels
"Maintaining traffic control delineators by washing, cleaning, painting

* **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, sleeper, 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,

---

**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 Reclamación N 0 12345678

Estimado (Margie,)

Tengo el agrado de ofrecerle transitional/light duty empleo que se adaptan a sus capacidades físicas actuales. Sus funciones se describen en el documento adjunto, Descripción del Trabajo, y sean compatibles con todas las limitaciones físicas establecidas por su médico. Su médico ha aprobado estas funciones en 05/27/2013. Una copia ha sido enviada a su gerente de reclamo. Usted debe presentarse a trabajar el día 06/03/2013 en 1711 S Jackson, Seattle, WA, 98144. Su supervisor será Me. Él Ella ha sido avisado de las limitaciones físicas establecidas por su médico y estas funciones de trabajo se basan en las restricciones impuestas por su médico.

Las horas de trabajo son de 07:00 AM a 3:00 PM, de Lunes a Viernes, por 40 horas por semana. Su salario será $17.00 por hora. Si es menos de 95% de su sueldo regular, usted puede calificar para la pérdida de ganancia de beneficios de alimentación, consulte a su supervisor. Es importante programar las citas médicas y terapia alrededor de su horario de trabajo, ya que no será compensado por el tiempo ausente de su trabajo. También se espera que cumpla con todas las normas de trabajo de la empresa y las políticas de asistencia como con todos nuestros empleados.

Si tiene alguna dificultad en el desempeño 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 trabaje dentro de todas las limitaciones físicas aprobadas por su médico. Si algún empleado solicita que realice una tarea más allá de sus capacidades físicas, debe recordarles a los empleados de sus limitaciones físicas. Si aun, así se le solicita que realice una tarea más allá de sus limitaciones, se le indica no llevar a cabo esa tarea e informar inmediatamente a su supervisor y el / ella le aconsejará de la situación. De acuerdo con nuestra política de seguridad de la compañía, usted puede estar sujeto a una acción disciplinaria para trabajar más allá de sus limitaciones físicas establecidas por su médico.

Deseo dar la bienvenida de nuevo. Si usted decide no aceptar esta oferta de empleo, por favor de llámarme 206-812-3819. Si no me llamas 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 0 firma) today

Adjunto: Descripción del trabajo aprobado por el médico
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

no son pocy: npe.QnO>KeHllle BepHYTbC$1Ha pa60TY
L & I HOMep IIICKa12345678
YBa>KeaMb~ (-a$1) margie,
C paaocrer no pneanaraio BaM transitionaVlight duty TPYAoYCTPO~CTBO, KOTOpoe
coorercrey BawVlM
CnO>KIllBVIIImCS<lp11131114eCKIcllnMoc06HoCTS1IM. Bawlll
AO>KhOCTHble06S13aHHoCTill Onl1CaHbl B npIInaraeMO~
AO>KhOCTHO~I1HCTpyKIII1111111 OTBe4alOT BceM Tpe60BaHI1ISI1M no
orpaHIIlllFeHlo15IM<pII131111fleCKOrxoapaxrepa,
YCTaHobneHbIM BaWI1M Bpa40M. Baw Bpa4 YTBepAl'lIn AaHhbl~ cnacoxynY>Ke6HblX
06s:t3aHHoCte~ 05/27/2013. KonVISIAOKYMeHtTa TaK>Ke6blna npeaocraenasa Bauieuy
MeHeA>Kep no l-1CkaM.
BaM He06xoAlllMO SIbllTbC$1Ha pa60TY 06/03/2013 no aapcey 1711 S Jackon, Seattle,
WA., 98144. 8awVlMPYKoBoAlllTeneM 6YAlTe M. OHi0Ha 6bln (-a) npmIHHcopMVlpoBaH (-a)
06 orpaHIIIllFeHlllSIX cpVI3V14ecKoro
xapaxrepa, ycraaoaneaux 8awVlM Bpa40M, AaHhbie cnY>Ke6Hble 06S13aHHoCtI11
OCHOBblBalOTCS111Ha
orpaHVlIfeHIISIX, npeAnlllcaHHblx BawllIM Bpa'1-0M. Pa60lfl!1e yaCbl C 07:00 AO 15:00, C
n0HeAenHVIK no
n$1THl111a, ecero 40 LfacoOB B HeAenIO. 8awa 3apa60THa51 nnara COCTaBII11IT $17.00 B
hour. Ecnu 3TO
COCTaBnl51eTMHee 95% OT Bawe~ nOCTORHIO~aapaooraoa nnarsi, Bbl
MO>KeTenpereaaeoea Ha nocoeae
nplll norepe 3apa60TKa, C eopocauta 06 3TOM 06paTIIIITeCb K CBoeMY PYKoBOAllITenIO. 8aM He06xoAllIMO
nnaaposars niO6ble MeAlllIIVHCKIIlle III ne'-le6Hbie npl-1eMbl B Hepa60Lfee BpeM51, TaK KaK nponyuiesuoB
paao-ee BpeM51 8aM He 6YAEt onna-cao. Bbl TaK>Ke AOOn>KHbl cnenosars acev npaBltInaM BHyTpeHHero
pascnopsnxa B KOMnaHI!11l1a, TaK>Kenpaanaau nOCel..LlaeMOCTIIHI apaSHe co sceMIII HaWVM1111COTPYAHII!1KaoMVI.
Ecm., y Bac B03HI!1IKHYT KaKVe-nv,60 TOPYAHOCTVI npa VlcnonHeHI!1VI saumx
cnY>Ke6H6blx o6SI3aHHocTe~, Bbl AOOn>KHbl HeMeAnenH10 C0061..LLIIIb0 06 3TOM csoeay PYKoBOAllITenIO. Mbl
cTpeMIIMc51 npaAOCtaSlIdTe51,
6narononyLHFbHbie VlIpaeoaeooaceuee ycnosaa TpYAA An51 scex COTPYAHII1KOBn.plll
3TOM nOAp3yMMeBaeTc51,
'ITO Bbl 6YAEt eaparars B paaxax cpVI311'-1eCKl1X OrpaHI1'-1eHV11VI,ycranoneeausx
BawllIM Bpa'-1OM. Ecna
KaKo~nVI60 COTPYAHIt1KnoCIIIT Bac BblnOnHIIlITb aa6a Hlt1e, «oropoe npaeasuuaer
BawVI cpIl11111'-1eCKV1e
B03MO>KOCTII,Bbl AOOn>KHbl OTKaa3aTbc510T BblnOnHeHI!1l1 n0A06HOrO 3aAaHI!1l1
III HeMeAnenH10 C0061..LLIIIb0
AaHHoVI CllITylllllIVI BaUJYeMY PYKoBOAllITenIO. ComaCHO npaennau
TeXHII!KKVe6e3onnachOCTVI B Hawe~ KOMnaH(V1VI,
8bl MO>KeTe noHeCTII1Al1lCllllInllIIHapHYIO OTBeTCTBcHHocrb aa BblnOnHeHI!1e pa60r,
npeasnuoaiax paMII1
Baumx cpIII3V1'-1eCKl10rXpaHII1'-leHl11Ve,ycranoneeaaax BawVIIM Bpa'-1OM. Mbl 6YAEm
paAbI BHOBb YBIIaeteb Bac C
HaMlll. B cny-tae, ecna Bbl peurrrre OTKaa3aTbc510T AaHHoro npeAnO>KeHIllI510
TOPYAOCYCTpoVlCTBe, nepe3BOHI!1ITe
MHe no renerpoay 206-812-3819. EcnVI Bbl He no3BOHI!1ITe VI He 51BlIIITebc Ha pa60TY,
3T0 6YAEt
paceeapaaarsca, KaK Baw OTKa3 OT AaHHoro npeAnO>KeHIllI510 TOPYAOCYCTpOVICTBe,III
3TO MO>KeToTpa3111lTEC51
Ha Baurax esmnarax sa nOTep511HHoeapeus. He 3a6YAbTe npVIHeCrl!1C c060~ AaHHoe
nllICMO.
C YBa>KeHIllleM,
today
nOAnllII Cp PYKoBOAllITenSl,omena KaAPoB IIIlll snaneneua KOMnaHI!1l1
B nplllIO>KoEHIllIIIA:On>KOCTHaSI11HCTPYKII1rY1T, Bep>t<,aeHHa5W1 TaTHblIM
BpaLfoM
Kom1R: Brina Ducey
~ npll1HVIIMaNonpeAnO>KeHHYIOseuee AOOn>KOCTbV1npacrytaio K paaoore

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 really a 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 an 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

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.
<table>
<thead>
<tr>
<th>Light Duty/Transitional Job</th>
<th>* Employer:</th>
<th>Smart</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Phone #:</td>
<td>206-812-3819</td>
<td></td>
</tr>
<tr>
<td>* Completed By:</td>
<td>Brian Ducey</td>
<td></td>
</tr>
<tr>
<td>* Title:</td>
<td>Executive Director</td>
<td></td>
</tr>
<tr>
<td>* Worker Name:</td>
<td>Michael Taylor</td>
<td></td>
</tr>
<tr>
<td>Claim #:</td>
<td>TB5259156</td>
<td></td>
</tr>
<tr>
<td>Date:</td>
<td>06/11/2013</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Essential task description:</th>
<th>* Location</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose one</td>
<td>Yard/Warehouse</td>
<td>Job Site</td>
</tr>
</tbody>
</table>

| * Days a week/shift: | 5 |
| * Hours per day: | 8 |

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”.

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

These are automatically filled in
(by association with the Tasks)
Choose your “Job Title”. Example “Safety Assistant”
You must enter the “Lift, Carry, & Push” weights manually (10 lbs) Use the doctors “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)
Fill in the balance of the information.

Add your own “Valediction” (Type your name, or another name)