

Provisioning Task Requirements

Revised 6.22.16

Duty	Job Description	Activity: None = N Occasionally (1% - 33%) = O Frequently (34% - 66%) = F Constantly (67% - 100%) = C															Lift/ Carry		Push/ Pull	
		Standing	Walking	Sitting	Climbing	Balancing	Stooping	Kneeling	Crouching	Crawling	Reaching Overhead	Reaching Forward	Reaching Below Waist	Handling	Finger/Wrist Movement	Using Hand(s)	Using Leg(s)	Weight	Frequency	Weight
Administrative Duties	Run station errands- deliver products to areas in need, paperwork, etc,	O	O	O	N	N	N	N	N	N	N	O	O	O	O	O	< 5 lbs	O	< 5 lbs	O
Administrative Duties	Answer telephones	O	O	O	N	N	N	N	N	N	N	O	N	O	O	O	< 2 lbs	O	< 2 lbs	O
Administrative Duties	Complete data entry (as needed)	O	O	C	N	N	N	N	N	N	N	C	N	O	C	C	< 2 lbs	O	< 2 lbs	O
Administrative Duties	Training assist- create and update training files, run copies of items needed for training, proctor training room if needed	O	O	O	N	N	N	N	N	N	N	O	O	O	O	O	< 8 lbs	O	< 8 lbs	O
Facility Cleaning Duties	Remove trash around facility- (with reacher if needed) on floor, break down boxes and put into box crusher)-limit box size	F	F	N	N	N	O	O	O	N	O	O	O	C	O	C	< 5 lbs	C	< 5 lbs	F
Facility Cleaning Duties	Clean up break room- throw away trash, newspapers, clean break room refrigerator, discard old items, wipe clean doors to remove fingerprints and dirt	O	F	O	N	N	O	O	O	N	O	O	O	C	C	C	< 5 lbs	O	< 5 lbs	O
Facility Cleaning Duties	Wash mop heads in industrial machine	O	O	N	N	N	O	O	O	N	N	O	O	O	O	O	< 5 lbs	O	< 5 lbs	O
Facility Cleaning Duties	Remove trash (with reacher if needed) outside the facility	F	F	N	N	N	O	O	O	N	N	O	O	C	O	C	< 5 lbs	C	< 5 lbs	F
Operational Duties	Run product to the line (walking or driving with product on cart or in truck- no lifting more than 20 pounds)	O	O	O	O	N	O	O	O	N	O	F	O	O	O	F	<20 lbs.	O	<20 lbs.	O
Operational Duties	Take shipments to Cargo- (no lifting, only transport in cart)	O	O	F	N	N	O	N	N	N	N	F	O	O	O	F	< 2 lbs	O	< 2 lbs	O
Operational Duties	Send out Comat Orders (paper work only)	O	O	F	N	N	O	N	N	N	N	O	O	O	O	F	< 2 lbs	O	< 2 lbs	O
Operational Duties	Receive deliveries- verify orders (no lifting of products)	F	F	O	N	N	O	N	N	N	N	O	O	O	O	F	< 2 lbs	O	< 2 lbs	O
Operational Duties	Escort deliveries- to destinations	F	F	F	O	N	O	N	N	N	N	O	O	O	O	F	< 2 lbs	O	< 2 lbs	O
Operational Duties	Cut lemons/limes (as needed) (no lifting of boxes)	C	O	N	N	N	O	N	N	N	O	C	O	C	C	C	< 2 lbs	O	< 2 lbs	O
Operational Duties	Bag ice- 10 pound bags, (no transport)	F	O	F	O	N	F	N	N	N	O	C	F	C	O	C	< 10 lbs	C	< 10 lbs	C
Operational Duties	Marshall/Guide on line and at docks- steer products and work flow as needed	F	F	N	N	N	N	N	N	N	F	O	O	N	F	F	< 2 lbs	O	< 2 lbs	O
Operational Duties	Check jetways for snacks- inventory and make replenish recommendations	F	F	N	O	N	O	O	O	N	N	O	O	O	O	C	< 25 lbs	O	< 25 lbs	O
Fueling/Truck Cleaning	Fueling Vehicles	F	F	F	O	N	N	N	N	N	N	O	N	O	O	F	< 2 lbs	O	< 2 lbs	O
Warehouse	Operate the forklift	O	O	C	O	N	N	N	N	N	N	C	O	O	O	C	< 2 lbs	O	< 2 lbs	O
Warehouse	Inventory the kits- drinks, beer, wine, count items, no lifting required	F	F	N	N	N	N	N	N	N	N	F	N	F	F	F	< 2 lbs	O	< 2 lbs	O
Warehouse	Pack Biohazard kits- ensure that all used items have been replenished	F	F	N	N	N	N	N	N	N	N	F	N	F	F	F	< 5 lbs	O	< 5 lbs	O
Warehouse	Packing lids/straws- inventory/replenish sleeves of straws and lids (no lifting) Can sit or stand at will	F	O	F	N	N	N	N	N	N	N	C	N	C	C	F	< 2 lbs	F	< 2 lbs	F

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Warehouse	Repacking return kits- inventory/replenish used items of beer, wine, sodas, water, etc. (12oz cans)	C	O	N	N	N	O	O	O	N	N	C	O	C	C	C	C	< 25 lbs	F	< 25 lbs	F
Warehouse	Repack snacks -inventory/replenish used items of snack packages	C	O	N	N	N	O	O	O	N	N	C	O	C	C	C	C	< 10 lbs	F	< 10 lbs	F
Warehouse	Assemble activity kits- crayons, pins, pencils, crayons, etc. Can sit or stand at will	F	O	F	N	N	N	N	N	N	N	C	N	C	C	C	F	< 2 lbs	F	< 2 lbs	F
Warehouse	Restock shelves- (beer, liquor, etc. - a 24 can case weighs 18 pounds, if a liquor box is heavier than 20 pounds, case can be opened and portions carried to needed staging area)	C	O	N	O	N	O	O	O	N	O	F	F	C	C	C	C	< 25 lbs	F	< 25 lbs	F
Safety Duties	Fire Extinguisher/Eye Wash Checklist- examine each to ensure that extinguishers are filled, and eye wash is stocked and ready for use	F	F	N	N	N	N	N	N	N	O	O	O	O	O	O	C	< 2 lbs	O	< 2 lbs	O
Safety Duties	First Aid Kit- inventory/ replenish as needed-(restrict packaging handled to the weight restrictions specified by the appropriate medical personnel)	O	O	O	N	N	N	N	N	N	O	O	O	F	O	F	O	< 5 lbs	O	< 5 lbs	O
Safety Duties	Review Monthly Safety Focus items	O	O	C	N	N	N	N	N	N	O	O	O	O	O	O	O	< 2 lbs	O	< 2 lbs	O
Safety Duties	Conduct FOD walks (with reacher and trash pouch as needed)	F	F	N	N	N	O	O	O	N	N	O	O	C	O	C	C	< 5 lbs	C	< 5 lbs	F
Safety Duties	Inspect Condition of Wheel Chocks- visual inspection	F	F	N	N	N	O	O	O	N	N	O	O	O	O	O	C	< 10 lbs	O	< 10 lbs	O
Safety Duties	Inspect/clean up recycle area- put items in bin	F	F	N	N	N	O	O	O	N	O	O	O	F	F	F	C	< 10 lbs	F	< 10 lbs	O
Safety Duties	Inspect/clean up dumpster area- pick up loose trash and put into the dumpster	F	F	N	N	N	O	O	O	N	O	O	O	F	F	F	C	< 10 lbs	F	< 10 lbs	O

I have reviewed the proposed OJI RTW job offer documented above and have chosen to **(place your initials in the box next to Accept or Decline below):**

Accept	
Decline	
Employee	
_____ Signature	
_____ Employee's Printed Name	
_____ Date	
Leader	
_____ Signature	
_____ Leader's Printed Name	
_____ Date	

Physician sign-off may or may not be required depending upon applicable state law.

I have reviewed the proposed OJI RTW assignment indicated above and agree that these tasks are within this patient's current physical abilities.

Treating Physician

Signature

Physician's Printed Name

Date