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# vocational tools menu

Beyond disability management...  
innovative work health solutions from east to west

**banyan**

work health solutions

## Work Place Facilitation (WPF)

### Explanation

Workplace Facilitation is a form of Alternate Dispute Resolution aimed at resolving workplace conflict.

Through the use of trained facilitators, participants are guided through a structured problem solving process that emphasizes:

- Confidentiality;
- Focused communication;
- Expanding possible solutions;
- Eventual agreement or plan.

### When to Refer

Workplace issues exist AND workplace absence (and any medical issues) are driven by work place issues.

Resolution of workplace issues will resolve medical issues, absence and/or claim.

This is to be distinguished from a situation where there is a medical issue (i.e., cancer) as well as workplace issues; you may also want to refer this type of file but only once the medical issues are sufficiently resolved.

Referral source may recognize this file from outset but file could also be re-routed for WPF following rehab initial visit.

### Referral Details Required

- ER name and contact.
- Assurance that the ER and EE have been informed that a Workplace Facilitator is being involved, as the process requires joint participation.
- Clear indication of the claims strategy and its impact on the progression of the file (i.e., will only continue to pay if the EE and ER participate in WPF, etc.).

### Turn Around Timeframes

Interviews conducted within 5 working days of referral.

All subsequent activity on ASAP basis.

## Reactivation

### Explanation

Reactivation is a program designed to assist an inactive or dormant EE to return to a lifestyle conducive to normal daily activities such as eating, sleeping, socializing, doing chores to name a few. The program builds mental and physical stamina in preparation for an eventual return to gainful employment if feasible.

Typical participants in this type of program include EEs with mental health issues and/or physical issues that negatively impact their function. Common diagnostic areas include but are not limited to depression, fatigue, general anxiety disorder, agoraphobia, PTSD and simple pain. The program involves an upfront global assessment of EE function from which the overall customized program is designed. The program works towards achieving long term goals such as improved sleep hygiene through shorter term goals that are achievable and realistic (i.e., reduce napping by 15 minutes per week for 4 weeks).

May incorporate community-based activities such as a fitness program, volunteer work or planned outings.

### When to Refer

EE is entrenched in a disability lifestyle and requires “high touch” management to impact the situation.

Client needs to be medically (physically and psychologically) stable.

Referral source may recognize this file from outset but file could also be re-routed for Reactivation following initial rehab visit.

### Referral Details Required

- Medical restrictions and limitations (if known).
- Details of job availability and job demands helpful.

### Turn Around Timeframes

**Initial Intake Assessment and Plan** – 15 working days.

Weekly Progress Report.

## Reactivation - Chronic Pain Program (CPRP)

### Explanation

10 week program designed to assist EEs where chronic pain is a significant barrier to RTW. The primary goal of the program is to promote the adoption of an active problem-solving approach to tackling the many challenges associated with the experience of chronic pain and to gradually build up EE's mental and physical stamina in preparation for a return to a more normal lifestyle and gainful employment.

The program will include weekly EE visits by the Reactivation Consultant to develop short and long term goals and a referral to a physiotherapist for a fitness assessment and the subsequent development of an 8 week exercise/conditioning program. The program is customized to meet the needs of each individual EE and may incorporate community based activities such as planned outings.

### When to Refer

EE's main barrier to RTW is the management of chronic pain. EE is entrenched in a disability lifestyle and requires "high touch" management to impact the situation.

EE needs to be medically (physically and psychologically) stable in order to participate in the program.

Referral source may recognize this file from outset but file could also be re-routed for Reactivation following rehab initial visit where it is revealed that the file needs to fall into this category.

### Referral Details Required

- Medical restrictions and limitations (if known).
- Details of job availability and job demands helpful.

### Turn Around Timeframes

**Initial Intake Assessment and Plan** – 15 working days.

Weekly Progress Report.

Supervised exercise/conditioning program progress reporting.

## Transferable Skills Analysis (TSA)

### Explanation

A comprehensive manual assessment and analysis of transferrable skills. Identifies alternative occupations for which EE is suited based on the EE's education, training, work history and functional abilities.

The TSA is based on a review of the file but when information on file is insufficient, a supplementary telephone interview with the EE will be conducted by the assessor if approved by referral source.

Several sources of wages and occupational demand information will be provided to support recommended occupations. Labour market job postings will be provided if available in the local labour market.

### When to Refer

Identifying suitable alternative occupations is needed AND the EE has no significant/permanent cognitive symptoms/learning disability/behavioral issues.

EE had work experiences that have lasted long enough to conclude they likely demonstrated the requisite aptitude profile associated with each job.

EE does not have a singular, labour intensive work history.

Training beyond skills enhancement will not be required.

EE was not a high wage earner (<\$16 per hour CW) and TSA is likely to identify work categories within commensurate earnings level.

EE's formal education includes completion of secondary school. Without completion, alternate occupations are less likely to be identified. Suggestion: Consider a Vocational Evaluation.

### Referral Details Required

- Certified Vocational Evaluator (CVE) sign off required? Elective, however is recommended for files that are being adjudicated and are contentious or may become litigious.
- Commensurate hourly wage must be clearly identified.
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.
- Approval to contact client directly should more details for assessment be required.
- Clear mandate regarding whether pure transferable skills are the only options to be identified OR transferable skills with short term skills enhancement (i.e., computer fundamentals, first aid/CPR etc.).
- Any occs you would like to be considered or you are wishing assessment to validate as suitable?

### Turn Around Timeframes

**Standard**  
– 20 working days.

**Rush**  
– 7 working days unless otherwise mutually agreed.

# OccProfiles+

## Explanation

A condensed assessment of transferable skills where computer generated software (vs. manual search) and analysis is used to identify alternative transferable occupations that EE is suited for based on their education, training, work history, functional abilities and commensurate wage.

Occupations generated by the computer software are screened for feasibility. One wage source and labour market source are provided to support occupational alternatives.

Based on a review of the file but when information on file is insufficient, a supplementary telephone interview with the EE will be conducted by the assessor.

## When to Refer

- Need is to identify suitable alternative occupations AND the EE has no significant/permanent cognitive symptoms/learning disability/behavioral issues.
- EE had work experiences that have lasted long enough to conclude that they demonstrated the requisite aptitude profile associated with each job.
- EE does not have a singular, labour-intensive work history.
- Training beyond skills enhancement will not be required.
- EE was not a high wage earner (<\$16 per hour CW) and TSA is likely to identify work categories within commensurate earnings level.
- EE's formal education includes completion of secondary school. Without completion, alternate occupations are less likely to be identified. Suggestion: Consider a Vocational Evaluation.

## Referral Details Required

- Commensurate wage must be clearly identified.
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.
- Approval to contact client directly should more details for assessment be required.
- Clear mandate regarding whether pure transferable skills are the only options to be identified OR transferable skills with short-term skills enhancement (i.e., computer fundamentals, first aid/CPR etc.).

## Turn Around Timeframes

**Standard**  
– 10 working days.

**Rush**  
– 5 working days unless otherwise mutually agreed.

# Labour Market Survey (LMS)

## Explanation

A Labour Market Survey will provide specific information regarding job availability and labor market trends such as information on earnings potential, current job requirements, training required, remuneration for jobs etc. in a particular geographical area. Data is obtained from various sources including internet research and telephone interviews with local employers. Employers may be queried regarding current job opportunities within the company, wage ranges, a job description, future labour market trends and specific job skills/education/training requirements. May augment a vocational assessment report where alternate occupations present yet further confirmation of the feasibility of these occupations would be of benefit.

## When to Refer

In addition to identifying alternative occupations, the referral source requires detailed information such as work availability for a particular geographic area, info on earnings potential, current job requirements, remuneration for jobs, training program venues/ costs/details.

## Referral Details Required

- Referral source must stipulate maximum number of hours to conduct LMS.  
  
*Note:* Standard request 10 to 12 hours for research of 3-4 voc options.
- Referral source must stipulate minimum number of ER contacts required for LMS.  
  
*Note:* A minimum of 3 ER contacts per alternate occupation is suggested.

## Turn Around Timeframes

30 Calendar Days from date of referral.

# Vocational Evaluation (Voc Eval)

## Explanation

This evaluation requires in-person contact to conduct a battery of standardized tests including interest, aptitudes, intellectual and learning abilities.

Incorporates medical, physical, intellectual, personal, behavioral, vocational, educational, cultural, and economic data. Tests can transcend language barriers and cultural differences.

Assesses an EE's vocational potential for realistic jobs when a TSA alone cannot be utilized to make this determination. Selection of tests can be customized.

Telephonic debrief of assessment results available as requested.

## When to Refer

Alternative occupations need to be identified.

The EE has less than completion of secondary school education and narrow and/or sporadic work experience and TSA will therefore not result in significant alternatives.

EE was a high wage earner (>\$16 per hour CW) and TSA is not likely to identify work categories in the commensurate earnings level.

EE has no significant, permanent cognitive symptoms/learning disability/behavioral issues. College and/or university level training is not being considered.

## Referral Details Required

- Identification of commensurate hourly wage.
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.

Clear mandate to consider one or a combination of:

- Direct-entry/transferrable skills;
- Short-term skills enhancement (up to 6 months industry specific or computer skills, upgrading, first aid, etc.);
- Government college and/or private vocational college up to 1 year.
- Any occs you would like to be considered or you are wishing assessment to validate as suitable?
- Written approval for Interpreter if req'd. Language of service must be stated.

## Turn Around Timeframes

Assessment with EE 5-7 days post receipt of referral.

### Final Report

#### Standard

– 20 working days from EE assessment date.

#### Rush

– 7 working days from EE assessment unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

# Psycho-Vocational Assessment (Psycho-Voc)

## Explanation

This assessment evaluates an EE's learning competencies, academic/achievement level, intellectual functioning, work-related aptitudes and skills, vocational interests, general personality characteristics and current emotional status. It also looks at self-perception of pain (if applicable) and its effect on his/her daily life.

Verifies if formal re-training is an option (>1yr and/or college/university level training).

Answers questions related to assessment results or forwards recommendations should they be requested.

## When to Refer

Alternate occupations to be identified and the EE has suspected or confirmed learning disability and/or behavioral issues and/or psychiatric issues interfering with work function.

EE may or may not have a limited work history, a sporadic work history or incomplete secondary school education.

Skills enhancement or longer term training is being considered (i.e., >1 year and/or college/university).

## Referral Details Required

- Commensurate wage must be clearly identified.
- Initial Rehab Report if available.
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.

Clear mandate to consider one or a combination of:

- Direct-entry/transferrable skills;
- Short-term skills enhancement (up to 6 months industry specific or computer skills, upgrading, first aid, etc.);
- Government college and/or Private Vocational College up to 1 year;
- Full college certificate and diploma programs;
- University level degree programs.
- Any occs you would like to be considered or you are wishing assessment to validate as suitable?

## Turn Around Timeframes

Assessment with EE 5-7 days post receipt of referral.

### Final Report

#### *Standard*

– 20 working days from EE assessment date.

#### *Rush*

– 7 working days from EE assessment unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

# Psycho-Educational Assessment (Psycho-Ed)

## Explanation

This assessment is utilized to determine/address the co-existence of a Learning Disability (L.D.). The assessment will outline appropriate educational supports the EE will need in order to succeed in a formal academic setting.

This assessment answers any questions related to assessment results or forwards recommendations should they be requested.

## When to Refer

EE who was diagnosed with a Learning Disability (L.D.) in the past, or is suspected of having a L.D., and you want to determine if this will impact their employability and/or retraining potential.

## Referral Details Required

- Commensurate wage must be clearly identified.
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.
- Specify if re-training is a consideration and training recommendations are required.

Clear mandate to consider one or a combination of:

- Direct-entry/transferrable skills;
- Short-term skills enhancement (up to 6 months industry specific or computer skills, upgrading, first aid, etc.);
- Government college and/or Private Vocational College up to 1 year;
- Full college certificate and diploma programs;
- University level degree programs.
- Any occs you would like to be considered or you are wishing assessment to validate as suitable?

## Turn Around Timeframes

Assessment with EE 5-7 days post receipt of referral.

### Final Report

#### *Standard*

– 20 working days from EE assessment date.

#### *Rush*

– 7 working days from EE assessment unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

# Neuro Psych Vocational Assessment (Neuro-Psych-Voc)

## Explanation

Comprehensive assessment designed to evaluate an EE's:

- Intellectual and cognitive functioning;
- Academic/achievement level, work-related aptitudes and skills;
- Vocational interests;
- Visual-motor integration skills;
- Current emotional status;
- General personality characteristics.

Provides vocational alternatives that would be considered feasible (if applicable) based on test results.

Answers any questions related to assessment results or forwards recommendations should they be requested.

## When to Refer

Where it is suspected that an EE's cognitive and/or memory functioning has been compromised by various factors including chronic psychiatric illness, brain injury or unidentified psychopathology.

EE may or may not have a limited work history, sporadic work history or less than secondary school education.

Training may or may not be required to re-enter the workforce.

## Referral Details Required

- Commensurate wage must be clearly identified.
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.

Clear mandate to consider one or a combination of:

- Direct-entry/transferrable skills;
  - Short-term skills enhancement (up to 6 months industry specific or computer skills, upgrading, first aid, etc.);
  - Government college and/or Private Vocational College up to 1 year;
  - Full college certificate and diploma programs;
  - University level degree programs.
- Any occs you would like to be considered or you are wishing assessment to validate as suitable?

## Turn Around Timeframes

Assessment with EE 5 working days post receipt of referral.

### Final Report

#### *Standard*

– 20 working days from EE assessment date.

#### *Rush*

– 7 working days from EE assessment unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

## Job Search Training Program (JSTP)

### Explanation

Job Search Training is a one on one; tailor made program that provides the EE with the skills required to conduct an independent job search. It focuses on job search skills vs. job search itself. The file can either be referred as a task specific request (i.e., resume writing only, interviewing only etc.), or as a comprehensive package. Areas of instructions may include (but are not limited to):

- Completing job applications;
- Resume writing;
- Cover letter and Thank You letter preparation;
- References;
- Post interview follow up;
- Tips and strategies for successful interviewing;
- Job search techniques including the hidden job market;
- Information interviewing;
- Tracking your job search.

### When to Refer

Job Search Training is a valuable tool to prepare the EE to conduct an independent job search once suitable job goals have been identified.

Job Search training typically follows a vocational assessment. This assessment may occur in preparation for Change of Definition or as part of career exploration early in the claim when it's been determined that a return to own occupation is not feasible.

### Referral Details Required

- Commensurate wage must be clearly identified.
- Task Assignment (if yes, specify tasks – see list). OR

Comprehensive JSTP (generally 12 hours or specified timeframe with maximum budget).

- Referrals that request both TSA and JSTP should provide a clear mandate if JSTP is to commence before completion of TSA.

### Turn Around Timeframes

A single JSTP report is generated upon completion of service – 5 working days post last weekly session.

Six week standard program unless otherwise specified.

Timeframe Memo provided after initial meeting to document anticipated program service delivery timeframe.

Communication with referral source to take place if any barriers are encountered during delivery of service.

## Job Search Assistance and Monitoring (JSAM)

### Explanation

This program is designed to assist EEs in their job search.

The Service is geared toward:

- Monitoring and evaluating EE's job search efforts;
- Refining the EE's job search techniques where required;
- Assisting the EE in contacting businesses and ERs for information interviews and job interview opportunities;
- Providing the EE with job leads;
- Preparing the EE for scheduled interviews and debriefing post interview.

### When to Refer

- Job Search Assistance and Monitoring is a service that is typically considered when job goal(s) for EE have been determined (possibly via TSA, Voc Eval, Psycho Voc, Neuro Psych Voc or other), the EE has knowledge of job search skills or has recently completed a Job Search Training program (complete with resume, cover letter etc.) and you require a continued focus on job search activity as the EE requires support to augment/expedite his or her efforts to secure work.

### Referral Details Required

- Job goal(s)/target hourly wage known.
- Pre-approved number of hours of assistance and monitoring (generally 10 to 12 hours or specified timeframe with maximum budget) and timeframe of service duration specified.

### Turn Around Timeframes

Summary report provided by Job Search Assistance Facilitator at the completion of service.

Timeframe Memo provided after initial meeting to document anticipated program service delivery timeframe.

Communication with referral source to take place if any barriers are encountered during delivery of service.

# Occ Assist

## Explanation

A blend of services deemed by the Occ Assist Facilitator and/or referral source as beneficial to assist EE in seeking and securing employment.

Includes an upfront assessment of the EE's current/expressed job goals, job search skills and as applicable, transferable skills, interests and work values.

If no job goals are provided as part of the referral, an OccProfiles+ assessment may be performed to determine feasible transferable skills related job options.

This program may include as required, a customized job search training program, job search assistance and monitoring and other supports deemed necessary to assist EE in securing employment.

All services (with the exception of OccProfiles+ if required) are provided by a single consultant and delivered in one service offering.

## When to Refer

- EE may benefit from an assessment of their vocational interests, work values and aptitudes associated with work history in order to identify suitable transferable skills occupational options.
- Further to a possible OccProfiles+ assessment, the EE would benefit from employability interventions that may include a customized job search training program, job search assistance and monitoring and other supports deemed necessary to assist EE in securing employment.

## Referral Details Required

Budget and timeframe for service delivery (average of 20 hours service delivery – minimum of 12 hrs service delivery required).

Identification of any job goals to be used for the program if known.

If no job goals identified for use in this program, OccAssist may include an OccProfiles+ (at an additional charge) assessment to determine feasible job goals to use as the focus of job search training and assistance as applicable. The following must be included in the referral:

- Commensurate wage;
- Clear and current statement of medical restrictions and limitations must be provided. Assessor will not surmise what the R&Ls are. If not clear in referral, assessor will contact referral source to secure R&Ls in writing.

If OccProfiles+ assessment not appropriate, Banyan may recommend an alternate, vocational assessment to determine vocational goals.

## Turn Around Timeframes

*As per referral source directive.*

# Work Ready Program

## Explanation

Aimed at securing “real life” work placement, generally on an unpaid basis for the purpose of solidifying work behaviors and demonstrating overall capability.

Placement Coordinator is responsible for:

- Confirming an EE’s job readiness and job search skills and understanding of the placement;
- Contacting businesses and industry for the purpose of securing unpaid employment or on-the-job training experience;
- Exposing the EE to work-related experiences.

Once a job placement is secured, a local Work Ready Facilitator is assigned to the file to monitor the EE’s performance in the work placement (i.e., attendance, punctuality, ER satisfaction, team work, initiative, dependability, ability to take feedback, etc.) and to secure a reference letter as appropriate.

## When to Refer

Work Ready provides the EE with confidence building and “in vivo” work experience as opposed to work for pay. It is an appropriate tool to consider when the goal is to secure the EE an unpaid work experience in a “real life” work placement for the purpose of solidifying work behaviors and demonstrating overall capability. It works best when the EE is motivated to return to work, but may lack confidence or skills to do so.

Job goal(s) for EE have been determined (possibly via TSA, Voc Eval, Psycho Voc, Neuro Psych or other).

EE must have completed a recent Job Search Training program or have a completed resume prior to program commencement.

## Referral Details Required

- Job goal(s).
- Resume on file.

## Turn Around Timeframes

### Intake Interview and Coordination

– up to 2 hours; arranged within 1 week of referral.

Coordination of placement (to max of 12 hours unless otherwise mutually agreed) initiated immediately after intake, with a goal to secure placement within 15 working days.

Duration of placement is customized to individual needs Work Ready Facilitator monitoring of placement to reflect individual needs. Intake report, notification of Work Ready placement provided by Work Ready Coordinator.

Weekly or bi-weekly ER/EE program evaluations completed, Final report provided by Work Ready Facilitator.

# Functional Abilities Evaluation (FAE)

## Explanation

A functional abilities evaluation or FAE, objectively measures a EE's functional abilities and restrictions. The FAE involves a series of standardized tests with built in reliability checks. Additionally, the assessor observes the EE's biomechanics and physiological responses to ensure the EE does not surpass his/her safe maximal limit. Testing generally takes place over 1 or 2 days. The FAE can either be General or Specific to a particular job. In order to conduct a Specific FAE, there must exist an accurate Physical Demands Analysis to compare the EE's objectively assessed function to perform the required duties of that specific job.

If a return to the pre-disability occupation is not possible, the FAE results will help to identify alternate levels of work (i.e., sedentary, etc.) possible for the EE based on the results of the FAE.

The FAE may include, but is not limited to, range of motion, strength, dynamic and static strength testing, co-ordination and functional activities.

Recommendations for treatment and/or Gradual Return to Work (GRTW) scheduling can be made in the FAE report if requested. The assessor will also respond to any referral specific questions as requested.

## When to Refer

An FAE is a valuable tool if the EE has physical compromise impacting on function and a clear and objective statement of the abilities, restrictions and limitations are required for vocational planning. Additional benefits include objective reports on validity and consistency of EE effort during the assessment.

If there is a history of cardiac concerns on file, medical clearance from the EE's attending physician will be required for FAE participation.

## Referral Details Required

- One day or two day FAE?
- Job specific or general FAE req'd?
- If FAE Specific, Physical Demands Analysis on file required.
- Specifics regarding what questions need to be addressed related to the functional assessment.
- Do you wish for assessor to provide treatment or GRTW scheduling recommendations?
- Medical clearance from attending physician if history of cardiac issues.

## Turn Around Timeframes

Assessment with EE within 10 working days post receipt of Standard referral. Within 5 working days for a Rush referral or as otherwise mutually agreed.

### Final Report

#### Standard

- 5 days post assessment.

#### Rush

- 3 days post assessment.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

## Physical Demands Analysis (PDA)

### Explanation

A Physical Demands Analysis or PDA, provides objective/measured data regarding the physical demands of the essential tasks of a EE's occupation. This analysis doesn't need to be specific to a EE's occupation but generally is. Objective data collected regarding the physical requirements of a job may include (but is not limited to) standing, sitting, walking, stooping/bending, crouching, kneeling, crawling, lifting, carrying, pushing/pulling, reaching, handling, fingering and stair climbing. The PDA can also include a brief description of all required job tasks, job environment, tools and protective equipment. It is not necessary for the EE to be present during this analysis.

PDA's are also required for submission to WCB/WSIB/CSST when reporting a workplace accident.

### When to Refer

The PDA is a useful tool when you require a detailed breakdown of the physical demands of a specific job to determine whether a job is potentially suitable for a EE given his or her physical abilities and restrictions. The objective data contained in the physical demands analysis can be used in conjunction with the results of a Job Specific Functional Abilities Evaluation to determine if the EE meets the physical demand requirements of the job in question.

### Referral Details Required

- ER name and contact details.
- Address of assessment location.
- Authorization to go into place of work to conduct assessment.

### Turn Around Timeframes

Assessment with EE within 10 working days post receipt of referral for Standard referrals, 5 for Rush referrals unless otherwise mutually agreed.

#### Final Report

##### *Standard*

– 5 working days post assessment.

##### *Rush*

– 3 working days for unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

## ERGO Assessment (Ergo)

### Explanation

An Ergonomic Assessment provides detailed information regarding job tasks and the workstation from an ergonomic standpoint and compares this information to the physical abilities, stature, body type, and body proportions of the EE. Detail taken into consideration during an Ergo assessment includes a description of job duties, demands, and strength classification. The report may include photographs of the workstation, task and workstation measurements including heights, weights and push/pull forces handled, workstation flow and work pace. Report recommendations assist to optimize EE productivity, while minimizing risk factors and to reduce the risk of re-injury. Ideally, the EE is present during the assessment in order for the assessor to observe how the EE currently works at the given workstation and provide feedback/education and make recommendations based on the EE's specific needs.

Once this information has been obtained, recommendations may be made concerning work duties, workstation redesign, assistive devices and scheduling.

### When to Refer

An ergonomics assessment may be conducted in order to assist a EE back to work at his or her current position, or to improve a workstation in an alternate occupation setting. It can also be used as a measure to reduce the risk for injury or exacerbation of an existing condition.

### Referral Details Required

- ER name and contact details.
- Address of assessment location.
- Authorization to go into place of work to conduct assessment.

### Turn Around Timeframes

Assessment with EE within 10 working days post receipt of referral for Standard referrals, 5 working days for Rush referrals unless otherwise mutually agreed.

#### Final Report

##### *Standard*

– 5 days post assessment.

##### *Rush*

– 3 days post assessment unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.

# Worksite Assessment (WSA)

## Explanation

A Worksite Assessment provides a comprehensive description of the physical, environmental, cognitive and mental dimensions of a job and essential tasks. It also provides information regarding job demographics (i.e., schedule, breaks, shifts, overtime etc.), training/education/experience required to perform the job, a job description, equipment req'd, if modified duties are available and individual EE traits (punctuality, missed days, ER/EE difficulty, discipline etc.) that may impact RTW.

The EE doesn't need to be present for the assessment. Information is secured through an interview with ER contact and/or by interviewing and observing another Employee performing the job.

## When to Refer

A Worksite Assessment is a useful tool when an objective determination needs to be made about the suitability of a particular work environment for the EE given his or her assessed abilities and restrictions.

## Referral Details Required

- ER name and contact details.
- Address of assessment location.
- Authorization to go into place of work to conduct assessment.

## Turn Around Timeframes

Assessment conducted within 10 working days post receipt of referral for Standard referrals, 5 working for Rush referrals unless otherwise mutually agreed.

*Note:* In cases where ER sign off is considered necessary, TAT on documentation may be delayed. Delays and reasons for same, will be communicated.

### Final Report

#### *Standard*

– 5 working days post assessment.

#### *Rush*

– 3 working days unless otherwise mutually agreed.

\* Cancellation fees apply if notice is not provided 48 hours in advance.



work health solutions

## **Banyan Vocational Tools**

### ***Choosing the Right Tools at the Right Time...***

At Banyan, we are firmly committed to a proactive case management model which is built on 6 specific beliefs, articulated below. Success in our file work is greatly enhanced by using the right assessments and interventions at the right time. We believe it is critical that these assessments and interventions are also philosophically aligned, to achieve the best results possible not only for the client but our paying customers.

**#1 Exercising Personal Choice is Fundamental to Self Fulfillment**

**#2 Work is Healthy – People are happier working, assuming the work is suitable**

**#3 Diagnosis Does Not Equal Disability – and disability does not necessarily translate into absence**

**#4 Non-Medical Factors are often the cause of prolonged absence**

**#5 Duality of Benefits – While benefits provide a much needed safety net, they can become a trap for some**

**#6 Empowering the Employee is Critical – Presenting choices is fundamental to employee empowerment and success**

Should you wish to contact to discuss a file or a vocational tool OR should you wish to have a Banyan Vocational Tools expert come out and speak to your group, we would be pleased to do so. We can be reached at 1 866 226 9262 or 416 777 1520.