**Using this Template**

The following template can be used to help your organization develop a written Prework Screening Program. This template **cannot** be used as is – you must customize the template to meet the needs of your organization and your state laws. We have made this template easy for you to customize by adding visual prompts that identify where your input is needed. These are identified by yellow highlighted, red text in the template. You may also change any of the text in the template to meet your organization’s needs – for example, department names, job titles and listed responsibilities and procedures.

*Example:*

<COMPANY NAME>

Prework Screening Program

becomes

XYZ Company

Prework Screening Program

To remove the colored highlighting from your text, left click and drag your mouse over the yellow text and click on the highlighter button from the Font menu. To change the font color to black, select the text and click on the font color button.



To aid you in understanding the need to customize your program, several “Check Your Understanding” text boxes are also included throughout the template. After reading the information in the text box and adding the required information into the template, you may simply right click on the cross arrow box and select “cut.”

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| ***Sample Check Your Understanding.*** A prework screening is an evaluation performed by a screening provider in order to asses a worker’s ability to perform the physical demands of a job. These screens are performed **after** an applicant has been offered the job as a last step to ensure the job candidate is capable of performing the tasks associated with the job.  |

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| **Disclaimer.** This sample safety program template cannot be used as is. You must customize the template to meet the needs of your organization. EMC does not guarantee that this template is or can be relied on for compliance with any law or regulation, assurance against preventable losses, or freedom from legal liability. We make no representations or warranties of any kind whatsoever, either express or implied, in connection with the use of this template. EMC will not be liable for your use of the template as customized by you. All safety programs and policies, including this template and the information you supply to complete it, should be reviewed by your legal counsel and/or risk management staff.  |

**<COMPANY NAME>**

**Prework Screening Program**

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| ***Check Your Understanding.*** Prework screenings help ensure job applicants are physically able to safely perform the demands of the job. Matching a worker’s abilities to the work’s physical demands has been shown to decrease the frequency and severity of musculoskeletal injuries. Conducting prework screenings may help your organization:

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| * Improve work efficiency by matching the right worker with the job
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| * Identify physical or medical issues which may prevent the job candidate from performing the essential functions of the job
 |
| * Avoid hiring prejudices
 |
| * Reduce workers’ compensation costs by preventing injuries
 |
| * Ease the return to work transition for injured employees
 |

Keep in mind, a prework screening program is not a substitute for a comprehensive ergonomics program in your workplace. If your job tasks require, for example, lifting 100 pound objects, you need to consider redesigning the job to eliminate or reduce manual lifting. For more information about selecting the proper controls for observed hazards, view EMC’s online training program on [Controlling Hazards for Supervisors](http://www.emcins.com/videos/Controlling%20Hazards%20for%20Supervisors/player.html). **Note: Prework screening tests ARE NOT the same as agility tests or functional capacity assessments. These test terms are sometimes used interchangeably but they are not the same in function or intent.** |

**Purpose**

The purpose of the <Company Name’s> Prework Screening Program is to reduce work-related injuries by hiring workers who are physically able to safely perform the required tasks of the job. Prework screening exams are considered medical exams and are completed by qualified medical or health professionals. Bodily functions such as blood pressure, heart rate, respiration and range of motion may be measured as part of the assessment. Adherence to standards and guidelines established by the Americans with Disabilities Act (ADA) and the Equal Employment Opportunity Commission (EEOC) will be followed during these screenings.

**Scope**

This program applies to the following jobs in our workplace. For each job listed below, candidates will be offered employment on a conditional basis, pending the results of a prework screening.

<List jobs which will be subject to prework screening.

* Janitorial Staff
* Loading Dock Staff
* Building Maintenance Staff

Any deviations from this program must be immediately brought to the attention of the Program Administrator.

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| ***Check Your Understanding.*** The scope of a typical prework screening program does not include every job in your workplace. Instead, certain jobs should be targeted to be included in the Prework Screening Program. When identifying jobs to be included in the program, focus on jobs:

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| * Where injury data shows high amounts of lost time from musculoskeletal injuries or back injuries
 |
| * With high physical demands such as lifting and carrying, balancing, use of ladders, overhead reaching, repetitive motions, repetitive or awkward postures, or climbing

For example, a delivery job which requires the employee to routinely lift cases of materials weighing 50 pounds probably should be included in the Prework Screening Program, especially if no other interventions are possible to reduce or eliminate manual lifting. However, an office job which requires the employee to lift paper files weighing only a few pounds would typically not be included in the program.  |

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**Program Responsibilities**

**Management.** <Company Name> is committed to the overall safety program, including our prework screening initiatives and supports the efforts of the Program Administrator by pledging financial and leadership support.

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| ***Check Your Understanding****.* Although the term “Program Administrator” is used throughout this document, it does not need to be an official title or position at your organization. This person may be a Safety Director, Human Resource Manager, or even the company owner in a smaller organization. The term is simply used to identify the person who is responsible for reporting and managing workers’ compensation injuries in the workplace.  |

**Program Administrator.** The Program Administrator is the primary contact for the Prework Screening Program. The Program Administrator will:

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| * Review accident and illness records and other applicable information to determine which jobs will be included in the Prework Screening Program.
* Develop a functional job description which identifies the essential job functions for each of the jobs listed in the Scope section.
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| ***Check Your Understanding.*** A functional job analysis is a process used to identify the essential tasks of a job and the competencies a worker must possess to adequately perform the job. A functional job analysis is used to create job descriptions. Employers can be trained to complete a functional job analysis and job descriptions or outside analysts can also be hired for this purpose. For more information on identifying essential tasks, [click here](http://www.eeoc.gov/facts/ada17.html).  |

* Interview and select a trained screening provider who can knowledgably create and administer the prework screenings and maintain needed documentation and results. (Consult **Appendix A** for interview questions).
* Schedule the prework screenings for all job candidates subject to screenings with the screening provider.
 |
| * Provide supervisors and hiring managers with training and information about the prework screening process.
 |
| * Review results looking for items most frequently failed and information about significant differences in failure rates based on gender, age or ethnic group. If trends are noticed, work with the screening provider to make appropriate changes.
 |
| * Maintain a record of all prework screenings scheduled and related results.
 |
| * Track work-related injury costs before and after the Prework Screening Program is implemented and make recommendations whether to continue or expand the program.
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**Hiring Manager/Supervisors/Human Resources.** Hiring managers, human resource personnel and supervisors of the jobs included in the Prework Screening Program are a key part of the program. Hiring managers and/or supervisors will:

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| * Make only conditional job offers, contingent upon passing all prework screening.
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| * Ensure job candidates receive both a verbal and a written conditional offer of employment.
 |
| * Arrange for job candidates to receive a prework screening by contacting the Program Administrator.
 |
| **Screening provider.** Our selected screening provider is: <screening provider name, address, phone, email, etc. > Our relationship with <screening provider name> is critical to the prework screening process. Our screening provider will: |
| * Design the prework screenings for the jobs covered in <Company Name’s> Prework Screening Program.
* Design test orientation materials for job candidates that describe suggested clothing and the types of activities the test will involve.
* Safely perform screenings for our current and prospective employees.
* Always use established medical criteria to safely screen job candidates.
* Establish written procedures to follow if an injury occurs during a test.
* Make critical decisions such as when to stop a screening based on blood pressure, heart rate, etc., how to screen pregnant or disabled applicants.
* Communicate screening results to the Program Administrator.
* Collect and maintain a database of all prework screenings completed.
* Share information with the Program Administrator on a regular basis on the pass/fail rates, screening criteria most frequently failed and any information about significant differences in fail rates based on gender, age or ethnic group.
* Update the screening criteria and/or process as needed. (e.g., If the essential functions of a job change.)
* Adhere to standards and guidelines established by the ADA and EEOC.

<Screening provider> will not release any protected medical information acquired about the job candidate to <Company Name>.

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| ***Check Your Understanding.*** The term screening provider is used to identify the medical or health professional that provides the prework screening services for our organization. A screening provider can be a physical therapist, occupational therapist or occupational physician.Did you know that EMC can assist your organization in selecting qualified medical providers in your area who may be able to provide prework screening tests? For more information, contact your local EMC agent, Risk Improvement Representative, or email claims.spp@emcins.com. |

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**Program Implementation Procedures**

The steps below will be followed when implementing the Prework Screening Program.

**Step One.** Functional job descriptions will be provided to <screening provider name> for each job included in the Scope. This information will be used to create an appropriate prework screening for each job included in the program.

**Step Two.** <Screening provider name> will review the functional job description and verify the essential functions by observing a current employee performing the job tasks.

**Step Three**. Based on the information gathered from the functional job description and observations, <screening provider name> will identify the necessary prework screening criteria and orientation materials. The documents will be sent to the Program Administrator for review prior to being used.

**Step Four**. The Program Administrator will ensure that the prework screening criteria are as accurate as possible. This will be accomplished by requiring <screening provider name> to first “test the test” by administering the prework screen on current employees. The results from these screenings will be presented to the Program Administrator with all personally identifiable information (PII) removed.

**Step Five.** The Program Administrator will analyze the results and correct any procedural, communication or technical problems before job applicants are screened.

**Step Six.** Start screening job candidates for jobs included in the program.

**Prework Screening Process**

All job candidates offered a position in the jobs listed in the Scope will receive both a verbal and written conditional job offer of employment. This means the candidate is required to pass a prework screening prior to beginning work for <Company Name>.

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| ***Check Your Understanding.*** You will need to develop a conditional offer of employment letter to send to job candidates. Consult your legal counsel when creating this letter to make sure it is pursuant to applicable employment-related laws and regulations. |

All candidates receiving conditional job offers will be sent to the <screening provider, address, and phone> to undergo screening. Candidates must undergo screening within <insert time period> or the conditional offer of employment will be rescinded. A copy of the conditional offer of employment letter will be sent to the screening provider.

**Results.** <Screening provider name> will determine if the employee has passed or failed the screening. The results will be sent to the Program Administrator who will inform the hiring manager/supervisor of the results of the screening within <insert time period>.

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| * If <Company Name> receives a **passing score** for the job candidate and if he or she passes all routine HR reviews and testing, the hiring manager/supervisor may contact the job candidate and offer a final, non-conditional job offer.
 |
| * If a candidate receives a **failing score** from the prework screen, <Company Name> will first consider whether any reasonable accommodations can be made so the job candidate can perform the job duties. If no accommodations are found, the candidate will be contacted and the conditional job offer will be rescinded.
 |
| ***Check Your Understanding.*** Some organizations include an appeal process in their program in the event a disqualified job candidate wishes to appeal the result of the prework screening. If you wish to include an appeal process in your program, consult your legal counsel to ensure the process is compliant with the ADA, EEOC and other employment-related laws and regulations.  |

NOTE: <Screening provider name> does not make the hiring decision for <Company Name> and will not release any medical information acquired about the job candidate to <Company Name>.

**Periodic Program Review**

At least annually, the Program Administrator will review this program with the screening provider and determine if any changes are needed. **(Appendix B)**

**Employee Training**

The Program Administrator will train all supervisors and hiring managers on the Prework Screening Program. Training will be documented in the Employee Training Record. **(Appendix C)**

**Revision History**

Revision <1 – Date>

**Appendix A – Screening Provider Questionnaire**

Our screening providers must be properly trained in prework screening and exam design methods, understand the type of work our organization performs, communicate well, be located close to our job sites, and have experience in both occupational and non-occupational treatments. To ensure our evaluators meet this criteria, all potential screening providers will be interviewed. When interviewing a screening provider, ask the following questions:

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| 1. Do you have experience in conducting prework screenings and functional job analysis?
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| 1. Are you knowledgeable of the legal requirements of prework screening, such ADA and EEOC legal requirements?
 |
| 1. Have you accommodated a job candidate during a prework screening before? If so, explain.
 |
| 1. Are you willing to visit the workplace to review job tasks and physical demands when designing the prework screening procedures?
 |
| 1. Can you provide screening exams at multiple locations? (If applicable)
 |
| 1. Can you work with our functional job descriptions?
 |
| 1. Will you work with our safety and loss control personnel?
 |
| 1. What is the estimated screening duration and cost?
 |
| 1. Describe your screening methods and reporting format. (Make sure they are compatible with <Company Name’s> needs.)
 |
| 1. Do you have written medical standards defining when to start and stop a prework screening for safety reasons? (Ask for a copy.)
 |
| 1. If an injury were to occur during a prework screening, how would you handle the situation?
 |
| 1. How will you communicate the results of the prework screening to <Company Name>?
 |

**Appendix B – Annual Evaluation Report**

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| --- | --- |
| Date of Evaluation: | Evaluated By (list all present): |
| Written Program Reviewed: Yes No |
| Comments on Written Program: |
| The following specific procedures have been reviewed: |
| The following specific procedures were modified: |
| The following specific procedures were added: |
| The following additional expense(s) resulted from failure to use correct prework screening procedures: |
| Comments: |

**Appendix C – Employee Training Record For The Prework Screening Program**

The following individuals received training on The Prework Screening Program.

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| **Print Name** | **Sign Name** |
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The undersigned conducted training in accordance with <Company Name> Prework Screening Program.

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| Print Instructor’s Name |  |
| Instructor’s Signature |  |
| Instructor’s Title |  |
| Date of Training |  |