

JOB FUNCTION EVALUATION

Return completed form to: Encova Insurance, P.O. Box 3151, Charleston, WV 25332-3151

	Employee name	Employee name			Claim number				Date of injury						
	Job title	ob title				Check one Pre-injury job Alternate job				Work location					
	Job duties														
	Personal protective equi	ersonal protective equipment required?													
	Work environment														
	work environment	c environment			☐ Below ground ☐ Elevated areas			eated ot heated	☐ Temp. extremes ☐ No temp. extremes						
	Please indicate the exter	ease indicate the extent to which the employee's job duties require the following:													
	Standing							ccasionally	Rarely Never						
	Sitting	Constantly			Frequently Frequently			ccasionally	Rarely Never						
	Walking	Constantly			Frequently			ccasionally	Rarely Never						
	Climbing	Constantly		Ī	Frequent			ccasionally	Rarely Never						
	Kneeling	Constantly		Frequently		_	ccasionally	Rarely Never							
					4% - 66% of workday 6% - 33% of workday				<5% of workday O% of workday						
(C	C - Constantly = greater than			= 34% to	o 66% O -	Occasional		-							
	Lifting/carrying	ing/carrying C F O		R	N	Pushing/pulling		С	C F		O R N				
	5 lbs. or less							or less		-					
	5-10 lbs.						5-10 II	os.							
	11-20 lbs.				11-20	lbs.									
	21-40 lbs.						21-40	lbs.							
	41-60 lbs.						41-60	lbs.							
	61-100 lbs.						61-100	lbs.							
	100+ lbs.						100+ 1	bs.							
	Activity	ctivity					Driving								
	Bend						Automatic drive								
	Squat						Standard drive Upper extremities Simple grasping Pushing/pulling								
	Twist/turn									Yes	Yes No		-		
	Crawl								Rig	nt L	eft [Right	Left		
	Reach above shoulder								Rig			Right	Left		
	Type/keyboard						Yes		No)					
	Joystick/ hand controls						Operate foot controls		Rig	ht 🔲 L	.eft [Right	Left		
	Vibration				Simultaneous] [Yes	□ No		No				
Work hours								Number/length of breaks							
Comments															
Employer contact Title					Title	itle				Date					
					····-				Dutc						
Physician release to perform these duties?					Date of release				Physician signature						

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