

# Adjudicative Advice

## Using The Physical Demands Information Form (PDIF)

The Physical Demands Information Form (PDIF) gathers and documents specific information about the physical demands of jobs that are relevant to an injured worker's specific area(s) of injury.

It is used to obtain information about an injured worker's pre-injury job or alternate jobs.

### Why use the PDIF?

A properly completed PDIF provides key information that will:

- Help employers identify potential risk factors for injuries in a job, and give them opportunity to take appropriate corrective action,
- Help facilitate a worker's early and safe return to work and, by doing so, reduce claim duration,
- Help adjudicators make more timely entitlement decisions regarding injury compatibility and job suitability.

### When should the PDIF be used?

The PDIF is most useful when a job description or physical demands analysis for a particular job contains insufficient information or does not exist at all.

What's the difference between the PDIF and a Physical Demands Analysis?

The PDIF is not a complete Physical Demands Analysis. It collects information only about the physical demands of a job as they relate to a worker's injury.

A Physical Demands Analysis is concerned with all of the physical demands of a job as they relate to all parts of the body.

### Who completes the PDIF?

Ideally, the worker's immediate supervisor should complete the PDIF with input from the injured worker and/or other people who are familiar with the physical demands of the job.

When an injured worker's pre-injury job is under review and the worker is not at work to help complete the PDIF, a separate copy should be sent to the worker to fill out.

Adjudicators could also complete the PDIF themselves by obtaining the required information over the phone from the workplace parties and/or other people familiar with the job.

Finally, adjudicators can also use the PDIF as a guide to obtain physical demands information about a job, then document that information in a memo or in another format for the claim file.

### Where can I get a copy of the PDIF?

An English version of the PDIF is available on the WSIB website for employers and workers to download.

*Specialist & Advisory Services Branch*

**Notice:** This document is intended to assist WSIB decision-makers in reaching consistent decisions in similar fact situations and to supplement applicable WSIB policies and guidelines as set out in the Operational Policy Manual (OPM). This document is **not a policy** and in the event of a conflict between this document and an OPM policy or guideline, the decision-maker will rely on the latter.