



## **SILBA SAFETY CONSIDERATION JOB TRANSFERS**

It is very probable that in this economy, you, as the employer, may have to transfer an office/ sales associate to a department that requires more physical activity. This could be as a yard worker, a warehouse worker, a shop worker or as a driver, (if the employee is qualified to drive your Company vehicles).

### **KEY ASPECTS:**

#### **Fitness for Duty:**

One of the most important items to address is the employee's fitness for duty. A fitness for duty physical should be scheduled for the employee who will be transferred to the more physically demanding job. You want to be sure the employee will be capable of fulfilling the requirements of the new job.

#### **Training:**

Training is another important item to consider when transferring employees to other departments. Job specific training will be necessary so that the employee will have the knowledge and skills necessary to do the new job safely. One way to achieve this would be to take the job description, and complete a job safety analysis- breaking down the job into all the steps needed to do the job. Keeping this employee and other employees safe, should be your primary focus.

#### **Retraining:**

The newly transferred employee may have done the more physically demanding job previously. You are still wise to provide retraining prior to the start of work. Many accidents occur because people become complacent about safety issues. All accidents are the result of human error, negligence and/ or the lack of awareness of safety and surroundings.