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Steps To Take To Accommodate The Employee With Cumulative Trauma Disorders

By James Brown

The United States Department of Labor has developed a set of guidelines that can assist the owner, operator or manager of a business in accommodating in the workplace an employee that suffers from cumulative trauma disorders of CTDs. More information on these guidelines can be found through the Occupational Safety and Health Administration (OSHA) which is an agency of the U.S. Department of Labor. OSHA maintains an Internet website at

<http://www.osha.gov>

When it comes to workplace accommodation, there are different types of problems associated with CTDs. For example, one of the areas that people with CTDs suffer involves fatigue and weakness. Accommodations for this type of condition, according to the U.S. Department of Labor, include:

- Reduce or eliminate physical exertion and workplace stress
- Schedule periodic rest breaks away from the assigned workstation
- Provide for the employee a more flexible work schedule and a more flexible use of leave time
- Allow or permit the employee to work from home

Some employees have found that they are suffering from fine motor impairment as the result of CTDs. The U.S. Department of Labor through OSHA has suggested accommodations for this type of impairment, including:

- Implement ergonomic workplace and workstation design
- Provide alternative telephone and computer access for the employee

Steps To Take To Accommodate The Employee With Cumulative Trauma Disorders

- Provide arm supports
- Provide grip and writing aids
- Provide a book holder and a page turner
- Provide the employee with a note taker
- Provide ergonomic workplace tools and other ergonomic adaptations

Finally, there are people afflicted with CTDs that suffer from gross motor impairment. Once again, the U.S. Department of Labor through OSHA has recommendations for accommodating people in the workplace that suffer from CTDS. These accommodations include:

- Modify the workplace to make it more readily accessible to the employee
- Provide more accessible parking for the employee
- Provide a more accessible entrance to the workplace for the employee
- Install automatic door openers for use by the employee
- Modify the workstation to make to more ergonomic and accessible for the employee
- Make sure that equipment and materials used by the employee are accessible readily
- Move the employees workstation closer to other areas which the employee accesses regularly
- Provide the afflicted employee with carts and related lifting and moving devices

Again, this information can be accessed in greater detail through the U.S. Department of Labor and OSHA at

<http://www.osha.gov>

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James Brown writes about

<http://www.ergo-items.com>

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http://www.ergo-items.com/cursor/trackballs/ergonomic_trackballs.htm

and

http://www.ergo-items.com/accessories/ergo_accessories.htm

Five Steps to Better Employee Management

By Cavyl Stewart

Five Steps to Better Employee Management by Cavyl Stewart

Hiring employees is a huge responsibility. Before hiring anyone, be sure to carefully analyze your needs in terms of extra assistance.

Once you've gotten through the hiring process, there's still much more you must do now that you've become an employer. If you're like most small business owners, you just don't have time to do all you're supposed to be doing when it comes to managing your employees.

The article aims to outline five steps you can take right now to better manage your employees. Failure to complete these steps may one day lead to trouble for your business - trouble that could easily have been avoided.

Step #1 - Publish a Company Handbook

Most employers do nothing more than chuckle at the mere mention of a company handbook. Who has time for such frivolousness? Besides, no one reads them anyway. If these are your thoughts, then think again. Make time to create a company handbook and then make every employee read it. Also have every employee sign a statement saying that they have read the handbook. Place the signed statement into their personnel file where it will remain should you ever need it.

Step #2 - Create Files for Sensitive Employee Data

You will have a lot of employee-related documentation to keep track of and you must have a place to store it all, safely, and away from prying eyes. Payroll information, health insurance information, certifications including expiration dates, performance reviews, and kudos from happy clients as well as negative comments from clients or supervisors are just some of the documentation you need to maintain.

Steps To Take To Accommodate The Employee With Cumulative Trauma Disorders

Step #3 - Create a Schedule

If you operate a business with "normal" business hours and just a few employees, you might think that creating a schedule is unnecessary. But unless there is a schedule, you can only assume

that your employees know when they need to show up to work. Creating schedules is a good habit to get into, especially if you plan to have a lot of employees on your payroll. Create a work schedule for your employees and put it where they will see it.

Step #4 - Perform Periodic Employee Evaluations

Employee evaluations or performance reviews tend to be more important to the employee than they are to the employer. Employees want to know how they are doing and when they'll be eligible for a pay increase. There are so many reasons why it's important to complete employee reviews, including legal ones. An employee review is one of the few things you have, in writing and signed by employee and employer, that clearly describes an employee's performance on the job. Should you ever need to let the employee go or take other action, you'll have this documentation to back up your decision.

Step #5 - Keep a Safe Work Environment

Sure you need to keep your fire exits clearly marked and free of clutter. But there are Federal and state laws with which you must comply covering everything from the storage of hazardous chemicals to the posting of bulletins in common areas where employees congregate. Comply with these regulations before you end up on the losing side of a lawsuit.

Properly implementing these five steps seems like a lot of work especially when you have little spare time. One way you can manage your employees and still have time to do all your other tasks is to purchase software that has been designed to help manage employees. Spending the time and money to better manage your employees now will keep you from spending even more time and money later on, after you've been hit with an employee-related lawsuit!

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<http://www.find-small-business-software.com/employee-course.html>



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