

(Employer Name Here) JOB TASK ANALYSIS

JOB TITLE:						NUMBER OF MINUTES PER SHIFT:		
JOB DUTIES (Include Primary Duties) Job Description Attached <input type="checkbox"/>								
Physical Job Demands - Grade according to scale below - [X] appropriate category								
0 - NOT REQUIRED			1 - SELDOM REQUIRED			2 - MINOR REQUIREMENTS		
3 - OCCASIONALLY REQUIRED			4 - FREQUENTLY REQUIRED			5 - ALWAYS REQUIRED		
PHYSICAL JOB DEMANDS	0	1	2	3	4	5	DESCRIBE TASK(S) PERFORMED	TOTAL MIN
WHOLE BODY DEMANDS							FOR THIS SECTION - EXAMPLE: 8 HOUR SHIFT NOT TO EXCEED 480 TOTAL MINUTES	
SITTING								
DRIVING								
STANDING								
WALKING - LEVEL								
- ROUGH GROUND								
- SLOPES								
CLIMBING - REGULAR STAIRS								
- STEEP STAIRS								
- LADDERS								
- OTHER								
LOW LEVEL WORK - KNEELING								
- CROUCHING								
- CRAWLING								
- SQUATTING FREQUENT								
- SQUATTING SUSTAINED								
RUNNING (EMERGENCY PERSONNEL)								
BALANCING								
SPECIFIC BODY DEMANDS							FOR THIS SECTION - EXAMPLE: 8 HOUR SHIFT NOT TO EXCEED 480 TOTAL MINUTES	
NECK / TRUNK MOVEMENTS								
BENDING - SUSTAINED								
- REPETITIVE								
TWISTING - SUSTAINED								
- REPETITIVE								
LIFTING - VERY LIGHT (MAX 10 LBS / 4.5 KG)								
- LIGHT (MAX 20 LBS / 9 KG)								
- MEDIUM (MAX 50 LBS / 22.5 KG)								
- HEAVY (MAX 100 LBS / 45 KG)								

- VERY HEAVY (OVER 100 LBS / 45 KG)								
CARRYING - VERY LIGHT (MAX 10 LBS / 4.5 KG)								
- LIGHT (MAX 20 LBS / 9 KG)								
- MEDIUM (MAX 50 LBS / 22.5 KG)								
- HEAVY (MAX 100 LBS / 45 KG)								
VERY HEAVY (OVER 100 LBS / 45 KG)								
MOBILE PUSHING - LIGHT (MAX 20 LBS / 9 KG)								
- MEDIUM (MAX 50 LBS / 22.5 KG)								
- HEAVY (MAX 100 LBS / 45 KG)								
- VERY HEAVY (OVER 100 LBS / 45 KG)								
MOBILE PULLING - LIGHT (MAX 20 LBS / 9 KG)								
- MEDIUM (MAX 50 LBS / 22.5 KG)								
- HEAVY (MAX 100 LBS / 45 KG)								
- VERY HEAVY (OVER 100 LBS / 45 KG)								
STATIC PUSHING/PULLING - LIGHT (MAX 20 LBS / 9 KG)								
- MEDIUM (MAX 50 LBS / 22.5 KG)								
- HEAVY (MAX 100 LBS / 45 KG)								
- VERY HEAVY (OVER 100 LBS / 45 KG)								
REACHING ABOVE SHOULDER - REPETITIVE								
- SUSTAINED								
REACHING FORWARD - REPETITIVE								
- SUSTAINED								
HANDLING - FINE MANIPULATION								
- GROSS MANIPULATION								
- HAND TOOL USAGE								

ENVIRONMENTAL CONDITIONS: INDICATE EXPOSURE TIME IN MINUTES / SHIFT

HOT		HUMID		FUMES	VIBRATION	
COLD		DRY		DUST	JARRING	
NOISE LEVELS >80 DECIBELS						

SENSORY REQUIREMENTS

SIGHT Distance Detail Computer Screen Peripheral Vision
 HEARING Sirens/Alarms Workplace Hazards Radio Voice Telephone
 SMELL Workplace Hazards Equipment Problems

MENTAL OR COGNITIVE REQUIREMENTS (use job description when available)

Decision Making Task Prioritization Following Procedures Interpersonal Skills Estimating
 Judging Anticipating problems Remembering Calculating Observing

Details

GUIDELINES - JOB TASK ANALYSIS

Job Duties:

A brief description of the types of tasks the worker is expected to perform on a regular basis, eg. Drive grader, change grader blades, grease machinery.

Physical Job Demands:

The scale provided ranges from "0" (not required) to "5" (always required) and is used to indicate how often the physical demands of the job are required.

Whole Body Demands:

Whole body demands include: sit/drive, walk, stand, climb, run and low level work. Total of these **MUST NOT** exceed total minutes/hours worked per day.

For Example: 8 hour shift = 480 minutes

Sitting	= 35 min.	Standing	=240 min. (4 hours)	
Climbing	= 45 min.	Kneeling	= 40 min.	
Crawling	= 30 min.	Walking (level)	= 25 min.	Walking (rough)
	= 50 min.	Walking (slopes)	=15 min.	TOTAL = 480 minutes

Sitting and Driving:

- may be described as short, intermittent, or prolonged.
- describe type of seating - eg. bucket seats, air-ride seats in semi-trucks, adjustable office chairs, wooden chairs, etc.
- indicate maximum time required before a break.
- for driving, indicate type of vehicle or equipment and whether there is vibration.

Walking:

- describe as frequent short walks or prolonged walk.
- describe surface: level-concrete, carpet, etc.; rough-dirt, rocks, etc., slopes-ditches, roofs, ramps.

Standing:

- indicate stationary with little movement, or if more mobile
- add comments such as: with frequent bending, at assembly line, etc.

Climbing:

- may need to indicate number of steps or flights of stairs.
- indicate height if claimant is working off ladders or carrying while climbing.
- regular stairs - standard steps used in most buildings.
- steep stairs - higher in between each step; often seen in maintenance rooms.
- ladders - describe as step ladder, extension ladder or fixed ladder.

Running (Emergency personnel ONLY):

- if significant requirement only, eg. nurse in "Code 99", police officer or fire fighter in emergency situation.
- Describe frequency, distance, and surface.

Low Level Work:

- Kneeling - where one or both knees are on the ground.
- Crouching - to stoop or bend low - worker is unable to remain upright, yet work is too high to be performed in a squat or kneel.
- Squatting - to sit in a low position on heels with legs drawn up closely in front of the body.
- Frequent - means squatting often but able to change positions often.
- Sustained - describes maximum time remained in the position before rising.

Balancing:

- Worker is required to remain in a stable position while reaching, or where the surface the worker is on is narrow or unstable, eg. Walking on high beams, on scaffolding.

Specific Body Demands:

The total of the specific body demands (lifting, carrying, pushing and pulling) **MUST NOT** exceed total minutes/hours worked per day.

For Example: 8 hour shift = 480 minutes.

Reaching	= 35 min.	Lifting	= 240 min.	
Carrying	= 45 min.	Mobile Push/Pull	= 40 min.	
Static Push/Pull	= 30 min.	Handling	= 90 min.	TOTAL = 480 minutes.

Neck/Trunk Movements:

- Sustained - indicates length of time a worker remains in a position.
- Repetitive - is continually moving about in all directions. Indicate period of time worker performs repetitive action.
- Bending - to move forward from the waist or neck.
- Twisting - to move shoulders and trunk to one side or the other or look over one shoulder or the other.

Twisting (moving of objects from one level to another):

- Indicates heights lifted to and from, of the most frequent lifts.
- Describe types of objects, eg. Large box, bags, pails, bulky objects, tall, etc.
- Indicate one or two-handed lift, one or two more person lifts.

Carrying (moving weight from one location to another):

- Indicate how object is carried - both hands down at sides (briefcases), both hands in front, one hand at side, on shoulder, etc.
- Indicate distance travelled and type of surface, eg. Up stairs, over rough terrain.
- Include height object is carried at, eg. Waist, shoulder, at sides, and object carried.

Mobile Pushing/Pulling:

- Object being moved is either being moved over a distance, or worker is moving it while pulling on a rope or pulley, eg. Wheelbarrow, wheelchair, pulling cable.
- Indicate distance travelled and type of surface.

Static Pushing and Pulling:

- Worker is remaining in one position and must move an object a short distance, eg. Pull boxes from a shelf, or use tools that require push/pull motion, eg. Tire iron.
- Indicate work height.

Reaching (the extent to which the arms must be stretched in order to perform the task):

- Repetitive - indicates arms are continually changing position from a low to high level or from close to body to stretched forward.
- Sustained - indicates the arms must remain in one position for longer than one minute with little change in position.

Handling:

- Fine manipulation - use of small objects with the hands. eg. Screws, bolts, typing.
- Gross manipulation - handling of large, usually awkward objects; generally requires both hands for safe handling, eg. Plywood, transferring patients.
- Indicate how moved and weight.
- Indicate if repetitive, such as assembly line work.
- Hand tool usage - indicated what tool(s) used, which hand, length of time, repetitive or sustained.
- Indicate if vibrating tools are used.

Noise Levels over 80 decibels:

- Omit if noise levels never measured.

Environmental Work Conditions:

- Vibration - generally refers to tool usage that affects the upper extremity, eg. Drills, saws, jackhammer.
- Jarring - generally refers to movements affecting the entire body such as those experienced in a bobcat, while driving over rough roads, etc.
- Indicate whether is inside or outside work or combination and total number of minutes in each.

WORKPLACE ACCOMMODATIONS:

Modified Duties:

Able to return to own job with changes to specific duties or method of how those duties are to be performed. Eg. Only lift to a specific height or up to a specific weight, or additional equipment is provided, such as a footstool or ladder, or only perform specified parts of the regular duties.

Alternate Duties:

Able to return to pre-injury/illness job site but not to own job. Acts as a helper for another job or can perform work that is specifically reserved for injured workers, eg. Filing, painting, answer phones. Objective is to keep the injured worker at the job site, possibly while receiving treatment at the same time.

Graduated Return to Work:

Worker is expected to return to full duties but lacks endurance; therefore the number of hours worked per day is limited and increased on a weekly basis. Graduated Return to Work may also involve return to work to full days, but to decreased number of shifts in a week.