



**JOB ANALYSIS OF
 PHYSICAL AND ENVIRONMENTAL DEMANDS**

| | |
|-----------------|-------------|
| Position Title: | Department: |
| Division: | Work Unit: |

The following information is intended to describe normal physical and environmental demands found on the job. It is not intended to identify ideal, hypothetical, or extreme cases.

| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Significance/Criticality | | |
|----------|-------|-----------------|---------------------|----------------------|-------------------|--------------------------|-----|------|
| | | | | | | Low | Med | High |
| Standing | | | | | | | | |
| Walking | | | | | | | | |
| Sitting | | | | | | | | |

Lifting:
 1. Type(s) and dimension(s) of object(s) being lifted

| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Low | Med | High |
|--|-------|-----------------|---------------------|----------------------|-------------------|-----|-----|------|
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2. Weight of object(s) lifted

| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Low | Med | High |
|---------------------------------|-------|-----------------|---------------------|----------------------|-------------------|-----|-----|------|
| - 10 lbs. max. | | | | | | | | |
| - 20 lbs. max., up to 10 freq. | | | | | | | | |
| - 50 lbs. max., up to 25 freq. | | | | | | | | |
| - 100 lbs. max., up to 50 freq. | | | | | | | | |
| - 100+, up to 50 or more freq. | | | | | | | | |

3. Lifting, Height of object lifted:

| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Low | Med | High |
|----------------------|-------|-----------------|---------------------|----------------------|-------------------|-----|-----|------|
| - To hip height | | | | | | | | |
| - To shoulder height | | | | | | | | |
| - Above shoulders | | | | | | | | |

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|-----------------|--|--|--|--|--|--|--|--|
| Carrying | | | | | | | | |
|-----------------|--|--|--|--|--|--|--|--|

To what extent is help available?

| Position Title: | | | | | | | | | |
|---|-------|-----------------|---------------------|----------------------|-------------------|--------------------------|-----|------|--|
| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Significance/Criticality | | | |
| | | | | | | Low | Med | High | |
| Climbing: | | | | | | | | | |
| - Ladders | | | | | | | | | |
| - Stairs | | | | | | | | | |
| - On to Equipment or Vehicles | | | | | | | | | |
| - Trees | | | | | | | | | |
| - Other (List) | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| Pushing/Pulling: | | | | | | | | | |
| - 10 lbs. max. | | | | | | | | | |
| - 20 lbs. max., up to 10 freq. | | | | | | | | | |
| - 50 lbs. max., up to 20 freq. | | | | | | | | | |
| - 100 lbs. max., up to 50 freq. | | | | | | | | | |
| - 100+, up to 50 or more freq. | | | | | | | | | |
| To what extent is help available? | | | | | | | | | |
| Running | | | | | | | | | |
| Balancing (on feet) | | | | | | | | | |
| Stooping (bending down & forward from waist or middle of back) | | | | | | | | | |
| Kneeling (on two knees) | | | | | | | | | |
| Crouching (stooping low to the ground) | | | | | | | | | |
| Crawling (on hands and knees) | | | | | | | | | |
| Twisting (move so as to face in another direction) | | | | | | | | | |
| Bending (moving down from waist) | | | | | | | | | |
| Squatting (sitting back on heels with knees bent) | | | | | | | | | |
| Shinnying | | | | | | | | | |
| Reaching: | | | | | | | | | |
| - Overhead | | | | | | | | | |
| - In Front of Body | | | | | | | | | |

| | | | | | | | | |
|---|--|--|--|--|--|--|--|--|
| Grappling (seize firmly with hands) | | | | | | | | |
|---|--|--|--|--|--|--|--|--|

| Position Title: | | | | | | | | |
|---|-------|-----------------|---------------------|----------------------|-------------------|--------------------------|-----|------|
| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Significance/Criticality | | |
| | | | | | | Low | Med | High |
| Handling | | | | | | | | |
| Fingering (Finger dexterity) | | | | | | | | |
| Feeling/Touching | | | | | | | | |
| Shoveling | | | | | | | | |
| Using Feet/Legs to Control Equipment | | | | | | | | |
| Simultaneous Use of Hand, Wrist, Fingers (Ex: Typing, data entry) | | | | | | | | |
| Driving/Operating Types of Machinery, Vehicles (Includes office equipment) | | | | | | | | |
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| | | | | | | | | |
| Talking: | | | | | | | | |
| - Ordinary (ex: Giving verbal instructions in near range) | | | | | | | | |
| - Speaking on Phone/Radio | | | | | | | | |
| - Other: | | | | | | | | |
| Hearing and Understanding: | | | | | | | | |
| - Ordinary conversation in quiet environment | | | | | | | | |
| - Conversation in noisy atmosphere | | | | | | | | |
| - Muted or "broken" conversation | | | | | | | | |
| - Environmental(non-speech)sounds | | | | | | | | |
| - Other Sounds: (Ex: shouting over loud equipment) | | | | | | | | |

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|--|-------|--------|-----------|------------|---------|--------------------------|-----|------|--|
| Position Title: | | | | | | | | | |
| | Never | Rarely | Sometimes | Frequently | Always | Significance/Criticality | | | |
| | | 5-10% | 11-40% | 41-75% | 76-100% | Low | Med | High | |
| Vision: | | | | | | | | | |
| - Acuity, Near, 20" or less | | | | | | | | | |
| | | | | | | | | | |
| Tasks requiring this acuity: | | | | | | | | | |
| | | | | | | | | | |
| What materials, objects, etc. will the person be seeing? | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| - Acuity, Far, 20" or more | | | | | | | | | |
| | | | | | | | | | |
| Tasks requiring this acuity: | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| What materials, objects, etc. will the person be seeing? | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| - Depth Perception | | | | | | | | | |
| | | | | | | | | | |
| - Color Perception | | | | | | | | | |
| | | | | | | | | | |
| - Peripheral Vision | | | | | | | | | |
| | | | | | | | | | |
| - Field of Vision — Entire Scope | | | | | | | | | |
| | | | | | | | | | |
| - Work performed at a computer terminal | | | | | | | | | |
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| Types of tasks being performed at the computer terminal: | | | | | | | | | |
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| Flexibility of body, arms/legs | | | | | | | | | |
| | | | | | | | | | |
| Ability to walk, stand, sit (as needed) | | | | | | | | | |
| | | | | | | | | | |
| Stamina (ability to exert oneself over a period of time without getting out of breath) | | | | | | | | | |
| | | | | | | | | | |
| What level of stamina is required? (1 to 5) Level: | | | | | | | | | |

Position Title:

| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Significance/Criticality | | |
|--|-------|-----------------|---------------------|----------------------|-------------------|--------------------------|-----|------|
| | | | | | | Low | Med | High |

Other Physical Demands not Previously Listed:

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Environmental Conditions:

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|---------------------------------------|--|--|--|--|--|--|--|--|
| - Dust | | | | | | | | |
| - Communicable Diseases | | | | | | | | |
| - Electrical Hazards | | | | | | | | |
| - Vibrations | | | | | | | | |
| - Hazardous toxic materials | | | | | | | | |
| - Radiation | | | | | | | | |
| - Noise | | | | | | | | |
| - Silica dust (asbestos) | | | | | | | | |
| - Explosives | | | | | | | | |
| - Confined Spaces | | | | | | | | |
| - Extreme Heat | | | | | | | | |
| - Extreme Cold | | | | | | | | |
| - Sudden temperature change | | | | | | | | |
| - Heights | | | | | | | | |
| - Glare/improper illumination | | | | | | | | |
| - Traffic | | | | | | | | |
| - Allergenic exposure | | | | | | | | |
| - Animals/Insects | | | | | | | | |
| - Slippery surfaces | | | | | | | | |
| - Moving objects/equipment | | | | | | | | |
| - Limited access to restroom facility | | | | | | | | |
| - Other: | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

| Position Title: | | | | | | | | | |
|--|-------|-----------------|---------------------|----------------------|-------------------|--------------------------|-----|------|--|
| | Never | Rarely 5-10% | Sometimes 11-40% | Frequently 41-75% | Always 76-100% | Significance/Criticality | | | |
| | | | | | | Low | Med | High | |
| Socio-environmental conditions: | | | | | | | | | |
| - Working on own task, with others in the same vicinity who are also working on their own tasks | | | | | | | | | |
| - Working with others to accomplish joint projects | | | | | | | | | |
| - Working alone, without others in the vicinity | | | | | | | | | |
| - Contact with the public | | | | | | | | | |
| - Responsibility for welfare and safety of others | | | | | | | | | |
| - Physical or verbal abuse from people | | | | | | | | | |
| - Threats of physical or verbal harm from people | | | | | | | | | |
| - Role ambiguity — lack of clarity about what others expect of the employee on the job | | | | | | | | | |
| - Irregular or extended work hours (Includes emergency work) | | | | | | | | | |
| Shift Work (type) | | | | | | | | | |
| _____ Steady | | | | | | | | | |
| _____ Rotating | | | | | | | | | |
| Other: (List) | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
| What type of safety equipment is required to be worn? | | | | | | | | | |
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| | | | | | | | | | |
| Does this position have any other unique job demands not previously mentioned? Examples: significant emergency work, significant amount of overtime, on-call requirements, responsibility for minors, etc.? | | | | | | | | | |
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| | | | | | | | | | |

Position Title: _____

ANALYSIS BASED UPON WORK OBSERVATION(S)

| Employee Name(s) | Location | Date(s) |
|---|----------|---------|
| | | |
| | | |
| | | |
| Videotape Available? ___ Yes ___ No Date Filmed: _____ | | |

ANALYSIS BASED UPON INTERVIEW OF EMPLOYEE(S) (LIST)

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ANALYSIS BASED UPON INTERVIEW OF SUPERVISOR(S) (LIST)

| Name | Title | Date(s) |
|------|-------|---------|
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| | | |
| | | |

Completed by: _____

(Name)

(Date)

(Title)

(Telephone)