PHYSICAL DEMANDS DESCRIPTION | *Insert Job Title Here*

**Date:** *April 10, 2014* **Completed by:** *Name of Observer*

**Department:** *Department Name* **Verified by:** *Worker Representative*

**Work Hours:** e.g., *8:00AM – 5:00PM**Management Representative*

**Schedule:** *e.g., Monday – Friday* **Shift:** *e.g., ‘Nights’, ‘A’* **PPE:** *Personal Protective Equipment used*

**Description of the Job:** *Describe the overall purpose of the job here*

**Summary of Essential Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Name** | **Frequency** | **Total Duration** | **% of Work Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Summary of Non-Essential Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Name** | **Frequency** | **Total Duration** | **% of Work Time** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Environmental Factors (*Check all that apply)***

Indoor  Hot  Dark  Biological Agents

Outdoor  Cold  Bright  Chemicals

Flat Surface  Dry  Noise  Gas/Fumes

Rugged Terrain  Wet  Vibration  Magnetic Fields

Weather  Slippery  Traffic  Congested Area

Other:

**Summary of Tools & Equipment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Tool/Equipment** | **Make** | **Model** | **Weight** | **Dimensions** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**Photographs of Tools & Equipment**

**Physical Demand Task Details**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. ***Task Name***  *Insert Photo of Task* | **Task Duration** | **Description & Comments:** | *Description of the task and environmental factors (what, where, how, etc.)* | | | | |
| *Time* |
| **Task Frequency** |
| *Frequency* |
| **Task Elements** | **Measure 1** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element 1* |  |  |  |  |  |  |  |
|  | **Measure 2** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element 2* |  |  |  |  |  |  |  |
|  | **Measure 2** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element 3* |  |  |  |  |  |  |  |
|  | **Measure 2** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element n* |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 2. ***Task Name***  *Insert Photo of Task* | **Task Duration** | **Description & Comments:** | *Description of the task and environmental factors (what, where, how, etc.)* | | | | |
| *Time* |
| **Task Frequency** |
| *Frequency* |
| **Task Elements** | **Measure 1** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element 1* |  |  |  |  |  |  |  |
|  | **Measure 2** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element 2* |  |  |  |  |  |  |  |
|  | **Measure 2** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element 3* |  |  |  |  |  |  |  |
|  | **Measure 2** | **Measure 2** | **Measure 3** | **Measure 4** | **Measure 5** | **Measure 6** | **Measure 7** |
| *Element n* |  |  |  |  |  |  |  |

**Measures for Physical Demand Elements**

The following table lists the measures required to be documented for each Physical Demand Element within a Physical Demands Description. Please review the OHCOW Physical Demands Description Handbook for an elaboration of each Physical Demand Element and measurement techniques.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Physical Demand Element** | **Measures to Document in the PDD** | | | | | | |
| **Lift/Lower** | **Frequency** | **Weight** | **Start Height** | **End Height** | **Hand(s) Used** | **Reach** | **Grip Type** |
| **Carry** | **Frequency** | **Weight** | **Height** | **Distance** | **Hand(s) Used** | **Reach** | **Grip Type** |
| **Push** | **Frequency** | **Average Force** | **Max Force** | **Height** | **Distance** | **Hand(s) Used** | **Grip Type** |
| **Pull** | **Frequency** | **Average Force** | **Max Force** | **Height** | **Distance** | **Hand(s) Used** | **Grip Type** |
| **Reach** | **Frequency** | **Height** | **Distance** | **Hand(s) Used** |  |  |  |
| **Grip** | **Frequency** | **Force** | **Height** | **Direction** | **Hand(s) Used** | **Reach** | **Grip Type** |
| **Pinch** | **Frequency** | **Force** | **Height** | **Pinch Type** | **Hand(s) Used** | **Reach** |  |
| **Write** | **Frequency** | **Duration** | **Height** | **Surface** | **Tool Type** |  |  |
| **Fine Finger Movement** | **Frequency** | **Duration** | **Height** | **Finger(s) Used** | **Hand(s) Used** | **Precision Level** |  |
| **Sit** | **Duration** | **Seat Height** | **Dimensions** | **Surface** |  |  |  |
| **Stand** | **Duration** | **Surface** | **Footwear** |  |  |  |  |
| **Walk** | **Duration** | **Distance** | **Surface** | **Footwear** |  |  |  |
| **Kneel** | **Frequency** | **Duration** | **Knee(s) Used** | **Surface** |  |  |  |
| **Crouch/Squat** | **Frequency** | **Duration** |  |  |  |  |  |
| **Balance** | **Duration** | **Leg(s) Used** | **Surface** |  |  |  |  |
| **Crawl** | **Frequency** | **Duration** | **Distance** | **Surface** |  |  |  |
| **Climb** | **Frequency** | **Duration** | **Distance** | **Surface** |  |  |  |
| **Taste** | **Frequency** | **Food(s)** | **Precision Level** |  |  |  |  |
| **Smell** | **Frequency** | **Odour Type(s)** | **Precision Level** |  |  |  |  |
| **Speech** | **Frequency** | **Information** | **Level of Detail** |  |  |  |  |
| **Hear** | **Frequency** | **Duration** | **Sound(s)** | **Sound Level** |  |  |  |
| **Feel/Tactile** | **Frequency** | **Duration** | **Material(s)** | **Precision Level** |  |  |  |
| **Vision/Read** | **Frequency** | **Information** | **Level of Detail** |  |  |  |  |
| **Data Entry** | **Frequency** | **Information** | **Technology** | **Hand(s)** |  |  |  |
| **Driving** | **Duration** | **Hand Height** | **Vehicle** | **Surface** | **Surroundings** |  |  |
| **Foot Action** | **Frequency** | **Force** | **Height** | **Object** | **Foot/Feet** |  |  |
| **Handling of Odd Objects** | **Frequency** | **Duration** | **Weight** | **Height** | **Object** |  |  |