

# Physical Demands Descriptions: A Handbook to guide PDD development at your workplace

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## Background

The Occupational Health Clinics for Ontario Workers (OHCOW), with help from the University of Waterloo, have created a handbook to assist with the development of workplace PDDs.

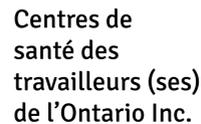
This new handbook aims to promote an organized PDD development process and user friendly final documents.

A hope is that this new format will become a new standard for PDDs in Ontario. At present, the formats for PDD information are wide ranging, with some being better than others.

CRE-MSD and OPSEU are working together with OHCOW to promote the handbook and its recommended approach.

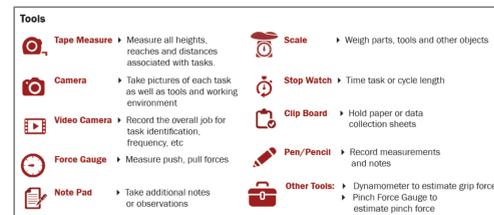
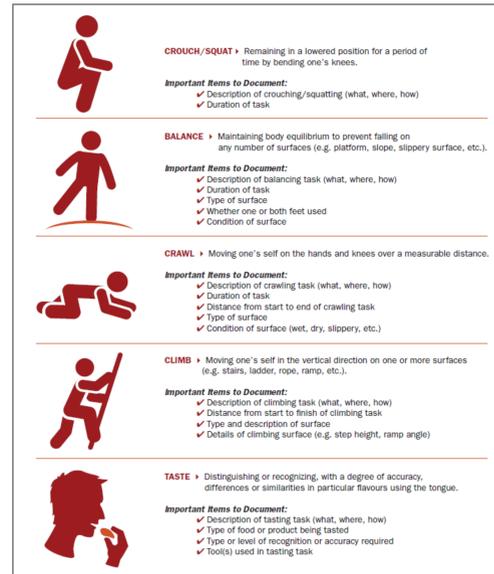
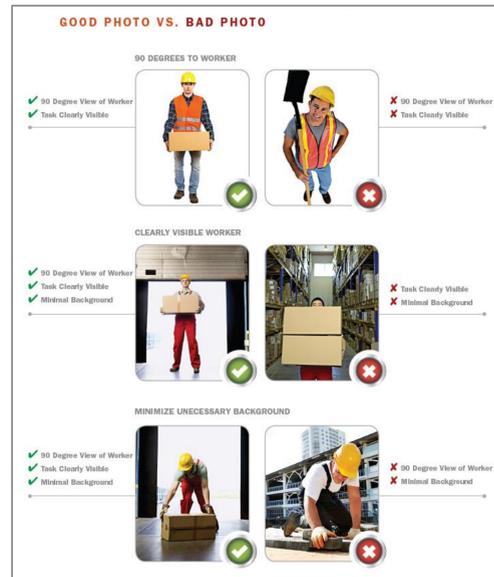
PDD information is used in the adjudication of injury claims, workplace accommodation issues, to educate healthcare practitioners, and to inform prevention efforts.

Cautioned uses of PDD information include job matching to restrictions and workplace risk assessments.

 Occupational Health Clinics for Ontario Workers Inc.  Centres de santé des travailleurs (ses) de l'Ontario Inc.

 **CRE-MSD** Centre of Research Expertise for the Prevention of Musculoskeletal Disorders

Inside



## THE PDD PROCESS



Inside

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	Force	Height	Distance	Hand(s) Used	Reach	Grip Type
Grasp	Frequency	Force	Height	Distance	Hand(s) Used	Reach	Grip Type
Pinch	Frequency	Force	Height	Distance	Hand(s) Used	Reach	Grip Type
Write	Frequency	Duration	Height	Surface	Hand(s) Used	Tool Type	
Fine Finger Movement	Frequency	Duration	Height	Surface	Hand(s) Used	Precision Level	
Sit	Duration	Seat Height	Dimensions				
Stand	Duration	Surface	Footwear				
Walk	Duration	Distance	Surface	Footwear			
Kneel	Frequency	Duration	Kneel(s) Used	Surface			
Crouch/Squat	Frequency	Duration	Surface				
Balance	Frequency	Duration	Distance	Surface			
Climb	Frequency	Duration	Distance	Surface			
Twist	Frequency	Twists	Precision Level				
Smell	Frequency	Odour Type(s)	Precision Level				
Hear	Frequency	Duration	Sound(s)	Sound Level			
Feel/Tactile	Frequency	Duration	Material(s)	Precision Level			
Visual/Read	Frequency	Information	Level of Detail				
Data Entry	Frequency	Information	Technology	Hand(s)			
Driving	Duration	Hand Height	Vehicle	Surface	Summings		
Foot Action	Frequency	Force	Height	Object	Foot/Feet		
Handling of Use Objects	Frequency	Duration	Weight	Height	Object		

Task Name	Task Duration	Description & Comments	Description of the task and environmental factors (what, where, how, etc.)						
Element 1	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5	Measure 6	Measure 7	Measure 8	Measure 9
Element 2	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5	Measure 6	Measure 7	Measure 8	Measure 9
Element 3	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5	Measure 6	Measure 7	Measure 8	Measure 9
Element n	Measure 1	Measure 2	Measure 3	Measure 4	Measure 5	Measure 6	Measure 7	Measure 8	Measure 9

**APPENDIX: PDD TEMPLATE**

**PHYSICAL DEMANDS DESCRIPTION | Job Title:** \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_ Department Name: \_\_\_\_\_ Department Name: \_\_\_\_\_  
 Work Hours: e.g., 8:00AM - 5:00PM Verified by: \_\_\_\_\_ Verified by: \_\_\_\_\_  
 Schedule: e.g., Monday - Friday Management Representative \_\_\_\_\_ Management Representative \_\_\_\_\_  
 Shift: e.g., 'Nights', 'A' PPE: \_\_\_\_\_ PPE: \_\_\_\_\_

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

**Summary of Essential Tasks**

TASK NAME	FREQUENCY	TOTAL DURATION	% OF WORK TIME
1.			
2.			
3.			
4.			
5.			
6.			

**Summary of Non-Essential Tasks**

TASK NAME	FREQUENCY	TOTAL DURATION	% OF WORK TIME
1.			
2.			
3.			

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

<input type="checkbox"/> Indoor	<input type="checkbox"/> Pugged Terrain	<input type="checkbox"/> Dust	<input type="checkbox"/> Slippery	<input type="checkbox"/> Vibration	<input type="checkbox"/> Gas/Fumes
<input type="checkbox"/> Outdoor	<input type="checkbox"/> Wet	<input type="checkbox"/> Dry	<input type="checkbox"/> Traffic	<input type="checkbox"/> Biological Agents	<input type="checkbox"/> Magnetic Fields
<input type="checkbox"/> Flat Surface	<input type="checkbox"/> Hot	<input type="checkbox"/> Bright	<input type="checkbox"/> Noise	<input type="checkbox"/> Congested Area	<input type="checkbox"/> Other

**Summary of Tools & Equipment**

TOOL/EQUIPMENT	MAKE	MODEL	WEIGHT	DIMENSIONS
1.				
2.				
3.				

Photographs of Tools & Equipment

To download a digital version of this PDD Template, visit: [www.ohcow.on.ca/resources](http://www.ohcow.on.ca/resources)

**Classify Essential & Non-Essential Tasks**

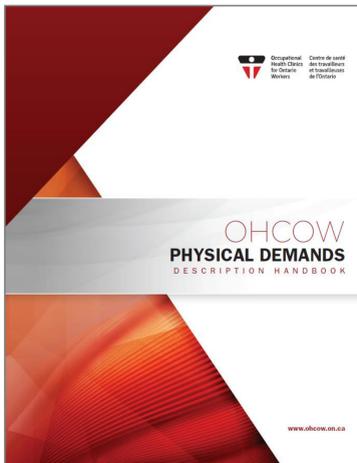
Once all of the tasks have been identified and verified, each should be classified into essential and non-essential tasks. The definitions of essential and non-essential are:

**DEFINITION: ESSENTIAL**  
 Tasks or duties that are deemed to be very important, necessary or vital to the job or service. Other synonyms include: critical, fundamental, integral, crucial, indispensable or imperative.

**DEFINITION: NON-ESSENTIAL**  
 Tasks or duties that are not an integral part of the job or service; they may be shared by other workers within the organization. Other synonyms include: peripheral, accessory, incidental, or supplementary.

(Based on Ontario Human Rights Code)

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For further assistance contact the Occupational Health Clinics for Ontario Workers Inc. • TOLL FREE: 1-877-817-0336

## Pilot Project

The PDD Handbook was introduced to a group of 60 Health & Safety (H&S) representatives and Joint Health & Safety Committee (JHSC) members from a retail operation that includes approximately 5,000 customer service representatives and warehouse workers. They are represented by the Ontario Public Service Employees Union (OPSEU).

A steering committee has been established to develop PDDs for the various jobs and tasks within this retail operation. The Handbook will serve as their guide.

Front-line workers will first come together to learn how to apply the Handbook to develop a PDD. These workers will then return to their respective workplaces to do the observations and measurements needed to create draft versions of their PDDs. As a group, they will come together again to review and finalize the PDDs.

The completed PDDs will be used by H&S representatives and JHSC members in prevention efforts as well as by local stewards and workers to support WSIB claims, return-to-work and accommodations processes, grievance hearings, and collective bargaining language proposals.

