

PHYSICAL DEMANDS REQUIREMENTS

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|------------------|---------------------|
| Position Title: | Site/Location: |
| Position #: | Date Completed: |
| Days per Week: | Completed by: |
| Shift/Hours/Day: | Person Interviewed: |

Please mark the appropriate box to indicate the physical demand requirements relative to the position identified above. Please note all Essential Functions associated with each demand.

N = NEVER Not Present **F = FREQUENTLY** Occurs 1/3 to 2/3 of the time
O = OCCASIONALLY Occurs up 1/3 of the time **C = CONSTANTLY** Occurs 2/3 or more of the time

| Physical Demand | N | O | F | C | Essential Function | Comments/Examples | | |
|--------------------------|---|---|-------------------------|---|--------------------|-------------------|---|-------------------|
| Sitting | | | | | | | | |
| Standing | | | | | | | | |
| Walking | | | | | | | | |
| Climbing/Balancing | | | | | | | | |
| Stooping/Twisting | | | | | | | | |
| Kneeling | | | | | | | | |
| Squatting | | | | | | | | |
| Crawling | | | | | | | | |
| Push/Pull | | | | | | | | |
| Reaching | | | | | | | | |
| Gripping | | | | | | | | |
| Keyboarding | | | | | | | | |
| Pinching | | | | | | | | |
| Neck Rotation/Extension | | | | | | | | |
| Foot Use | | | | | | | | |
| Visual Acuity (Near/Far) | | | | | | | | |
| Lift/Carry | N | O | F | C | Essential Function | Comments/Examples | | |
| Up to 10 lbs | | | | | | | | |
| 11 to 25 lbs | | | | | | | | |
| 26 to 50 lbs | | | | | | | | |
| 51 to 75 lbs | | | | | | | | |
| 76 to 100 lbs | | | | | | | | |
| Over 100 lbs | | | | | | | | |
| Environmental Conditions | Y | N | EXPOSURE | | | Y | N | Comments/Examples |
| Uneven Ground | | | Exposure to Dust/Fumes | | | | | |
| Excessive Noise | | | Exposure to Bio Hazards | | | | | |
| Extreme Temperatures | | | Exposure to Hazards | | | | | |
| Working at Heights | | | Working with Machinery | | | | | |

PHYSICAL DEMANDS DEFINITIONS

Physical Demands: Specific physical activities required to perform a job as defined in the Revised Handbook for Analyzing Jobs (U.S. Department of Labor Employment and Training Administration 1991).

Essential Functions: The fundamental job duties of the employment position as defined by the ADA.

Comments/Examples: Enter comments and examples which define the task or requirement as it relates to Essential Functions (i.e. items lifted, carried or handled, structures climbed, etc)

Specific Physical Demands:

Sitting: Remaining in a seated position. Note type of chair or surface.

Standing: Remaining on one's feet in an upright position at a work station without moving about. Note type of surface.

Walking: Moving about on one's feet. Note type of surface and Irregularities.

Climbing: Ascending or descending ladders, stairs, scaffolding, ramps and the like using feet and legs or hands and arms. Describe in terms of height, steepness and type of structure.

Balancing: Maintaining body equilibrium to prevent falling. Note type or condition of surface and activities performed.

Stooping: Bending downward and forward by bending spine at the waist, requiring full use of the lower extremities and

Twisting back muscles. Includes lateral rotation of the trunk and spine.

Kneeling: Bending legs at knees to come to rest on knee or knees.

Squatting: Bending body downward and forward by bending legs and spine.

Crawling: Moving about on hands and knees or hands and feet. Describe in terms of distance and type of surface.

Push/Pull: Exerting force upon an object so that the object moves away or toward the force (includes slapping, striking, kicking and jerking)

Reaching: Extending hand(s) and arm(s) in any direction, such as overhead, below waist, forward or lateral.

Gripping: Seizing, holding, grasping, turning or otherwise working with hand(s). Fingers are involved only to the extent that they are an extension of the hand. Includes simple or forceful grasping.

Pinching: Picking, pinching or otherwise working primarily with fingers rather than the whole hand.

Keyboard: Repetitive finger motion to press keys

Neck

Rotation Forward flexion, extension or lateral rotation of the head and neck.

Extension:

Foot Use: Repetitive or prolonged movement of the foot and ankle.

Visual

Acuity: **Near:** Visual acuity with clarity at 20 inches or less **Far:** Visual acuity with clarity at 20 feet or more

Lifting: Raising or lowering an object from one level to another (includes upward pulling)

Carrying: Transporting an object, usually holding it in the hands or arms or on the shoulder (note distance carried)