

PHYSICAL DEMANDS REQUIREMENTS

Position/Assignment Form

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

Please mark the appropriate box to indicate the *physical demand* requirements relative to the position identified above.
Please note all of the *TASK #s* from the *Essential Functions* that are associated with each Physical 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	Task #s	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	Task #s	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				Y	N	Other 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					

Definition on reverse.

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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).
- Task #s:** The itemized duties numbered on the assignment classification description.
- 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 back muscles.
- Twisting:** 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 / Extension:** Forward flexion, extension or lateral rotation of the head and neck.
- 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).

Survey Form on reverse