

**Job Analysis
Physical and Environmental Demands Assessment**

Position Title: _____ **Department:** _____

Division/Section: _____ **Work Unit/Area:** _____

This data is intended to identify the physical demands of the job position under **normal** working conditions.
The data does not reflect upset or extreme conditions.

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

Lifting

1. Type and Dimensions of objects being lifted

2 Weight of objects lifted

10 Lbs Maximum								
50 Lbs – Number of Lifts								
100 Lbs – Number of Lifts								
100+ Lbs – number of lifts								

3 Lifting – Height of Objects

To Waist								
To Shoulder								
Above Shoulder								

Carrying

Objects/Materials Alone								
Object/Materials with Help								

Climbing

Ladders								
Stairs								
On to Equipment/Vehicles								
Other:								

Pushing/Pulling

10 Lbs Maximum								
50 Lbs – Distance								
100 Lbs – Distance								
100+ Lbs – Distance								

Position Title:								
	Never	Rarely 5-10%	Sometimes 11-40%	Frequently 41-75%	Always 76-100%	Significance/Criticality		
						Low	Med	High
Body Position								
Stooping (bending down and forward from waist or middle of back)								
Kneeling								
Crouching								
Twisting								
Bending (from waist)								
Squatting (sitting back on heels with knees bent)								
Reaching:								
Overhead								
In Front of Body								
Grappling (size firmly with hands)								
Handling								
Fingering (dexterity)								
Feeling/Touching								
Scooping/Shoveling								
Using Feet/Legs to Control Equipment								
Simultaneous Use of Hands-Wrist-Fingers (Typing, data entry)								
Driving/Operating Machinery								
Vehicles Type								
Forklifts – Type:								
Other:								
Talking								
Ordinary Instructions								
Speaking with Phone/Radio								
Hearing								
Quiet Area								
Area with 70 to 85 dB								
Area above 85 dB								
Loud Speaker/Alarms								

Position Title:								
	Never	Rarely 5-10%	Sometimes 11-40%	Frequently 41-75%	Always 76-100%	Significance/Criticality		
						Low	Med	High
Vision								
Acuity Near – 20” or less								
Related Tasks:								
Acuity Far – 20” or greater								
Related Tasks								
Depth Perception								
Color Perception								
Peripheral Vision								
Computer Terminal Use								
Types of Tasks:								
Personal Protective Equipment								
Gloves								
Boots								
Chemical Splash Suit								
Respirator Type								
Half Face								
Full Face								
Air Line								
SCBA								
Goggles								
Face Shield								
Other								
Stamina								
Work without PPE								
Work with PPE								
Other Demands								

Position Title:								
	Never	Rarely 5-10%	Sometimes 11-40%	Frequently 41-75%	Always 76-100%	Significance/Criticality		
						Low	Med	High
Environmental Conditions								
Dust								
Electrical Hazards								
Vibrations								
Noise								
Confined Spaces								
Extreme Heat								
Extreme Cold								
Heights								
Glare								
Low Illumination								
Slippery Surfaces								
Moving Objects								
Working Alone								
Shift Work								
Rotating								
Steady								

Analysis Based Upon Work Observation

Employee(s)	Location	Date

Analysis Based Upon Interview of Employee(s) (List)

Analysis Based Upon Interview of Supervisors (List)

Name(s)	Title	Date

Completed by: _____

Date: _____

Title: _____