

Job Site Analysis (JSA) Guidelines September 2005 Revised November 2008 for Red Tape Initiative

Section 1: Guidelines for Completion

1.1 General Information:

NOC code and classification title This title is essential for case management purposes and must be included in all JSA's submitted to WorkplaceNL. The document which lists these codes is entitled "National Occupational Classification".

It is available online @ http://www23.hrdc-drhc.gc.ca

Ordering info: Canadian Government Publishing, 1-800-635-7943 or e-mail: publications@communication.gc.ca

<u>Job Title:</u> Please write the official job title as per the job description. If the job is commonly known by another "unofficial" title, please write this in brackets after the official title. Example: Clerk 1 (official title), "Ward clerk" common title.

Strength Requirement: Please provide overall strength requirement based on CCDO and NOC.

<u>Employer/location/site:</u> Please state formal company name. Example: Health Care Corporation of St. John's, Waterford Hospital Site, Maintenance Dept, 3rd floor.

Employer Address: Full address including postal code.

Contact Person(s): Provide name(s), title, and contact information.

Staff interviewed: Provide name(s) and title.

<u>Analysis completed by/Professional Designation:</u> Provide name of author, professional designation and name of Licensed Practitioner if author is a non-licensed provider. If a JSA is revised, the original author should be acknowledged.

<u>Clinic name, address & phone #:</u> State clinic information where provider is employed for purpose of the JSA.

<u>Date(s) and Time(s) of observation:</u> State hours JSA completed e.g. 9:00am to 1:00pm.

OR providers should ensure that site observations are arranged during times when a reasonable "snapshot" of the job demands can be observed, i.e. during class time (teacher), morning care (nurse). More than one visit is acceptable, if required, to observe essential tasks.

Please provide the date and times (start and finish times) of each site visit completed. This will facilitate placing the JSA in context of the workday demands.

Date of Report: Date report written

<u>Date JSA finalized:</u> Please have employer review the draft JSA report for accuracy. A draft cover letter is provided in the Appendix. It is also recommended that a consent form be signed by an employer representative to release a copy of the JSA to the WorkplaceNL JSA databank. Note that the JSA will be de-identified in that contact names and phone numbers will be removed prior to submission to the WorkplaceNL.

JSA requested by: State name, company and title of individual who requested the JSA.

NOTE: please put the information in Section 1.1 only on the cover page

1.2 **Summary of Physical Tolerances:**

Strength Requirements:

List weights lifted and carried (lbs). Rate forces (lbs of force) required to push/pull object. As of May 1, 1997, Citizenship and Immigration Canada switched from using the CCDO to the NOC. The CCDO is no longer available. Based on this we are will be switching to the NOC classification system for strength requirements. Details are provided on the NOC website http://www23.hrdc-drhc.gc.ca. A copy of the "Physical Activities Glossary" is attached in the appendix. The NOC defines Strength Requirements as "the use of strength in the handling of loads such as pulling, pushing, lifting and/or moving objects during the work performed". In the interim we are requesting that providers use both classifications until we are able to make the switch to using just NOC.

NOC Categories for <u>Strength Requirements</u> are as follow:

- 1. Limited: work activities involve handling loads up to 11lbs.
- 2. Light: work activities involve handling loads of 11lbs but less than 22lbs.
- 3. **Medium:** work activities involve handling loads between 22lbs and 44lbs.
- 4. **Heavy:** work activities involve handling loads more than 44lbs.

Postural requirements:

Note frequencies for sitting, standing, turning of body and neck postures.

<u>Ambulation:</u> Note frequencies for walking, climbing stairs, climbing ladders and balance requirements.

<u>Upper Extremity/Handling Requirements:</u> Note frequencies for fine manipulation, simple grasping, firm grasping, awkward gripping, other repetitive handling e.g. keying and mousing, horizontal reaching, lateral reaching and upper range reaching.

<u>Lower level work:</u> Note frequencies for squatting, crouching, crawling, kneeling, bending and repetitive lower extremity movements/postures.

1.3 **Brief Description of Job:**

Provide a brief (2-3 lines) synopsis of the primary responsibilities of the position. The description should enable the reader to visualize the environment in which the job is performed. Example: Nurse – responsible for providing nursing care to 4-5 patients on a 32 bed orthopaedic unit in a general hospital. Tasks include: Assistance with toileting/ bathing/ dressing/ feeding/mobility; medical tests and treatments; and administrative duties. Describe the main posture utilized throughout the shift i.e. sitting, standing or walking.

1.4 <u>Method of Analysis:</u> Indicate how information was obtained. Tick all applicable: Supervisor Interview, Employee Interview, Observations, and/or Job Description.

1.5 **Job is Unionized or Non-unionized.**

1.6 **Brief Description of Environmental Conditions:**

Description should enable reader to visualize the context in which the job is performed. Tick relevant descriptors. Please note other items which are not listed.

1.7 **Social Environment:** Comment on the following where applicable:

- Communication skills verbal and non-verbal
- Concentration and attention
- Multi-tasking
- Interruptions
- Amount of supervision/autonomy
- > Interactions with public, co-workers etc.
- Other

1.8 Pace of Work:

Please rate the pace of work. Note variation throughout the day, week, month or season. Note observed pace in comparison to subjective report.

Low pace: tasks are intermittent. There are regularly occurring breaks between tasks or there is the ability to self pace tasks.

Medium pace: Tasks are completed at a steady, controlled pace but there is opportunity to take short breaks.

High pace: Tasks are performed at a continuous pace, controlled by external factors, i.e. Dealing with customers in a busy line up.

Please note if worker has the ability to self pace tasks.

1.9 **Shift Information**:

Length of Shift: # of hours per shift

<u>Typical schedule</u>: Example: 2 week schedule: work 2, off 2, work 3, off 2, work 2, off 3 <u>Flexibility available re: shift scheduling and length of shift:</u> Example: majority of worker's work a variety of days, nights and evenings but one worker is assigned permanent nights. Majority of shifts are 8 hrs but there are several 4 hrs shifts per week.

Casual or call back status: Describe situation.

Part time work available: Describe availablility.

Overtime: If yes, describe. Is over time optional or required?

<u>Seasonal work:</u> If yes, what is typical season? Describe seasonal variations in job. i.e. summer vs winter duties.

Breaks: Describe break schedule.

<u>Task Rotation:</u> Is there a regularly occurring break between tasks or specific task rotation or progression (one task follows another) to provide muscle recovery time/change of posture?

<u>Flexibility regarding task completion or assignment?</u>: Is there a particular order in which tasks are completed? E.g. assembly line work, tasks always completed in a particular order vs a real estate agent who has considerable flexibility in task completion. Can different tasks be assigned on different days or for various parts of the shift?

Are tasks completed throughout shift or on a day to day basis similar? Example: cashier. Tasks may not be completed in any particular order but they are similar throughout the shift and on a day to day basis.

Section 2: Task Description and Analysis

2.1 Worksite Measurements: It is important to take objective measurements of relevant pieces of equipment, work areas etc. Judgement should be used to group and categorize measurements. In some instances it may not be necessary to document each specific item. An example would be a warehouse worker who handles a variety of stock. Measure a cross section of items e.g. heaviest, largest, most awkward and average weight of items. Another example is a nurse who works on a long term care unit. It is necessary to describe work areas i.e. typical patients room or tub room and provide relevant measurements. If several computer/nursing stations are used describe setup in comments with relevant measurements noted in table.

Anything handled should be measured.

7 triytriing nanaic	<u>u should de measured.</u>	
Item or Work	Comments	Measurements
Area		
Supplies	A variety of stock is handled. The	Average items: 15-25lbs
	majority of items are in boxes and are	Heavier items: 50lbs sacks -
	easy to handle. Some are small and	vegetables, flour, etc.
	heavy, others large and awkward but	Heaviest items: 72lbs box of cleaning
	light weights. Some large bags and	supplies (handled 1X week).
	sacks are handled which are awkward	
	and heavy.	
Computer	There are 4 computer stations located	Desks 29-30"H, 24-30"D, 36-48"L
stations	on the unit. Setup varies slightly but	Monitors 18"H
	all include a monitor laid on the desk,	Keyboard tray 28-30"H
	keyboard tray (keyboard & mouse)	Filing cabinet drawers slide with
	and a variety of office chairs.	sedentary forces

2.2 List of Essential Job tasks:

List essential job tasks. Tasks requiring similar physical demands and use of similar equipment can be grouped in one task.

When breaking a job into essential tasks, the tasks should be based on differences in physical demands, not on differences in types of duties, i.e. a task can be described as "Computer work" (and include typing reports, data entry, e-mail etc. "Materials Handling" may include loading/unloading and stocking shelves.

2.3 Order of tasks:

Jc	b	tasks	must	be pe	rformed	d in th	ne ord	er noted.

___Job tasks are described in rank order of frequency/duration completed.

___Job tasks are performed in no particular order therefore are described in no particular order and the frequencies vary.

Tick the first statement if the job must be carried out in a specific order, i.e. a letter carrier must sort his/her mail prior to delivering it. Select the second statement if some tasks are performed more frequently/for longer durations during the shift. Choose the third if tasks are completed in no particular order and the frequencies vary. The first two statements may be ticked if the chronological order plus rank order are the same.

2.4 Detailed Task Description and Physical Demands Analysis:

For the task description, describe each task in detail, including steps required to complete task and equipment/tools used. This description should enable the reader to visualize the task being performed. Restate critical measurements i.e. reaches horizontally across counter (36"h, 36"d) to pick up product with right hand and reaches laterally (right shoulder 30 degrees abduction observed) to place items in tray located to the left of worker. Note if task was observed or described for each task.

Task Observed ____ and/or Task Described ____

For the physical demands analysis chart, describe the postures and actions of the worker, including frequency and duration (of the posture or action). The frequency of each physical demand must be identified for each task analysed. It is preferred that this information be reported in a chart format for ease of review. Record observed postures and work habits but note if different postures or methods could be utilized to reduce strenuous or awkward postures. Does task require any repetitive, awkward, or forceful motions? If so, please describe, including degrees of movement, frequency and duration of task/posture.

<u>Frequency Ratings:</u> Physical demands for each task are defined by this scale:

Seldom (S) not daily Minor (M) 0-10% of task duration Occasional (O) 11-33% of task duration Frequent (F) 34-66% of task duration Constant (C) 67-100% of task duration

- Lifting: In instances where lifting is a significant job requirement, this section should be detailed according to the following: Weight lifted, frequency and height.

 There should be a correlation between the identified heights in the worksite measurements section and the lifts identified. Please note: in task description, if awkward postures of the trunk or upper extremities are required to handle weights. For example: lifts 15lbs bilaterally with an extended reach (20" forward, 40"high).
- Carrying: note weight and size of item and distance carried. Note unilateral vs bilateral and if item can be held close to body. If item is heavy, describe method of carrying i.e. slung over shoulder, hook grasp, etc. Note frequency. Example: carries 50lbs sack of flour over right shoulder for distance of 40', 1 x per shift.
- Pushing/Pulling: note whole body vs upper extremity (not moving feet), (unilateral or bilateral), amount of force required (lbs of force) (estimated or measured), distance moved, frequency and duration. Example: pushes/pulls medication cart bilaterally for distances up to 100' using whole body, estimated force 10lbs of force, 3-4 X per day 1hour per shift.

- <u>Sitting:</u> Describe sitting posture e.g. sits on a fully adjustable ergonomic chair. Note duration and frequency sits for 20-30mins durations, up to 3hrs per day. Measurements of chair should be noted under worksite measurements if applicable.
- Standing: Dynamic standing is defined as standing, with the opportunity to weight shift and or the ability to put one foot up. If steps are taken, this should be referenced as walking. Example: crab plant worker working at a 4' long workstation typically has the ability to weight shift, put one foot up. Note duration and frequency as in sitting. Static standing is defined as standing without the ability to weight shift or put one foot up. Example: Military stance.
- Turning of body: Refers to taking a step or weight shifting in one direction to turn body. Note if moving to the left or right.
- **Twisting trunk:** Refers to trunk rotation where the feet are stationary. Note if movement is essential to complete task i.e. standing on a ladder working to the right of standing position vs using poor body mechanics. Note if posture is repetitive or sustained.
- <u>Neck postures:</u> Comment on Forward Flexion, Extension, Rotation (left and right) and Lateral flexion. Sustained vs repetitive. Frequency, range and duration for each posture.
- Walking: Note distances walked, pace required, duration, frequency and type of terrain. Example: Walks distances up to 30' to retrieve charts, at a comfortable pace, 30-40 times per day. One hour per day (10sec durations, 30-40 X per day).
 - ** In certain cases it may be beneficial to note total time on feet, including standing and walking.
- Climbing stairs: Note number of steps, # of times climbed per shift, pace required, presence of a hand rail, height of step if not average, surface (concrete, non-slip coating, wooden, etc), and if items are carried while climbing. Also note if option is available to avoid stairs i.e. elevator.
- Climbing ladder: Describe type of ladder i.e. A-frame, or vertical. Note number of rungs, height of ladder and # of times climbed per shift. Note if items are carried while climbing.
- Balancing: Distinguish between functional upright balance on level surfaces vs situations where balance is challenged i.e. moving surfaces, heights, etc.
- Handling: Comment on:
 - o Fine manipulation: in hand manipulation of an object with the fingers i.e. paper clip, buttons, small wires and screws.
 - o Simple grasping: handing objects requiring light gripping forces and a comfortable grip i.e. paper, phone receiver, book, and a light weight box.
 - o Firm gripping: i.e. lifting heavy or medium weight objects, opening a heavy door, lifting a bucket or using a gear shift.
 - Awkward grip: note any awkward grip i.e. fanned fingers, gripping with tips of finger only, gripping with bulky gloves, etc.
 - o Other repetitive handling e.g. keying or mousing.

For all sections distinguish between left and right, dominant vs non-dominant hand, unilateral vs bilateral and if there is a choice in what hand is used.

- Reaching: Upper extremity positioning is considered a reach when the elbows come away from the body.
 - Horizontal reach: shoulder(s) should be out of neutral flexion.
 - o Lateral reach: shoulder(s) should be out of neutral abduction.
 - Upper range reach: at or above shoulder height.

Describe unilateral vs bilateral reach and describe using distance of reach e.g. reaches horizontally to 22".

- Squatting: Refers to repetitive positioning. Note frequency.
- **Crouching:** Refers to sustained positioning. Comment on duration of crouching. Be sure to comment on associated trunk forward flexion if required.
- <u>Crawling:</u> Refers to the position of weight bearing on the hands and knees. Comment on duration, frequency and distance traveled.
- Kneeling: Refers to when one or more knees are flexed and the body weight is on one or both knees.
- Bending: Refers to trunk flexion
- Repetitive lower extremity movements/postures: Refers to repetitive or sustained movements of the foot, ankle, knee or hip e.g. use of foot controls and use of foot pedals when driving.

<u>Task Duration:</u> Note time required to complete task. If the amount of time varies, note variation (e.g. 1-3hrs) and average amount of time. For example: operates forklift –average 10mins per task, on a seldom basis up to 40 minutes.

Number of Times per Shift: Calculate the number of times or possible range of times the task is carried out in a normal shift. The assessor will need to time cycles or work patterns to determine number of times a task is completed per shift. Task may be described as continuous. If so, note amount of time before a break e.g. task repeated for 1.5hrs duration prior to a scheduled break or change in activity. Task may also be described as reoccurring. If so, describe pattern of reoccurrence e.g. serving customer at counter is completed when customers arrive. Average: 10-20 customers per hour from 9-11am and 1-4pm. Steady flow of customers between 11am-1pm.

Total Time per shift:

<u>Is there opportunity to change significant postural demand?</u> If yes, explain. Example: primary posture is sitting but there are several tasks which can be completed in standing and paced throughout the workday. These include: filing, mail, faxing, photocopying,

Section 3: Possible Workstation Modifications:

Describe any suggested modifications or equipment which would reduce ergonomic risks. Ensure they are generic and not client specific.

Section 4: WorkplaceNL JSA databank

Please ensure that all JSA's are copied to the WorkplaceNL jsa databank: jsa@whscc.nf.ca. Please remove all contact names and numbers for the employer prior to submission to the databank. As always, no reference to a specific worker should be made in the JSA report.

General:

- ♦ Please avoid using shading as it does not image well on the WorkplaceNL system.
- ♦ Include page numbers on all reports.
- ♦ All reports should be signed and dated by the writer.

Appendix

Strength Requirements:

National Occupations Classification (NOC):

STRENGTH Use of strength in the handling of loads such as pulling, pushing, lifting and/or moving objects during the work performed.

Categories	for Strength Requirements NOC are as follow: Limited: work activities involve handling loads up to 11lbs. Light: work activities involve handling loads of 11lbs but less than 22lbs. Medium: work activities involve handling loads between 22lbs and 44lbs. Heavy: work activities involve handling loads more than 44lbs.
Canadian	Classification & Dictionary of Occupational Titles (CCDO):
as do involv some	Sedentary work: lifting 10lbs maximum and occasionally lifting and /or carrying such articles ockets, ledgers and small tools. Although a sedentary occupation is defined as one which wes sitting, a certain amount of walking and standing is often necessary in carrying out e duties. Occupations are sedentary if walking and standing are required only sionally and other sedentary criteria are met.
to 10 the c	Light work: lifting 20lbs maximum with frequent lifting and /or carrying of objects weighing up lbs. Even though the weight lifted may be only a negligible amount, an occupation is in category (a) when it requires walking or standing to a significant degree, or (b) when it wes sitting most of the time with a degree of pusing and pulling f arm and/or leg controls.
	Medium work: Lifting 50lbs maximum with frequent lifting and /or carrying of objects hing up to 20lbs. Consideration of "Light" work may apply here.
	Heavy work: Lifting 100lbs maximum with frequent lifting and /or carrying of objects hing up to 50lbs.
	Very Heavy Work: Lifting objects in excess of 100lbs with frequent lifting and/or carrying objects weighing 50lbs or more.

Content for Cover Letter

Content of letter should include the following information:

Please review the enclosed Job Site Analysis which was completed of the above noted position. Please ensure the information contained is an accurate representation of the essential job requirements. With the employers consent, a copy of the JSA will be forwarded to the WorkplaceNL JSA databank for use by WorkplaceNL staff and health care providers. All JSA's will be de-identified prior to submission to WorkplaceNL via removal of any contact information. Accuracy of information is essential as these JSA's are multi-purpose and may be used for the following purposes:

- 1. To assist with Early and Safe Return to Work Programs
- 2. To determine suitable alternate positions for employees
- 3. To assist with the adjudication of WorkplaceNL injury claims
- 4. To assist with the Labour Market Re-entry process

Your feedback is essential to ensure that the assessor captured all relevant job demands accurately.

Job Site Analysis Report Template

1.1 **General Information**

NOC code and Title:	
Job Title:	
Strength Requirement: CCDO:	NOC:
Employer:	
Location/Site:	
Address:	
Contact person(s):	
Staff interviewed:	
Analysis completed by:	
Clinic, name address phone #:	
Date & Times of observation:	
Date of Report:	
Date JSA finalized:	
JSA requested by:	

NOTE: please put this information only on the cover page

1.2 <u>Summary of Physical Tolerances.</u>
This is a summary chart and comments are meant to be very brief. Details should be provided in each task.

Squatting Crouching Kneeling Bending Crawling								
Lifting Carrying Carrying Carrying Pushing (lbs force) Pulling (lbs force) Postural Requirement Postural Requirements Sitting Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing stairs Climbing ladders Balancing Upper Extremity RR S M O F C Comments Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments M O F C Comments Reaching lateral Reaching upper		NR	S	M	0	F	С	Comments
Carrying Pushing (libs force) Pulling (lbs force) Pulling (lbs force) Pulling (lbs force) Polling (lbs force) Polling (lbs force) Postural Strength Requirement Postural Requirements Postural Requirements Postural Postur								
Pushing (lbs force) Pulling (lbs force) Pulling (lbs force) Overall Strength Requirement Postural NR S M O F C Comments Requirements Sitting Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching lateral Reaching lateral Reaching lateral Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Malician NR S M O F C Comments								
Pulling (lbs force) Overall Strength Requirement NR S M O F C Comments Requirements Sitting Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crowling Crowli								
Overall Strength Requirement NR Requirements NR S M O F C Comments Sitting Standing Turning the body Neck Postures NR S M O F C Comments Standing Turning the body Neck Postures NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work S Requirements Fine deaching horizontal Reaching Squatting Crouching Kneeling Bending Crowling Crawling Craw								
Postural Requirements	Overall Strength	CCDO	:	I	NOC:		I	
Postural Requirements Sitting Standing Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments			-					
Requirements Sitting Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity NR S M O F C Comments Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawl	- 1	1						
Requirements Sitting Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity NR S M O F C Comments Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawl	Postural	NR	S	М	0	F	С	Comments
Sitting Standing Turning the body Neck Postures Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity NR S M O F C Comments Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching lateral Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments								Commonto
Standing Turning the body Neck Postures								
Turning the body Neck Postures Malking								
Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing Upper Extremity NR S M O F C Comments Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching lateral Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Elower Level Work NR S M O F C Comments Elower Level Work NR S M O F C Comments Elower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling C								
Ambulation NR S M O F C Comments Walking Climbing stairs Climbing ladders Balancing S M O F C Comments Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching lateral Reaching upper Squatting Crouching Kneeling Bending Crawling Crawli		 						
Walking Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments	TACON L OSIGICS	<u> </u>		<u> </u>	1			1
Walking Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments	Ambulation	NR	S	М	0	F	С	Comments
Climbing stairs Climbing ladders Balancing Upper Extremity Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching lateral Reaching upper Lower Level Work SM O F C Comments M O F C Comments Comments F C Comments						-		
Climbing ladders Balancing Upper Extremity NR S M O F C Comments Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Summer S M O F C Comments Summer S M O F C Comments Summer S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawling								
Balancing Upper Extremity NR S M O F C Comments Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crouching Crawling Crawling Crawling Crouching Crawling Crouching Crawling Crawling Crawling Crouching Crawling Crouching Crawling Crawling Crawling Crouching Crawling Crawling Crawling Crouching Crawling Crouching Crawling Crouching Crawling Crouching Crawling Crouching Crawling Crawling Crouching Crawling Crawling Crouching Crawling Crawling Crouching Crawling Crawling Crawling Crawling Crawling Crouching Crawling Crawl								
Upper Extremity NR S M O F C Comments Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Craw								
Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crawling Crawling Crawling Crawling Crawling Crawling Simple grasping Crawling Simple grasping Simple grasp	Dalarioning	L		II	<u> </u>	l.		
Requirements Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crawling Crawling Crawling Crawling Crawling Crawling Simple grasping Crawling Simple grasping Simple grasp	Upper Extremity	NR	S	М	0	F	С	Comments
Fine manipulation Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crawling Cra								
Simple grasping Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crawling Cra								
Firm grasping Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crawling Crawling								
Awkward gripping Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work Squatting Crouching Kneeling Bending Crawling Crawli								
Other repetitive handling Reaching horizontal Reaching lateral Reaching upper Squatting Crouching Kneeling Bending Crawling Crawling								
handling Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawling								
Reaching horizontal Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawling								
Reaching lateral Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawling								
Reaching upper Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling Crawling								
Lower Level Work NR S M O F C Comments Squatting Crouching Kneeling Bending Crawling								
Squatting Crouching Kneeling Bending Crawling				•	•		•	•
Squatting Crouching Kneeling Bending Crawling	Lower Level Work	NR	S	М	0	F	С	Comments
Crouching Kneeling Bending Crawling	Squatting							
Kneeling Bending Crawling								
Bending Crawling Crawling								
Crawling								
Lower Extremity	Lower Extremity							
	movements/postures							

Frequency Rating	Code	4hrs shift	8hrs shift	12hrs shift
Not required	NR	0	0	0
Seldom- not daily	S	0	0	0
Minor 0-10% of shift	М	<0.5hr	<1hr	<1.25hrs
Occasional 11-33% of shift	0	0.5-1.25hrs	1-2.5hrs	1.25-4hrs
Frequent 34-66% of shift	F	1.25-2.5hrs	2.5-5hrs	4-8hrs
Constant 67-100% of shift	С	>2.5hrs	>5hrs	>8hrs

1.3 Brief Description of Job:

1.4 Method of Analysis:

1.5 Job is unionized vs non-unionized:

1.6 Brief Description of Environmental Conditions:

Please do not bold relevant items in this chart as it often does not image well. Please remove items which are not applicable and include and other items or comments.

Inside work Outside work	Temperature: Hot Cold Variation	Hazards: Slippery surfaces Moving machinery or objects	Distractions	Heights: Stairs Ladders Scaffolding
Personal protect	ctive equipment:		Other:	

1.7 Social Environment:

- > Communication skills verbal and non-verbal
- Concentration and attention
- Multi-tasking
- Interruptions
- Amount of supervision/autonomy
- > Interactions with public, co-workers etc.
- > Other

1.8 Pace of Work:

Law page, tooks are intermittent. There are regularly accurring breaks between tooks or
Low pace: tasks are intermittent. There are regularly occurring breaks between tasks or
there is the ability to self pace tasks.
Medium pace: Tasks are completed at a steady, controlled pace but there is opportunity to
take short breaks.
High pace: Tasks are performed at a continuous pace, controlled by external factors, i.e.
Dealing with customers in a busy line up.
Ability to self pace tasks?

1.9 Shift Information:

Status	
Length of shift	
Typical schedule	
Time of shift	
Breaks, describe:	
Task Rotation:	
naturally occurring vs	
scheduled	
Flexibility in task	
completion?	
Are the tasks	

completed each shift		
and on a day to day		
basis the same.		
2.1 Work site Meas		es for Completion
Item or Work Area	Comments	Measurements
2.2 <u>List of Essential Jo</u> 2.3 <u>Order of Tasks:</u>	ob Tasks:	
Job tasks must be p Job tasks are descr	•	duration completed. efore are described in no particular order
include a chart for each Please note that the nu	task):	ection and that separate numbers are no emands analysis.
Seldom (S) Minor (M) Occasional (O) Frequent (F)	h task are defined by this scale: not daily 0-10% of task 11-33% of task duration 34-66% of task duration 67-100% of task duration	
Task # 1:Please Detailed task Descript	include a task number with eation:	ach task.
Task Observed o	r Task Described	

Physical Demands Analysis:

Strength	NR	S	М	0	F	С	Comments
Requirements							
Lifting							
Carrying							
Pushing (lbs force)							
Pulling (lbs force)							
Strength Requirement overall	CCDO	:		NOC:			
Postural	NR	S	М	0	F	С	Comments
Requirements							
Sitting							
Standing							
Turning the body							
Neck Postures							
			1	<u>.</u>	1		1
Ambulation	NR	S	M	0	F	С	Comments
Walking							
Climbing stairs							
Climbing ladders							
Balancing							
				•			
Upper Extremity	NR	S	M	0	F	С	Comments
Requirements							
Fine manipulation							
Simple grasping							
Firm grasping							
Awkward gripping							
Other repetitive							
handling							
Reaching horizontal							
Reaching lateral							
Reaching upper							
				1	T		
Lower Level Work	NR	S	M	0	F	С	Comments
Squatting							
Crouching							
Kneeling							
Bending							
Crawling							
Lower Extremity movements/postures							

Task duration:

Number of Times per Shift:

Total Time per shift:

Is there opportunity to change significant postural demand? If yes, explain.

Section 3: <u>Possible workstation modifications:</u>

Section 4: JSA databank

Please ensure that all JSA's are copied to: jsa@whscc.nf.ca. Please remove all contact names and numbers for the employer prior to submission to the databank. As always, no reference to a specific worker should be made in the JSA report.

Appendix

Please include this appendix in all your reports for reference

Strength Requirement

00	DO	
$\mathcal{C}\mathcal{C}$	טט	=

Sedentary work: lifting 10lbs maximum and occasionally lifting and /or carrying such articles as dockets, ledgers and small tools. Although a sedentary occupation is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out some duties. Occupations are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.
Light work: lifting 20lbs maximum with frequent lifting and /or carrying of objects weighing up to 10lbs. Even though the weight lifted may be only a negligible amount, ar occupation is in the category (a) when it requires walking or standing to a significan degree, or (b) when it involves sitting most of the time with a degree of pushing and pulling f arm and/or leg controls.
Medium work: Lifting 50lbs maximum with frequent lifting and /or carrying of objects weighing up to 20lbs. Consideration of "Light" work may apply here.
Heavy work: Lifting 100lbs maximum with frequent lifting and /or carrying of objects weighing up to 50lbs.
Very Heavy Work: Lifting objects in excess of 100lbs with frequent lifting and/o carrying of objects weighing 50lbs or more.
NOC:
Categories for Strength Requirements are as follow: Limited: work activities involve handling loads up to 11lbs. Light: work activities involve handling loads of 11lbs but less than 22lbs. Medium: work activities involve handling loads between 22lbs and 44lbs. Heavy: work activities involve handling loads more than 44lbs.

Note: Please remember that with the NOC categories, you must choose only one category based on the essential job tasks. This rating system does **not** permit wording such as: Light with seldom Medium demands.