



# JOB DEMANDS ANALYSIS

Print Form

## JOB DATA

**Position/Job Title:** Warehouse Staff (Non-Forklift)

**Department:** Warehouse

**Work Hours:** 49-56 Hours

**Breaks:** 1 - 30 min lunch; 2 - 15 min break

**PPE:** Mask, Gloves, Safety Vest

**Special Training Requirements:** No special Requirements

## JOB PHOTO



**Purpose and Nature of the Job:**

**Essential Tasks of the Job: (provide % of time each task is performed)**

1.

- \*100% Walking
- \*100% Grip/Grasp (dolly, box, etc.)
- \*100% Hearing and seeing for situational awareness and safety
- \*67% Standing
- \*67% Push/pull w/ Dolly carrying (~200-300lbs)
- 67% Inventory check
- 34% Push/pull w/ Dolly carrying (~100-200lbs)
- 34% Lift carry up to 50lbs (small appliances, parts, etc.)
- 34% Labeling (Stooping/Forward lean)
- 34% Scanning Parts
- 34% Squatting
- 34% Desk/Office/Computer Work
- 34% One or Two man lifts to stack small appliances
- 33% Moving TEMCO Trucks within parking lot on premises for Pre-Load
- 33% Box Cutting

**Additional Job Details (e.g., task, product, materials, workstation and/or equipment details):**

Maneuvering around operating forklifts, and other coworkers with dollies.

**Hand Tools Used:**

Pen, Chalk, Wrapping Tape, Scanner, Clipboard, Box Cutter

**Equipment Used:**

Dolly

# Physical Demands Analysis

PHYSICAL DEMAND	TASK #	FREQUENCY					DESCRIBE ACTIVITY Note distances, durations and surfaces
		N	R	O	F	C	
<b>MOBILITY</b>							
Walking		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	This position requires one to have the ability to be on their feet walking constantly. 85% of the job entails pushing dollies w/ various appliances from one location to another within the warehouse (average: 180 ft between each location). Sitting is rare unless assigned to paperwork (rare). Walking is frequent since EE's need to constantly look for shipments/appliances to prepare them for delivery. Surfaces are variable, and EE's are constantly walking with dolly, either loaded or unloaded.
Standing		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Sitting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crawl		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Driving (Forklift/Vehicle/Other)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>POSTURE – Back</b>							
Bending Forward		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Forward bending (often) depends on type of appliances being prepped. Also when EE's are looking for specific shipments around the warehouse and the item is at hip level or below. Backward extension is not common but a backward lean is needed to load an appliance onto a dolly (up to 45°)(Appliance weight avg: 100 lbs). Twisting is rare-never.
Bending Backwards		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>POSTURE – Reaching</b>					Note forward and/or side reach distances		
Above Shoulder Level		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching at chest to shoulder level is very frequent with a distance of (<1ft) in front. This is when using the dolly or sliding appliance to move very small distances (avg. 3 ft). Pushing a dolly at chest level is frequent, keeping shoulder neutral. Above and below the chest occur occasionally when having to grab parts off the shelf, place labels, etc. Rarely is reaching behind the body done, and work habits are modified to correct.
Chest to Shoulder Level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Below Chest Level		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Behind Body		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>POSTURE – Elbow/Forearm/Wrist</b>							
Elbow Flexion/Extension		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Elbow flexion/extension is used ~33% when using dollies to move appliances, while carrying appliances, parts, cardboard, etc. Wrist extension and flexion is used when pushing appliances ~15% when equipment is not used. Wrist rotation is rarely used.
Wrist Flexion/Extension		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Wrist Rotation		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>POSTURE – Neck</b>							
Forward Bending/Flexion		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cervical flexion for labeling/reading, scanning parts, cardboard break down are frequent (60%)(*Correcting for optimal surface heights to follow*). Job rarely requires neck extension. Twisting/turning/tilting during use of dolly for spatial, and situational awareness is constant (67%).
Backward Bending/Ext.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Twisting/Turning/Tilting		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>POSTURE – Hip/Knee/Ankle/Foot</b>							
Crouching/Squatting		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Kneeling is very rare in this position. Crouching/squatting occasionally happens when trying to find attachment/parts on shelves that are found on the bottom or reading labels placed on the lower half of appliances. Also, squatting is used to set up a lift/carry of one of the smaller appliances during both 1 man carries and 2 man carries. Climbing stairs/ladders when looking for appliances that have been stacked on top of each other about 60ft in the air is rare. Foot Plantarflexion and Dorsiflexion is frequent when tilting a dolly back to load an appliance.
Kneeling		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Climbing (Stairs/Other)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jumping		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Foot Pedal/Action	Dolly use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
= Not required, R = Rarely (<2%), O = Occasional (3-33%), F = Frequent (34-66%), C = Constant (67-100%)							

# Physical Demands Analysis

<b>STRENGTH DEMANDS OF THE JOB</b>					Please select...		
*Adapted from Dictionary of Occupational Titles (4 <sup>th</sup> ed. Rev. 1991)							
Physical Demand	Task #	Force/Weight Select...		Frequency and Duration (N/R/O/F/C)	Height		Describe Activity/Posture
		Avg.	Max.		Start	Finish	
Lifting	1 Man Lift	40	70	Frequent	0	3'	EE squats and lifts microwaves into trucks for pre-load and staging. Microwaves are stacked onto other shorter appliances (dishwashers). Never needs to be carried more than a few feet.
	2 Man Lift	80	80	Occasional	0	3'	EE squats and lifts smaller appliances into trucks for pre-load and staging. Appliances are stacked onto other shorter appliances (dishwashers). Never needs to be carried more than a few feet.
	Task #	Avg.	Max.	Frequency and Duration (N/R/O/F/C)	Height/Distance/Grade		Describe Activity/Posture
Carrying	1 Man Lift	40	70	Rare	0	3'	EE carries items that need to be lifted as close to the spot as possible. Distance is never longer than a about 3 feet. Only performed once a day if unable to use dolly due to limitations of space.
	2 Man Lift	80	80	Never			EE never two man carry appliances.
	Task #	Avg./Sustained	Initial/Peak	Frequency and Duration (N/R/O/F/C)	Height/Distance/Grade		Describe Activity/Posture
Pushing/Pulling	1 Man P/P			Pushing: Constant Pulling: Rare	Variable		Pushing dolly @45° angle w/ varying height, weight, and distance. The dolly weight averages out during the work bout to approx. 100 lbs. Distance pushed varies, averaging: 160ft. Pulling dolly: rare.
N = Not required, R = Rarely (<2%), O = Occasional (3-33%), F = Frequent (34-66%), C = Constant (67-100%)							

## Physical Demands Analysis

<b>HAND ACTIVITY</b>				
	Task #	Approximate Force	Frequency and Duration (N/R/O/F/C)	Describe Activity/Posture
Gripping/ Grasping			Constant	Grip and grasping used during use of the dolly to control push, and pull with, and without heavy appliances. Grip/ grasp also used during breakdown of cardboard through grabbing the cardboard.
Pushing (palm press/ finger)			Constant	Used during labeling from repeatedly pushing label on appliance. Used most as an accessory to gripping/grasping and pinch grip. Not an isolated movement of just the fingers and palm.
Pinching			Constant	Primary function used during cardboard breakdown and sorting and pulling appliance parts.
Fine Finger Movement			Rare	Only used for the rare computer work during shift. Only one or two perform this action during a shift.
Writing			Rare	This task is rarely needed by warehouse workers
Other				
N = Not required, R = Rarely (<2%), O = Occasional (3-33%), F = Frequent (34-66%), C = Constant (67-100%)				

# Physical Demands Analysis

<b>ADDITIONAL CONDITIONS AND DEMANDS</b>			
Environmental Conditions	<input checked="" type="checkbox"/> Hot <input checked="" type="checkbox"/> Cold <input checked="" type="checkbox"/> Outdoor <input checked="" type="checkbox"/> Indoor <input checked="" type="checkbox"/> Dry <input checked="" type="checkbox"/> Humid <input checked="" type="checkbox"/> Noise <input checked="" type="checkbox"/> Vibration <input type="checkbox"/> Glare	<input checked="" type="checkbox"/> Adequate lighting <input checked="" type="checkbox"/> Moving objects <input type="checkbox"/> Working at heights <input checked="" type="checkbox"/> Slippery surface <input checked="" type="checkbox"/> Congested area <input checked="" type="checkbox"/> Sharp edges <input type="checkbox"/> Fumes/vapours/gases <input type="checkbox"/> Electromagnetic fields	<p>Comments:</p> <p>The environment is 90% inside with 10% not under a roof when they are moving trucks around for pre-load. They are exposed to outside variable conditions, of which, may impact the conditions inside the warehouse. There is occasionally noise and vibration from trucks sitting idle in the loading docks, forklift operation/honking, and the recycling center operating. During the totality of warehouse work bouts there is variable lighting where work is conducted. Most of the work environment is open, but loading the back of trucks limits motion. Occasionally uses box cutters to break down boxes.</p>
Psychological/ Mental Demands	<input checked="" type="checkbox"/> Working under pressure/deadlines <input type="checkbox"/> Fast work pace <input type="checkbox"/> Deal with multiple tasks <input type="checkbox"/> Perform complex or varied tasks <input checked="" type="checkbox"/> Perform simple and repetitive tasks <input checked="" type="checkbox"/> Attain precise standards/attention to detail <input type="checkbox"/> Control of work pace <input type="checkbox"/> Direct/control/plan of work	<input type="checkbox"/> Close supervision <input checked="" type="checkbox"/> Follow instructions <input type="checkbox"/> Influence people <input type="checkbox"/> Confrontation situations <input type="checkbox"/> Incentive/piece work <input checked="" type="checkbox"/> Irregular hours <input checked="" type="checkbox"/> Overtime <input checked="" type="checkbox"/> Reading <input checked="" type="checkbox"/> Working alone <input checked="" type="checkbox"/> Working in a group <input type="checkbox"/> Travelling	<p>Comments:</p> <p>The EE has a Pre-Load deadline - complete prior to delivery teams arrive. Work pace is not hastened, but a comfortable steady pace. All attention is focused on simple repetitive motion at one time. Dolly appliances, loading parts into totes, labeling boxes repetitively. Warehouse workers have 8 hour shifts - variable start times. Depending on demand, hours and frequency of days fluctuate. Most of the tasks are completed individually, with the exception being two man carries. EE works in a group environment.</p>
Sensory Demands	<input checked="" type="checkbox"/> Hearing <input checked="" type="checkbox"/> Speech <input type="checkbox"/> Colour vision <input checked="" type="checkbox"/> Near vision <input checked="" type="checkbox"/> Far vision	<input checked="" type="checkbox"/> Spatial perception <input checked="" type="checkbox"/> Tactile <input type="checkbox"/> Smell <input type="checkbox"/> Taste	<p>Comments:</p> <p>Having spatial awareness using sight, speech, and hearing are constant, and essential.</p>

Type Name/Position	Insert Signature	Date
Type Name/Position	Insert Signature	Date
Type Name/Position	Insert Signature	Date
Type Name/Position	Insert Signature	Date



# Physical Demands Analysis

**ADDENDUM** (Place additional task photos here)

