

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Physical Demands Analysis

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#### **INTENT**

A Physical Demands Analysis (PDA) is a systematic procedure to quantify and evaluate the physical, cognitive, and environmental demands of the essential and non-essential tasks of a job.

Completing a PDA will help identify potential risk factors for injuries on a job, and may also help to discover ways to modify the job to reduce risk factors and / or accommodate an injured worker's restriction so they can return to work.

Completion of the PDA form is not a complete physical demands analysis. It collects key information about the Physical Demands of a job as they relate to a worker's injury.

Ideally the worker's supervisor in conjunction with the Human Resources Manager should complete the PDA. The supervisor should get input from the worker, and / or from other people who are familiar with the physical demands of the job and the work processes involved.

The PDA should be completed while observing a worker performing the job. The following is a general step-by-step discussion of the five components of the PDA Process.

#### **GENERAL GUIDELINES**

##### **STEP 1 – DETERMINE JOB FUNCTION:**

The worker and employer meet to discuss the existing information of the job title and job description. In most cases, there will already be a narrative job description.

Reviewing the existing job description, supervisors should determine:

- If the job information is current;
- The purpose or intent of the position;
- Identify all different components of the job (*i.e. all related tasks*); and
- All essential and non-essential functions.

## **STEP 2 - VERIFICATION OF JOB FUNCTION:**

This process verifies that the duties and tasks outlined by the job description are actually performed in the job being analysed. The common work areas where the normal performance of the duties takes place must also be verified. Job analysts should obtain a clear understanding of the flow of the work going into and out of the workstation being analysed, and identify the relationship of the position being analysed to other positions in the department.

## **STEP 3 - IDENTIFY JOB FUNCTION:**

The third component of the PDA process is to identify or break down what functions of the job are essential and non-essential. Next, the investigators should determine as objectively as possible the various tasks, subtasks or functional components of the job/position. After determining the various tasks, subtasks, or functional components of the job/position, the investigators should quantify the duration of each task/subtask by:

- Timing the time spent performing each function;
- Calculating the percentage of time per day, week, or shift spent on various tasks; or
- Counting the cycles or repetitions of functions being performed.

## **STEP 4 - QUANTIFY PHYSICAL DEMANDS OF EACH JOB FUNCTION**

The fourth component of the job analysis process is to objectively quantify the physical and environmental requirements for each task/duty. In order to objectively measure the intensity, frequency, and duration of physical functions;

The physical elements to quantify for each task can include the following activities:

- mobility (*walking, sitting, standing, crouching, stooping, climbing, balancing, crawling, and kneeling*);
- manual material handling (*lifting, pushing, pulling, and carrying*);
- reaching (*vertical and horizontal work*);
- handling;
- fingering; and
- proprioception (*feeling, seeing, taste/smell, talking and hearing*).

For each essential and nonessential duty, the investigators should determine if any of the physical elements are required to perform the task. If physical demands are required to perform a task, objective quantification of the intensity, frequency, and duration of each physical function should be recorded.

## **STEP 5 - RECORD ALL PROCESSES**

Once all physical demands of each task are quantified, the following process should be followed:

- Enter the PDA data including all the essential and non-essential tasks into the appropriate form
- Provide copies of form to appropriate parties including the relevant insurance carrier, and employee if it is as part of a return to work.

Organizations requiring PDA information such as the Town's disability carrier and WSIB will provide their individual forms for completion. These forms can also be utilized when completing a PDA that isn't related to a return to work requirement. Samples of Sunlife's PDA form and WSIB's PDA form are attached as Appendix A to this policy.