**JOB DEMANDS CHECKLIST**



DEPARTMENT: ….……………………………………………………………………..

SECTION: ………………………………………………………………………………

POSITION: …………………………………………………..………………………….

**Frequency Definitions:**

**O**ccasionally - Activity exists up to 1/3 of the time when performing the task.

**F**requent: - Activity exists between 1/3 and 2/3 of the time when performing the task.

**C**onstant - Activity exists more than 2/3 of the time when performing the task.

**R**epetitive - Activity involves repetitive movements.

**N/A** - Not applicable – does not apply.

|  | | **FREQUENCY** | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **DEMANDS** | **DESCRIPTION** | **O** | **F** | **C** | **R** | **N/A** |
| **Physical Demands of Job Tasks** | | | | | | |
| Kneeling/Squatting | Tasks involve flexion/bending at the knees and ankle, possibly at the waist to work at low levels. |  |  |  |  |  |
| Leg/Foot movement | Tasks involve use of the leg and/or foot to operate machinery. |  |  |  |  |  |
| Hand / Arm movement | Tasks involve use of hands/arms – e.g., stacking, mopping, sweeping, sorting, inspecting, personal care. |  |  |  |  |  |
| Bending/Twisting | Tasks involve forward or backward bending or twisting at the waist. |  |  |  |  |  |
| Standing | Tasks involve standing in an upright position without moving about. |  |  |  |  |  |
| Driving | Tasks involve operating any motor powered vehicle. Type of vehicle, please specify? ……………………………………………… |  |  |  |  |  |
| Sitting | Tasks involve remaining in a seated position during task performance. |  |  |  |  |  |
| Reaching | Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended. |  |  |  |  |  |
| Walking | Tasks involve walking on even surfaces |  |  |  |  |  |
| Tasks involve walking on uneven surfaces |  |  |  |  |  |
| Tasks involve walking up steep slopes |  |  |  |  |  |
| Tasks involving walking around moving traffic |  |  |  |  |  |
| Tasks involve walking down steep slopes |  |  |  |  |  |
| Tasks involve walking whilst pushing/pulling objects |  |  |  |  |  |
| Climbing | Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, vehicles, bankings etc. |  |  |  |  |  |
| Working at Heights | Tasks involve making use of ladders, foot stools, scaffolding, etc anything where the person stands on an object other than the ground. |  |  |  |  |  |
| Lifting/Carrying/Throwing (\*delete) | Tasks involve raising/lowering or moving objects from one level/position to another, usually holding an object within the hands/arms. |  |  |  |  |  |
| 1. Light lifting/carrying/throwing (0-9kg) |  |  |  |  |  |
| 2. Moderate lifting/carrying/throwing (10-15kg) |  |  |  |  |  |
| 3. Heavy lifting/carrying/throwing (16kg and above) |  |  |  |  |  |
| Pushing/Pulling | Tasks involve pushing/pulling objectives away from or towards the body. May also include striking or jerking. |  |  |  |  |  |
| Grasping | Tasks involve gripping, holding, clasping with fingers or hands. |  |  |  |  |  |
| Manual Dexterity | Tasks involve fine finger movements – i.e., keyboard operations, writing, issuing medication. |  |  |  |  |  |
| Vibration | Tasks involving using vibratory equipment i.e., strimmers industrial buffers, cranes etc |  |  |  |  |  |
| **Sensory Demands of Job Tasks** | | | | | | |
| Sight | Tasks involve use of eyes (sight) as an integral part of task performance – i.e., looking at screen/keyboard in computer operations, working in dark environment, interpreting maps, plans, following medication records/ care plans. |  |  |  |  |  |
| Hearing | Tasks involve working in a noisy area – e.g., workshop and/or operation of noisy machinery/equipment or to hear noise of oncoming vehicles. |  |  |  |  |  |
| Smell | Tasks involve the use of the smell as an integral part of the task performance – e.g., working with chemicals. |  |  |  |  |  |
| Taste | Tasks involve use of taste as an integral part of task performance. |  |  |  |  |  |
| Touch | Tasks involve use of touch as an integral part of task performance. |  |  |  |  |  |
| **Psychological Demands** | | | | | | |
|  | Tasks involve interacting with distressed people. |  |  |  |  |  |
|  | Night working |  |  |  |  |  |
|  | Tasks involving being responsible for a group of children or vulnerable adults |  |  |  |  |  |
|  | Tasks involving lone working where 999 services may not be called by a colleague, client or member of the public |  |  |  |  |  |
|  | Tasks involve interacting with people with mental illness/disability. |  |  |  |  |  |
|  | Tasks involving witnessing disturbing or distressing circumstances |  |  |  |  |  |
| **Working Environment** | | | | | | |
| Dust | Tasks involve working with dust – e.g., sawdust, road dust etc. |  |  |  |  |  |
| Gases | Tasks involve working with gases. |  |  |  |  |  |
| Fumes | Tasks involve working with fumes – i.e., which may cause problems to health if inhaled. |  |  |  |  |  |
| Liquids/Powder | Tasks involve working with liquids/powders which may cause skin irritations if contact is made with skin – dermatitis. |  |  |  |  |  |
| Hazardous Substances | Tasks involve handling hazardous substances including storage and/or transporting. |  |  |  |  |  |
| Lighting | Tasks involve working in lighting that is considered inadequate in relation to task performance – e.g., glare, not enough natural light. |  |  |  |  |  |
| Sunlight | Exposure to sunlight. |  |  |  |  |  |
| Extreme Temperature | Tasks involve working in temperature extremes – e.g., working in a cool room, working outdoors, boiler room, welding etc. |  |  |  |  |  |
| Electricity | Tasks involving working on or nearby live electrical installations, machinery or equipment. |  |  |  |  |  |
| Confined Spaces | Tasks involve working in confined spaces. |  |  |  |  |  |
| **Biological Hazards** | | | | | | |
| Biological Products | Tasks involve working with blood/blood products/body fluids. |  |  |  |  |  |

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| **Additional Comments:** |
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| **Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |