Job Analysis: A Vital Component for Successful Return to Work

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What is a Job Analysis?

Systematic procedure for observing and describing the duties and position of a particular job.

“The physical requirements for every worker who performs the specific job.”
Why Conduct a Job Analysis?

1. Identify the tasks and determine the physical demands required of the specific job
   - Returning injured workers back to work
   - Assisting in designing rehab programs
   - Post-offer Pre-employment Screening

2. Assist in identifying workplace hazards
   - Need for modification
   - Ergonomic concerns
   - Prioritize
Process

- Review job description or work procedures
- Interview employee performing job & Supervisor
- ** Observe employee performing job
- Determine job tasks = essential
- Determine mobility/positional & strength requirements
- Quantify by recording measurements – frequencies, weights, distances
- Pictures and/or Video clips
Required Equipment

- Personal protective equipment
- Weight scale
- Measuring Tape
- Force Gauge
- Stop Watch
- Lap Counter
- Camera/video camera
CASE STUDY
Job Information

- Job title
- Company
- National Occupational Classification (NOC)
- Job functions
- Shifts, breaks, rotations, seasonal
- Pace of work
Essential Function or Task

- The position exists to perform the function/task
- Performing the function or task makes use of more than 50% of the worker’s total time per day
- The function or task requires the special expertise of the worker required to perform it
- Not requiring the worker to perform the function or task would cause undo hardship
- There is a limited number of co-workers to whom the function or task can be reassigned
Environment

- Indoor/outdoor
- Temperature
- Noise
- Vibration
- Working alone or with other people
- Safety equipment
- Equipment/tools
- Dimensions of the work environment
- Pictures / video
Mobility / Position

- Sit
- Stand
- Walk
- Climb
- Bend/stoop
- Kneel
- Crawl
- Crouch
- Squat
- Twist
- Balance
Mobility / Position

- Foot movements
- Head / neck: flexion
- Head / neck: side flexion
- Head / neck: extension
- Head / neck: rotation
- Head / neck: neutral
- Simple grasp
- Firm grasp
- Fine manipulation
Considerations: for Analyzing Mobility / Position

- Conditions of the environment
- Frequency
- Heights
- Distances
- One hand versus two hands
- Task being performed
- The task must be performed in the manner presently demonstrated
<table>
<thead>
<tr>
<th>Frequency</th>
<th>Hours of Workday</th>
<th>% of Workday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimal</td>
<td>0 to 1 hour</td>
<td>1 – 5%</td>
</tr>
<tr>
<td>Occasional</td>
<td>1 to 2.5 hours</td>
<td>11 – 33%</td>
</tr>
<tr>
<td>Frequent</td>
<td>2.5 to 5.5 hours</td>
<td>34 – 66%</td>
</tr>
<tr>
<td>Continuous</td>
<td>Over 5.5 hours</td>
<td>67 – 100%</td>
</tr>
</tbody>
</table>

N = not at all   Seldom = not on a daily basis
Strength

• Lifting
  - Above shoulder
  - Waist
  - Floor

• Pushing/Pulling
  - Front
  - Side
  - Desk

• Carrying
  - Right
  - Left
  - Both
Considerations: for Analyzing Strength

- One versus two hands
- Actual amount of weight or force being lifted, carried or pushed/pulled
- Consider heaviest, average & lightest
- Object
- Mechanical devices to assist
- Frequency
- Distance
- Conditions of the environment
- Starting and ending heights
- Distance from body
## Workload Classification

<table>
<thead>
<tr>
<th>Physical Demand Level</th>
<th>Occasional</th>
<th>Frequent</th>
<th>Constant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sedentary</td>
<td>10 lb</td>
<td>negligible</td>
<td>negligible</td>
</tr>
<tr>
<td>Light</td>
<td>20 lb</td>
<td>10 lb</td>
<td>negligible</td>
</tr>
<tr>
<td>Medium</td>
<td>20 – 50 lb</td>
<td>10 – 25 lb</td>
<td>10 lb</td>
</tr>
<tr>
<td>Heavy</td>
<td>50 – 100 lb</td>
<td>25 – 50 lb</td>
<td>10 – 20 lb</td>
</tr>
<tr>
<td>Very Heavy</td>
<td>&gt;100 lb</td>
<td>&gt;50 lb</td>
<td>&gt;20 lb</td>
</tr>
</tbody>
</table>
Sensory / Perceptual Demands

- Hearing
- Vision
- Reading
- Writing
- Speaking
- Touching
- Skill/qualifications