

Physical Requirements & Potential Hazards – Office Duty

Consider the physical demands required on your job and indicate by checking whether you are required to do so.

N/A	-	Not applicable or not required of the position.
NE	-	Requirement is present but is not essential to the position.
O	-	Occasional (up to 33% of the time) yet essential to the position. For example, a lifeguard swims only occasionally but it is essential that a lifeguard be able to swim.
F	-	Frequent (34-66% of the time).
C	-	Continuous (over 66% of the time).

Please describe as necessary.

Activity	N/A	NE	O	F	C
Sitting					X
Walking				X	
Standing				X	
Running	X				
Bending or twisting			X		
Squatting or kneeling			X		
Reaching above shoulder level			X		
Climbing (i.e. ladders)		X			
Driving cars, light duty trucks			X		
Driving heavy duty vehicles	X				
Using foot controls			X		
Repetitive motion of hands/fingers					X
Grasping with hand(s), gripping					X
Lifting/carrying 10-25 pounds			X		
Lifting/carrying 26-50 pounds			X		
Lifting/carrying more than 50 pounds		X			
Pushing/pulling			X		
Work in or exposure to inclement weather		X			
Work in or exposure to cold water		X			
Exposure to dust, chemicals or fumes	X				
Work / live in remote field sites	X				
Use of hazardous equipment (i.e. guns, chainsaws and explosives)	X				
Swimming/scuba diving	X				
Work at heights (i.e. towers, poles)	X				
Exposure to infection, germs or contagious diseases	X				
Exposure to blood, body fluid or potentially contaminated	X				

materials					
Exposure to needles or sharp instruments	X				
Use of hot equipment (i.e. ovens)	X				
Exposure to electrical current	X				
Seeing objects at a distance	X				
Seeing objects peripherally	X				
Seeing close work (i.e. typed print)					X
Distinguishing colors			X		
Hearing conversations or sounds					X
Hearing via radio or telephone					X
Communicating through speech					X
Communicating by writing and reading					X
Distinguishing odors by smell	X				
Distinguishing tastes	X				
Exposure to wild/dangerous animals	X				
Exposure to insect bites or stings	X				
Work/travel in boat or small aircraft	X				
Exposure to aggressive/angry people - (Angry customers or employees, some may shout, complain, use abusive language or be emotionally distraught or charged)		X			
Restraining/grappling with people – (Angry customers or employees, some may shout or be unreasonable)	X				
Respiratory protection (negative pressure 1/2 face)	X				
Exposure to work in confined spaces	X				
Other (define)					