

Biomechanical Job Analysis

University System of New Hampshire

Please indicate the physical activities required in carrying out the essential functions of a position and the environments in which essential functions are performed. This information is used to communicate to the employee and health care providers, as appropriate, the physical requirements of campus jobs (e.g., related to cases of workers compensation, ADA, etc.). Essential functions are the primary tasks in the position that must be performed unaided or with the assistance of reasonable accommodations. For more details on what constitutes an essential function, refer to the last page.

- Essential Function Summary.** Describe the essential functions, including the amount of time to perform them, either as a percentage or can be a specific hours per day/per week. Essential functions are typically summaries of the categories found within the duties/responsibilities section of the position description.

Description of Essential Function	Time

- Physical Activities.** Identify which of the activities below are related to the essential functions of the job, and if so, indicate the extent or frequency.

Activity	Part of Job		Percent of Time/Frequency		
	Yes	No	Continuously (75% - 100%)	Frequently (25% - 74%)	Occasionally (1% - 24%)
Walking					
Standing					
Sitting					
Kneeling					
Driving					
Carrying (under 25 lbs)					
Carrying (25 lbs to under 50 lbs)					
Carrying (over 50 lbs)					
Lifting (under 25 lbs)					
Lifting (25 lbs to under 50 lbs)					
Lifting (over 50 lbs)					
Pushing/Pulling					
Awkward Postures (e.g., stooping, bending)					
Twisting					
Reaching (above shoulder height)					
Reaching (below shoulder height)					
Climbing					

3. **Working Conditions, Environment, & Exposure.** Identify which of the below are related to the essential functions of the job, and if so, indicate the extent or frequency.

Work is...	Part of Job		Percent of Time		
	Yes	No	Continuously (75% - 100%)	Frequently (25% - 74%)	Occasionally (1% - 24%)
Inside					
Outside					
in a Sterile Environment					
in Low Temperatures (sub-40 F)					
in High Temperatures (above 80 F)					
on Slippery Surfaces					
on Uneven Surfaces					
in Confined Spaces					

While working, the employee may be exposed to...	Part of Job		Frequency		
	Yes	No	Daily	Weekly	Rarely
Water or Dampness (wet environments)					
Fall Hazards (work above 4 feet)					

While working, the employee may be exposed to...	Part of Job		Level of Sound		
	Yes	No	Severe	Moderate/Steady	Occasionally
Loud Noises					

Work involves...	Part of Job		Extent of Work		
	Yes	No	Frequent	Moderate	Occasional
Hazardous Substances (e.g., chemicals, toxins)					
Non-ionizing Radiation (e.g., infrared, radio waves)					
Ionizing Radiation (e.g., x-rays, radioactive isotopes)					
Vibration (e.g., jackhammers)					
Blood or Bodily Fluids (including first aid/CPR)					
Infectious Agents					

4. **Hand Coordination.** Identify which of the activities below are related to the essential functions of the job, and if so, indicate the extent or frequency.

Activity	Part of Job		Percent of Time/Frequency		
	Yes	No	Continuously (75% - 100%)	Frequently (25% - 74%)	Occasionally (1% - 24%)
Repetitive Actions					
Pinching/Grasping					
Typing/Data Entry					

5. **Visuals.** Identify which of the visual requirements below are related to the essential functions of the job, and if so, indicate the extent or frequency.

Vision	Part of Job		Percent of Time/Frequency		
	Yes	No	Continuously (75% - 100%)	Frequently (25% - 74%)	Occasionally (1% - 24%)
Depth Perception					
Color Identification					
Near					
Far					

6. **Personal Protective Equipment.** Identify all personal protective equipment required for this position.

Type	Yes
Gloves	
Head Protection (e.g., hardhat, bump cap)	
Respirator	
Body Covering (e.g., coveralls, apron)	

Type	Yes
Boots	
Face Mask	
Goggles/Safety Glasses	

7. **Machines/Tools/Equipment.** Identify which of the below tools/equipment/machinery is used as part of an essential function of the job.

Type	Yes
Machine Shop Tools (e.g., band saws)	
Articulating Aerial Lift (e.g., cherry picker)	
Compressed or Cryogenic Gases	
Powered Pallet Jack or Forklift	
Powered Hand Tools	

Type	Yes
Crane/Hoist/Sling	
Welding Equipment	
Ladders	
Scissor Lift	
Lasers	

Other (please list):	

8. **Other.** Please include any additional comments regarding the above or similar for unusual work environments or situations. Recall that this information may be used in workers compensation or ADA-related scenarios, such as a request for reasonable accommodation.

Essential Job Functions

University System of New Hampshire

Determining the essential functions of a position is critical in evaluating whether or not a person with a disability is qualified for the position he or she is applying for. If an individual with a disability, as defined under the ADA, can perform the essential job functions (with or without reasonable accommodation), he or she may be considered qualified for the position. Non-essential functions, or marginal functions, may be delegated to other employees as a form of reasonable accommodation.

Definitions

- **Disability.** A physical or mental impairment that substantially limits one or more major life activities.
- **Essential Job Function.** The fundamental job duty of a position an individual holds or desires. Essential functions are the primary job tasks in the position.
- **Marginal Job Function.** A job function that would be considered a secondary job task. Although important and necessary to the position, a marginal job function could be reassigned to others and/or are performed a lesser percentage of time as compared to the essential functions. Marginal job functions would be non-critical tasks.

Factors to Consider in Determining Whether the Function is Essential

- Must the function be performed?
- Would removing this function from the job fundamentally change the job?
- Does the position exist to perform the function?
- Is special expertise or judgement required?
- Is special training, education, or a license required?
- Would there be a significant consequence if this function were not performed?
- Are there a limited number of other employees available to perform this function?
- Are the functions specifically called out in a Collective Bargaining Agreement?