

Biomechanical Job Analysis

University of New Hampshire

The purpose of completing this form is to indicate the physical activities required in carrying out the essential functions of this position. 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.)

The Americans with Disabilities Act (ADA) legislation requires employers to identify essential functions of each position. Essential functions are the primary tasks in the position that must be performed unaided or with the assistance of reasonable accommodations.

Please indicate below a summary list of job tasks that are essential to fulfilling job responsibilities. This list is not intended to include "marginal" tasks, those that are not critical to the job and/or may be transferred or reassigned to other individuals. In identifying each essential function, focus on its purpose and the result to be accomplished, rather than the manner in which the function is presently performed. Task order is not important. Begin each sentence with a verb. Each task listed below should relate to a duty on the complete position description.

Please read the attached fact sheet regarding essential functions prior to completing this form. If any tasks have specific job requirements of duration, frequency, weight or extension, the exact requirements should be measured and/or established and noted in the comment section (on page 5).

 The checklist should not be considered all inclusive. Every job may be different and require special task evaluation criteria. The checklist can be used to help identify some, but not all, job tasks which are included in a job description.

Employee Department:				
Position Title:			Position Number:	
Work Schedule:		Days Per Week:	Hours Per Day:	
Prepared By:			Date:	

1. Task Summary. Describe essential job tasks, including the amount of time to perform (See page 5 for information on "essential job functions")

Description of Tasks	Percentage of Time	Hours required per day to perform task
Task 1:		
Task 2:		
Task 3:		
Task 4:		
Task 5:		

2. Amount of each day spent: Standing _____ % Walking _____ % Sitting _____ %

3. Employee works: Inside _____ % Outside _____ % Both _____ %

4. Hand Coordination

Job Function	Indicate Task(s) No. (refer to #1 above)	Part of Job		Percent of Time			
		Yes	No	Continuously 76-100%	Frequently 34-75%	Occasionally 6-33%	Rarely 1-5%
Repetitive Actions							
Pinching/Grasping							
Typing/Word Processing/Data Entry							

5. While performing job, employee tasks required:

Job Function	Indicate Task(s) No. (refer to #1 above)	Part of Job		Percent of Time			
		Yes	No	Continuously 76-100%	Frequently 34-75%	Occasionally 6-33%	Rarely 1-5%
Driving							
Carrying							
Climbing Ladders							
Climbing Stairs							
Kneeling							
Pushing/Pulling							
Sitting							
Standing							
Prolonged awkward postures (stooping, bending, or remaining in cramped body positions)							
Twisting							

6. Physical Activities

Job Function	Indicate Task(s) No. Refer to #1 above)	Part of Job		Percent of Time			
		Yes	No	Continuously 76-100%	Frequently 34-75%	Occasionally 6-33%	Rarely 1-5%
Lifting under 10 lbs							
Lifting 10-25 lbs							
Lifting 26 -50 lbs							
Lifting over 50 lbs							
Carrying 10-25 lbs							
Carrying 26-50 lbs							
Carrying over 50 lbs							
Reaching above shoulder height							
Reaching at shoulder height							
Reaching below shoulder height							

7. Visual Depth

Job Function	Indicate Task(s) No. (refer to #1 above)	Part of Job		Percent of Time			
		Yes	No	Continuously 76-100%	Frequently 34-75%	Occasionally 6-33%	Rarely 1-5%
Vision-Near							
Vision-Far							
Vision-Color Identification							
Vision-Depth Perception							

8. Personal protective Equipment: Check all personal protective equipment required for this position

<input type="checkbox"/>	Personal Protective Equipment	<input type="checkbox"/>	Personal Protective Equipment
<input type="checkbox"/>	Gloves	<input type="checkbox"/>	Protective body covering (coveralls, apron, etc.)
<input type="checkbox"/>	Boots	<input type="checkbox"/>	Respirator
<input type="checkbox"/>	Head protection (hard hat, bump cap, etc.)	<input type="checkbox"/>	Goggles or safety glasses
Other (please describe):			

9. Machines/Tools/Equipment used as part of the job task (check all that apply):

<input type="checkbox"/>	Forklift	<input type="checkbox"/>	Crane/hoist/sling
<input type="checkbox"/>	Powered pallet jack	<input type="checkbox"/>	Powered hand tools
<input type="checkbox"/>	Other powered industrial trucks (e.g., farm equipment, etc.)	<input type="checkbox"/>	Machine shop tools (bench top grinders, band saws, lathes, etc)
<input type="checkbox"/>	Articulating aerial lift (boom truck, cherry picker, etc.)	<input type="checkbox"/>	Welding equipment
<input type="checkbox"/>	Scissor lift	<input type="checkbox"/>	Compressed or cryogenic gases
<input type="checkbox"/>	Ladders	<input type="checkbox"/>	Laser
Other (please list):			

10. Assess environmental factors employee is exposed to (check most appropriate):

A. Work in Low Temperatures. (routine work in environments less than 40 F.)	B. Work in High Temperatures. (routine work in environments greater than 80 F.)
<input type="checkbox"/> 0. No work in cold temperatures <input type="checkbox"/> 1. Occasional work in low temperatures (less than 1 hour per day, less than 3 times per week) <input type="checkbox"/> 2. Moderate work in low temperatures (1-3 hours per day, 3-4 times per week) <input type="checkbox"/> 3. Frequent work in low temperatures (greater than 3 hours per day, 5 or more times per week)	<input type="checkbox"/> 0. No work in hot temperatures <input type="checkbox"/> 1. Occasional work in high temperatures (less than 1 hour per day, less than 3 times per week) <input type="checkbox"/> 2. Moderate work in high temperatures (1-3 hours per day, 3-4 times per week) <input type="checkbox"/> 3. Frequent work in high temperatures (greater than 3 hours per day, 5 or more times per week)
C. Wetness	D. Slippery Surfaces
<input type="checkbox"/> 0. No work in wet environments	<input type="checkbox"/> 0. No work on slippery surfaces

- 1. Occasional exposure to water or dampness
- 2. Moderate exposure to water or dampness
- 3. Constant work in/near water. Workers clothes always damp or wet.

- 1. Occasional work on slippery surfaces (1-3 hrs/day)
- 2. Moderate work on slippery surfaces (3-7 hrs/day)
- 3. Constant work on slippery surfaces (7+ hrs/day)

E. Uneven Surfaces

- 0. No work on uneven surfaces
- 1. Occasional work on uneven surfaces (1-3 hrs/day)
- 2. Moderate work on uneven surfaces (3-7 hrs/day)
- 3. Constant work on uneven surfaces (7+ hrs/day)

F. Fall From Height (include only fall hazards higher than four feet)

- 0. No work at height above 4 feet
- 1. Occasional Work 4 feet above the ground (less than once per week)
- 2. Moderate Work 4 feet above the ground (1-3 times per week)
- 3. Frequent Work 4 feet from the ground (more than 3 times per week)

G. Confined Spaces (Spaces that are large enough to enter, difficult to get in or out of, and not designed for human occupancy)

- 0. No work in confined spaces
- 1. Occasional work in confined spaces (less than once per week)
- 2. Moderate Work in confined spaces (1-3 times per week)
- 3. Frequent Work in confined spaces (More than 3 times per week)

H. Vibration (i.e., jack hammers, electric drills, sanders etc.)

- 0. No exposure
- 1. Minor vibration or short period of time (1-3 hrs/day)
- 2. Some vibration or moderate period of time (3-7 hrs/day)
- 3. Pronounced or continuous vibration (7+ hrs/day)

I. Non-ionizing Radiation (microwaves, radiofrequency, infrared light, ultraviolet light)

- 0. No work with non-ionizing radiation
- 1. Occasional work with non-ionizing radiation
- 2. Moderate work with non-ionizing radiation
- 3. Frequent work with non-ionizing radiation

J. Ionizing Radiation (radioactive isotopes, x-rays)

- 0. No exposure No work with ionizing radiation
- 1. Occasional work with ionizing radiation
- 2. Moderate work with ionizing radiation
- 3. Frequent work with ionizing radiation

K. Hazardous Substances (Works with chemicals or other substances with known or suspected toxic health effects.)

- 0. No work with toxic substances
- 1. Occasional work with hazardous substances
- 2. Moderate work with hazardous substances
- 3. Frequent work with hazardous substances

L. List toxic substances employees may work with:

M. Blood and bodily fluids (May encounter human blood or other human bodily fluids as a result of work tasks. This includes first aid/CPR responders.)

- 0. No work with body fluids
- 1. Occasional work with body fluids
- 2. Moderate work with body fluids
- 3. Frequent work with body fluids

N. Other Infectious agents (works with biological materials other than human blood or bodily fluids that can cause significant illness or death).

*Note: under these conditions universal precaution is maintained.

- 0. No work with infectious agents
- 1. Occasional work with infectious agents
- 2. Moderate work with infectious agents
- 3. Frequent work with infectious agents

O. Noise

- 0. No exposure to loud noises
- 1. Occasionally fairly loud sounds
- 2. Moderate, steady & fairly loud noise
- 3. Severe, loud noise

P. Please use this area to comment on any other unusual work environment conditions:

ESSENTIAL JOB FUNCTIONS

Why Establish Essential Functions?

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.

How to Establish Nonessential or Marginal Functions

- Review the written job description that was prepared before advertising or interviewing applicants for the position.
- Review the terms of the collective bargaining agreement (e.g. does it specify the duties or tasks of faculty's position.)
- Begin to narrow down functions and tasks as being either "essential" or "marginal".

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 judgment 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?