BC Cancer Agency
CARE + RESEARCH
An agency of the Provincial Health Services Authority

Job Analysis: Worksheet

A. Physical Strength

Purpose: To determine the physical demands required for the various duties of your job.

Please check the box that best describes the physical demands of your job.

		Examples:
☐ **Limited:**	Work activities involve handling loads up to 5 kg (11 lbs).	*- examining and analyzing financial information* *- selling insurance to clients* *- conducting economic and technical feasibility studies*
☐ **Light:**	Work activities involve handling loads of 5 kg (11 lbs) or more but less than 10 kg (22 lbs)	*- repairing soles, heels and other parts of footwear* *- filing materials in drawers, cabinets and storage boxes* *- preparing and cooking meals*
☐ **Medium:**	Work activities involve handling loads between 10 kg (22 lbs) and 20 kg (44 lbs)	*- setting up and operating finishing machines or finishing furniture by hand* *- measuring, cutting and applying wallpaper to walls* *- adjusting, replacing or repairing mechanical or electrical components using hand tools and equipment*
☐ **Heavy:**	Work activities involve handling loads more than 20 kg (44 lbs)	*- operating and maintaining deck equipment and performing other deck duties aboard ships* *- shoveling cement and other materials into cement mixers and performing other activities to assist in the maintenance and repair of roads* *- measuring, cutting and fitting drywall sheets for installation on walls and ceilings*

Are you currently able to complete the physical demands marked above? ☐ Able ☐ Not Able

Adapted from Human Resources and Skills Development Canada and Statistics Canada (1996): Career Handbook: National Classification Ottawa Canada

B. Physical Demands (P)

Legend	Required for job	Current Tolerance
Refer to legend and tick the box Example: ☑	**N** - Never **O** - Occasional (0-33% of work shift) **F** - Frequent (34-66% of work shift) **C** - Constant (67-100% of work shift)	**A =** Able To Do **U =** Unable To Do **NA =** Not applicable
FINGERING Involves picking, pinching, or otherwise working primarily with fingers rather than with the whole hand or arm as in handling.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
HANDLING Involves seizing, holding, grasping, turning, or otherwise working with hand or hands. Fingers are involved only to the extent that they are an extension of the hand, such as to turn a switch or shift automobile gears.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
REACHING Involves extending hand(s) and arm(s) in any direction and should include full elbow extension. Could include reaching forward, overhead, to the side and across the body.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
FEELING Involves perceiving attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
VISION	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

Definitions adapted from The Revised Handbook for Analyzing Jobs, U.S. Department of Labor: Employment and Training Administration 1991

Legend:	Required for job	Current Tolerance
Refer to legend and tick the box Example: ☑	**N** – Never **O** - Occasional (0-33% of work shift) **F** - Frequent (34-66% of work shift) **C** - Constant (67-100% of work shift)	**A =** Able To Do **U =** Unable To Do **NA =** Not applicable
COLOUR DISCRIMINATION	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
HEARING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
TALKING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
TASTING/SMELLING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
STANDING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
SITTING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
WALKING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
CLIMBING (up and down using feet, legs, hands, arms and body)	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
CLIMBING/DESCENDING STAIRS	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
PULLING	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
BALANCING Involves maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
STOOPING Involves bending the body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
KNEELING Involves bending legs at knees to come to rest on knee or knees.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
BENDING (at the waist)	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

C. Temperaments (T)

Purpose: To determine temperaments (**T**) required for the various duties of your job.

Legend:	Required for job	Current Tolerance
Refer to legend and tick the box Example: ☑	**N** - Never **O** - Occasional (0-33% of work shift) **F** - Frequent (34-66% of work shift) **C** - Constant (67-100% of work shift)	**A =** Able To Do **U =** Unable To Do **NA =** Not applicable
Direct, control, plan Involves responsibility for making plans and procedures for projects; negotiating with individuals or groups; and supervising workers	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Repetitive, short cycle work Involves performing a few routine and uninvolved tasks over and over again according to set procedures, sequence, or pace with little opportunity for change or interruption. Interaction with people is included when it is routine, continual, or prescribed.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Influencing others Involves writing, demonstrating, or speaking to persuade and motivate people to change their attitudes, judgments, opinions, to participate in a particular activity, or to purchase a specific commodity or service	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Flexibility Involves frequent changes in tasks involving different abilities, technologies, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

Expressing feelings Involves creativity and self-expression in interpreting feelings, ideas, or facts in terms of a personal viewpoint; treating a subject imaginatively rather than literally; reflecting original ideas or feelings in any creative form (e.g., writing, painting, composing, sculpting, decorating, or inventing) Interpreting works of others by arranging, conducting, playing musical instruments, choreographing, acting, dancing, directing and critiquing.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Work alone; isolation Involves working in an environment that regularly precludes face-to-face interpersonal relationships for extended periods of time due to physical barriers or distances involved.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Perform under stress Involves coping with circumstances dangerous to the worker or others.	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Work to standards and tolerances Involves adhering to and achieving exact levels of performance, using precision measuring instruments, tools, and machines to attain precise dimensions; preparing exact verbal and numerical records; and complying with precise instruments and specifications to attain specified standards	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Work under specific instructions Involves performing tasks only under specific instructions, allowing little or no room for independent action or judgment in working out job problems	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Dealing with people Involves interpersonal relationships in job situations beyond receiving work instructions	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Making judgments/Decision making Involves solving problems, making evaluations, or reaching conclusions and making decisions based on subjective or objective criteria, such as the five senses, knowledge, past experience, or quantifiable or factual data	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

Working cooperatively with others Involves working and communicating with others, including negotiating and taking responsibility of specific work task as part of a team	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

D. Psychological and Cognitive Demands (C)

Purpose: To determine the psychological and cognitive demands required for the various duties of your job.

Legend:	Required for job	Current Tolerance
Refer to legend and tick the box Example: ☑ **Job General function**	**N** - Never **O** - Occasional (0-33% of work shift) **F** - Frequent (34-66% of work shift) **C** - Constant (67-100% of work shift	**A =** Able To Do **U =** Unable To Do **NA =** Not applicable
Degree of self-supervision	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Degree of supervision exercised	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Performance pressures	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Attention to detail	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Time pressure	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Multi-tasking	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Distracting stimuli	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Verbal fluency (ability to speak clearly, and quickly)	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Processing information quickly	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Night shift work	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Need to work cooperatively with others	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Exposure to emotional situations	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Exposure to confrontational situations	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Responsibility and accountability required	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Reading literacy	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Writing literacy	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Computer literacy	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Numerical skills	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Communication skills	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

E. Environmental Conditions

Purpose: To determine the environmental variables involved in your job.

Legend:	Required for job	Current Tolerance
Refer to legend and tick the box **Example:** ☑ **General Exposure**	**N** - Never **O** - Occasional (0-33% of work shift) **F** - Frequent (34-66% of work shift) **C** - Constant (67-100% of work shift)	**A = Able To Do** **U = Unable To Do** **NA =** Not applicable
Noise intensity	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Vibration	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Extremes of temperature (hot and cold)	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Damp or humid environment	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Atmospheric Conditions (i.e. fumes, noxious odors, dusts, mists, gases, poor ventilation)	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Hazards	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Machine/Equipment Operation	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Radiation	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Flying particles	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Blood/body fluids	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Communicable disease (i.e. increased exposure to colds, flu and other diseases and illnesses)	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Toxic and caustic chemical exposure	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Explosives	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Electrical Hazards	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Narcotics/controlled pharmaceuticals	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Latex	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Odors	☐N ☐O ☐F ☐C	☐A ☐U ☐NA
Other, specify	☐N ☐O ☐F ☐C	☐A ☐U ☐NA

B.C. Cancer Agency Job Analysis Summary Form

Name of Worker:	**Date form completed:**
Title of Job:	**Title of Immediate Supervisor:**
Number of hours of work per week:	**Job Status:** Permanent/Temporary or Term/Casual
Schedule of hours:	**Benefits:** None/ Long-Term-Disability/Employment Insurance/ Canada Pension Plan or other
Environmental Conditions of Job:	

UNDERSTANDING THE JOB:

Type of Duty	Description of Duty	% of day	Temperaments	Physical	Cognitive Psychological	Areas of Potential Challenge
ESSENTIAL DUTIES						

Type of Duty	Description of Duty	% of shift/ Amount of time	Temperaments	Physical	Cognitive Psychological	Areas of Potential Challenge
NON - ESSENTIAL DUTIES						
Summary of your barriers to Return-to-Work:						
Summary of essential and non-essential duties for consideration of accommodation:						