

Program Physical Demands Analysis

Program	Office Administration - Executive (B226)	Date	June 2025
Co-Ordinator	Sheri Epp	Chairperson	Jimmy Parsons

STRENGTH							
Physical Demands	WEIGHT		* FREQUENCY				
	Maximum (in lbs)	Usual (in lbs)	Never	Seldom	Minor	Required	Major
Lifting	20	5	☐	☐	☐	☒	☐
Carrying	20	5	☐	☐	☐	☒	☐
Pushing	20	5	☐	☐	☒	☐	☐
Pulling	20	5	☐	☐	☒	☐	☐
Fine Finger Movements			☐	☐	☐	☐	☒
Handling			☐	☐	☐	☐	☒
Gripping			☐	☐	☐	☐	☒
Reaching (Above Shoulder)			☐	☐	☐	☒	☐
Reaching (Below Shoulder)			☐	☐	☐	☒	☐
Foot Action (1 Foot)			☐	☐	☐	☒	☐
Foot Action (2 Foot)			☐	☐	☒	☐	☐
Comments:							
Repetitive upper limb movements (wrists/arms/shoulders) includes but is not limited to keyboarding. Use of assistive software programs may not be conducive to many field placements/office administrative positions in the industry.							

MOBILITY					
Physical Demands	* FREQUENCY				
	Never	Seldom	Minor	Required	Major
Throwing	☐	☒	☐	☐	☐
Sitting	☐	☐	☐	☐	☒
Standing	☐	☐	☐	☒	☐
Walking	☐	☐	☐	☒	☐
Running	☐	☒	☐	☐	☐
Climbing	☐	☒	☐	☐	☐
Bending/Stooping	☐	☐	☐	☒	☐
Crouching	☐	☐	☐	☒	☐
Kneeling	☐	☐	☒	☐	☐
Crawling	☐	☒	☐	☐	☐
Twisting	☐	☐	☐	☒	☐
Balancing	☐	☐	☒	☐	☐
Comments:					

SENSORY / PERCEPTUAL					
Physical Demands	* FREQUENCY				
	Never	Seldom	Minor	Required	Major
Hearing – Conversation	☐	☐	☐	☐	☒
Hearing – Other Sounds	☐	☐	☐	☐	☒
Vision – Far	☐	☐	☐	☒	☐
Vision – Near	☐	☐	☐	☐	☒
Vision – Colour	☐	☐	☒	☐	☐
Vision – Depth	☐	☐	☐	☒	☐
Perception – Spatial	☐	☐	☐	☒	☐
Perception – Form	☐	☐	☒	☐	☐
Feeling	☐	☐	☐	☒	☐
Reading	☐	☐	☐	☐	☒
Writing	☐	☐	☐	☐	☒
Speech	☐	☐	☐	☐	☒
Comments:					

WORK ENVIRONMENT					
Physical Demands	* FREQUENCY				
	Never	Seldom	Minor	Required	Major
Inside Work	☐	☐	☐	☐	☒
Outside Work	☐	☒	☐	☐	☐
Hot/Cold	☐	☐	☐	☒	☐
Humid/Dry	☐	☐	☐	☒	☐
Dust	☐	☐	☒	☐	☐
Vapour Fumes	☐	☐	☒	☐	☐
Noise	☐	☐	☒	☐	☐
Moving Objects	☐	☒	☐	☐	☐
Hazardous Machines	☐	☒	☐	☐	☐
Electrical	☐	☒	☐	☐	☐
Sharp Tools etc.	☐	☒	☐	☐	☐
Radiant/Thermal Energy	☐	☒	☐	☐	☐
Slippery	☐	☒	☐	☐	☐
Congested Worksite	☐	☒	☐	☐	☐
Comments:					

CONDITIONS OF WORK					
Physical Demands	* FREQUENCY				
	Never	Seldom	Minor	Required	Major
Travelling	☐	☒	☐	☐	☐
Work Alone	☐	☐	☒	☐	☐
Work Independent but in group	☐	☐	☐	☒	☐
Deadline Pressures	☐	☐	☐	☐	☒
Interact with Public	☐	☐	☐	☒	☐
Operate Equipment/ Machinery	☐	☐	☐	☐	☒
Comments:					

Accessibility	
Wheelchair accessible	☒ yes ☐ no
Comments:	

* Frequency:
Never Not performed.
Seldom Seldom performed. Not daily.
Minor.....Minor daily activity. Less than 1 hour
RequiredFrequent repetition, for 1-3 hours daily
Major.....Major job demand. Maximum ability required. Frequent repetition for more than 3 hours daily.