

Functional Job Analysis

Job title		Date of analysis	
Department		Job evaluator	
Hours of work			
Job summary			
Work Environment			

Essential Job Functions & Associated Functional Task Elements

Tasks performed	Frequency and duration	Equipment and tools used	Body postures required	Weight lifted or force required	Hands and other body parts required	Distance	Capability and suggested modifications

**Job tasks may change depending on production/work schedules*

Summary of body parts affected by physical job demands

Job title:

Tasks:							
Lifting/pushing/pulling/carrying requirements (force/weight in pounds, U=Unilateral, B=Bilateral)							
Floor-to-waist							
Waist to shoulder							
Shoulder-to-overhead							
Pushing							
Pulling							
Two-handed carrying							
One-handed carrying							
Body positions							
Standing							
Sitting							
Walking							
Squatting							
Kneeling							
Supine-lying							
Crawling							
Back movement/position							
Standing and twisting							
Sitting and twisting							
Bending/leaning while seated							
Bending/leaning while standing							
Forward/sideways bending							
Rotating							
Shoulder movement/positions (R=Right, L=Left, B=Both)							
Forward reaching							

Lateral reaching							
Overhead reaching							
Elbow movement/position (R=Right, L=Left, B=Both)							
Arm flexion							
Arm extensions							
Forearm rotation							
Hand/wrist movement (R=Right, L=Left, B=Both)							
Whole hand gasping							
Bending/twisting wrists							
Forceful pinch gripping							
Bending/twisting wrist							
Triggering							
Finger pressing							
Fine manipulating							
Endurance factors							
Climbing stairs							
Climbing ladders							
Balancing							

Frequency definitions

N: Almost never	R: Rarely	I: Infrequently	O: Occasionally	F: Frequently
1%or less of task	2-5 % of task	6-33% of task	34-66% of task	67-100% of task
1 or less reps/hour	1-2 reps/ hour	3-12 reps/hour	13-30 reps/hour	31-60 reps/hour
1 or less reps/day	2-20 reps/day	21-100 reps/day	101-245 reps/day	246-490 reps/day