



# Physical Demands Analysis

## Guide to Completing C545 Form

## Physical Demands Analysis (PDA)

A PDA is a detailed breakdown of all job tasks performed by a worker in a specific job position. It evaluates the position, not the worker. PDAs are commonly used to determine the compatibility between a worker and a position as well as determining appropriate modified duties in a return-to-work plan.

To determine an appropriate level of Fitness-to-Work (FTW) testing, a PDA is reviewed by a SureHire FTW Reviewer. The Reviewer would then recommend a standard FTW level of testing or Custom FTW test that best fits the submitted PDA.

A company can submit an existing PDA to SureHire or can complete the C545 form provided by WCB Alberta.

This document acts as a guide to completing the C545 form.

### note.

- Claim number and worker's name are not required as the form is being completed for the position, not an individual employee.
- Job title and hours per shift should be completed on the form.
- One form should be completed per job position.

## Completing the C545 Form

### Manual Handling Tasks

The percentages in each frequency column in the chart below reflects the total percentage of the worker's shift spent performing each task.

FREQUENCY OF WORK SHIFT				
Not Required	Rare 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%
Place the heaviest weight/force handled into the appropriate box				

**Example:** If the position requires a worker to stand in place lifting 20lb toolboxes from floor to waist-level (Low Level Lifting) for one cumulative hour during an 8-hour shift, this accounts for 12.5% of their day. You would record 20lbs in the Occasional box:

Manual Handling Tasks	Description of objects handled [ Weight/force (lb)]	FREQUENCY OF WORK SHIFT				
		Not Required	Rare 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%
		Place the heaviest weight/force handled into the appropriate box				
e.g. Low Level Lifting			66 lb	18 lb		
Low Level lifting	Toolbox (20 lbs)			20 lb		

The combined frequencies of all Manual Handling Tasks cannot exceed 100%.

**Example:** The form cannot indicate constant low level lifting and constant side carrying, as these frequencies (67%- 100%) combined would exceed 100% of the work shift.

### Positional Tasks

Please use a single check mark per row to indicate the frequency of each positional task required throughout the work shift. All similar Positional Tasks combined cannot exceed 100% of their workday.

Positional Tasks	Description of Activity Completed	Check Appropriate Frequency				
		Not Required	Rare 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%
e.g. forward bend	Shoveling gravel, sweeping floors, picking up garbage, Using pressure washer to wash vehicles			✓		
Sitting/Driving (type of seat/chair)					✓	
Forward Bending			✓			
Trunk Rotation			✓			
Standing			✓			

**Example:** The form cannot indicate constant (66%-100%) sitting, standing, walking and climbing are required, as those frequencies add up to more than 100% of their work shift.





## Heaviest and Most Frequently Handled Materials, Tools & Equipment

The items here should also be included in the “Description of objects” in the Manual Handling Tasks section. This helps determine the Physical Demands Level of the position.

List heaviest & most frequently handled materials <i>(eg. bag of sugar - 44 lbs)</i>		List most frequently handled tools & equipment <i>(eg. grinder, hammer, cordless drill)</i>	
•	•	•	•
•	•	•	•
•	•	•	•

**Example:** Example: “75lb box of shop parts” is listed in the heaviest materials section. A position requiring lifting 75lbs on a Rare (1-5%) basis has a lower Physical Demands Level than a position requiring lifting 75lbs on an Occasional (6-33%) basis.

Manual Handling Tasks	Description of objects handled [ Weight/force (lbs)]	FREQUENCY OF WORK SHIFT				
		Not Required	Rare 1-5%	Occasional 6-33%	Frequent 34-66%	Constant 67-100%
		Place the heaviest weight/force handled into the appropriate box				
e.g. Low Level Lifting			66 lbs	18 lbs		
Low Level lifting	Toolbox (20 lbs), Box of Shop Parts (75 lbs)		75 lbs	20 lbs		
Waist Level lifting		X				
Above Shoulder Lifting		X				
Front Cary	Box of Shop Parts (75 lbs)		75 lbs			

## Primary Job Duties

Describe the essential job functions of this position. This helps portray an overall view of a worker’s typical shift requirements.

Primary Duties: What are the essential job functions?

• Equipment troubleshooting & repair, completed in shop environment

• Scheduled maintenance of equipment

• Ordering & storing parts as required, maintaining shop & tools

Separate the above Primary Job Duties into specific tasks within each Strength Level:

(What level of strength would be required for this task?)

Limited: Exerts up to 5kg (11lb) - eg. computer work, answering phones, filing, etc.

• Ordering parts, maintaining shop cleanliness, and organization

Light: Exerts up to 10kg (22lb) - eg. sweeping floors, painting, operating forklift, etc.

• Equipment maintenance tasks, troubleshooting in awkward positions

Medium: Exerts up to 20kg (44lb) - eg. off-load trucks, shoveling snow, etc.

Heavy: Exerts over 20kg (44lb) - eg. securing loads with down bar, etc.

• Receiving boxes of shop parts, removing boxes of shop parts from storage

## Alternate Job Duties

Describe possible work tasks outside of the regular job tasks for a worker in this position.

Alternate Job Duties:

(Would be possible work tasks outside of regular job tasks)

• Administrative help when required (answering phones)

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• Moving equipment (operating) if no other worker is available

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