Supplemental Information to Assist Organizations In their Compliance with the Americans with Disabilities Act (ADA)

12/01

Checklist for Physical Activities and Requirements, Visual Acuity, and Working Conditions of the Position

1. The physical activity of this position (Please check ALL blocks that apply)

[x] A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

[x] B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.

[x] C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

[x] D. Kneeling: Bending legs at knee to come to rest on knee or knees.

[x] E. Crouching: Bending the body downward and forward by bending leg and spine.

[ ] F. Crawling: Moving about on hands and knees or hands and feet.

[x] G. Reaching: Extending hand(s) and arm(s) in any direction.

[x] H. Standing: Particularly for sustained periods of time.

[x] I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

[x] J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

[x] K. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained action.

[x] M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

[x] N. Grasping: Applying pressure to an object with the fingers and palm.

[x] O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

[x] P. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

[x] Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.

[x] R. Repetitive motions. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position (Please check only ONE block)

[x] A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are set.

[x] B. Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

[x] C. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

[ ] D. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

[ ] E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

3. The visual acuity requirements including color, depth perception, and field of vision (Please check ONE block)

[x] A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

[ ] B. The worker is required to have visual acuity to perform an activity such as: operates machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc.

[x] C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.

[x] D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position (Please check ALL blocks that apply).

[x] A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

[x] B. The worker is subject to outside environmental conditions: No effective protection from weather.

[x] C. The worker is subject to both environment conditions: Activities occur inside and outside.

[ ] D. The worker is subject to extreme cold. Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.

[ ] E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to effect of other environmental conditions such as wind and humidity.

[x] F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.

[ ] G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.

[ ] H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

[x] I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.

[ ] J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.

[ ] K. The worker is required to wear respirator.

[ ] L. The worker frequently is in close quarters, crawl space, shafts, manholes, small-enclosed rooms, small sewage and water line pipes, and other areas, which could cause claustrophobia.

[ ] M. The worker is required to function in narrow aisles or passageways.

[ ] N. The worker is exposed to infectious diseases.

[ ] O. The worker is required to function around prisoners or mental patients.

[x] P. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

Immediate Supervisor's Signature — Date: 8/27/12

Tiffany L. Lathan — Employee's Signature — Date: August 10, 2012

Section or Division Manager's Signature — Date

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