

# Occupational Requirements Survey

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## FY 2014 Alternative Modes Feasibility Test



[www.bls.gov](http://www.bls.gov)

# Core Concepts

# Work as Generally Performed

- ORS collection captures **work as it is generally performed** by the workers in a surveyed occupation. “Work as generally performed” refers to the way in which most workers normally perform tasks. We are interested in occupational information representative of the typical duties performed or a “snapshot” of the occupation.
- Consider the following to help determine if an ORS physical demand or environmental condition is present for an occupation:
  - ▶ Tasks performed on the job in a typical day
  - ▶ Tasks important to the job that occur less often than daily
  - ▶ Methods for performing tasks
  - ▶ Equipment and resources needed to perform these tasks
- Example: Administrative Assistant
  - ▶ Uses a computer to type correspondence daily
  - ▶ Arranges meetings weekly
  - ▶ Makes meeting preparations weekly
  - ▶ Answers phone and takes messages through each day
  - ▶ Runs payroll reports on a quarterly basis
  - ▶ Coordinates logistics and lodging for annual regional conference



# Present and Duration

**Definition:** For an element to be considered **present**, a worker must perform the physical demand or experience the environmental condition when completing the work as it is generally performed.

**Definition:** **Duration** measures the cumulative (i.e., how much) time of a physical demand or exposure to an environmental condition. Time spent may be recorded in:

**1. Actual Hours**

- Example - An administrative assistant spends **6 hours per 8 hour day** keyboarding.

**2. Percent of Time**

- Example - A mechanic spends **25% of the day** stooped under the hood of a car to perform maintenance and make repairs.

**3. Range of Time**

- Example - A court reporter spends **75-85% of the day** listening to and recording court proceedings (hearing and understanding conversational speech).



# Physical Demands



# Alternate Sit/Stand or Walk at Will

- **Definition:** The worker is allowed the flexibility to stand, walk, or sit with a degree of choice (at will). This need cannot be accommodated by scheduled breaks and a lunch period.
- Is this **present**?



# Climbing Ramps/Stairs

- **Definition:** Ascending or descending ramps and/or stairs using feet and legs. Hands and arms may be used for balance (e.g., to hold a railing).
  - ▶ Note: Stairs involved in commute/getting into building are excluded if work is always performed in one building.
  - ▶ Note: Stairs onto a vehicle or a piece of machinery/equipment are included.
- Is this **present**? If yes, **how much** of their work day?



# Climbing Ladders/ Ropes/ Scaffolding

- **Definition:** Ascending or descending ladders, scaffolding, ropes, poles and the like using feet/legs and/or hands/arms.
- Is this **present?** If yes, **how much** of their work day?





# Communicating Verbally

- **Definition:** Expressing or exchanging ideas by means of the spoken word to impart oral information to clients or the public and to convey detailed spoken instructions to other workers accurately, loudly, or quickly.
- Is this **present?** If yes, **how much** of their work day?



# Crawling

- **Definition:** Moving about on hands and knees or hands and feet.
- Is this **present**? If yes, **how much** of their work day?



# Crouching

- **Definition:** Bending body downward and forward by bending legs and spine.
- Is this **present?** If yes, **how much** of their work day?



# Far Visual Acuity

- **Definition:** Clarity of vision at 20 feet or more. This is not just the ability to see a person or object, but the ability to recognize features as well.
- Is this **present?**



# Fine Manipulation

- **Definition:** Picking, pinching, or otherwise working primarily with fingers rather than the whole hand or arm as in gross manipulation.
- Is this **present?** If yes, **how much** of their work day?



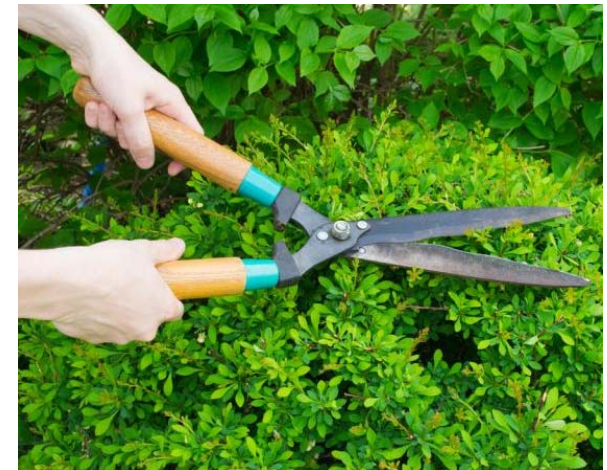
# Foot/Leg Controls

- **Definition:** Use of one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, buttons, knobs, levers, and cranks.
- Is this **present?** If yes, **how much** of their work day?



# Gross Manipulation

- **Definition:** Seizing, holding grasping, turning, or otherwise working with hand(s).
  - ▶ Note: Fingers are involved only to the extent that they are an extension of the hand.
- Is this **present**? If yes, **how much** of their work day?



# Hear and Respond to Auditory Signals (excluding fire alarms)

- **Definition:** Ability to hear and respond to auditory signals, excluding fire alarms.
- Is this **present**?





# Hear and Understand Conversational Speech

- **Definition:** Ability to hear and understand conversational speech.
- Is this **present**?



# Keyboarding

- **Definition:** Entering text or data into a computer or other machine by means of a keyboard. Devices include traditional keyboard, 10 key pad, touch screen and other.
- Is the use of a device **present**? If yes, **how much** of their work day?



# Kneeling

- **Definition:** Bending legs at knees to come to rest on knee(s).
- Is this **present?** If yes, **how much** of their work day?



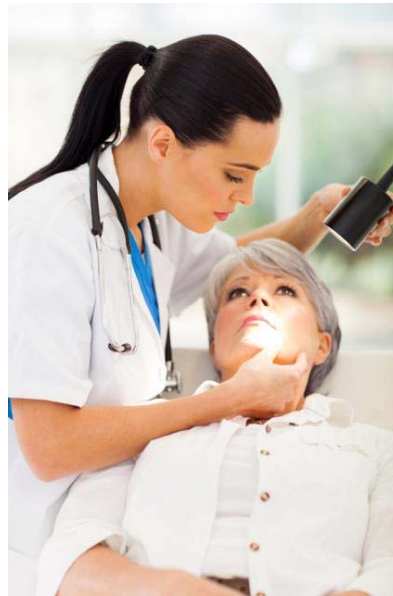
# Lifting/Carrying

- **Definition:** Lifting is to raise or lower an object from one level to another (includes upward pulling). Carrying is to transport an object – usually by holding it in the hands or arms, but may occur on the shoulder.
- What amount of weight is lifted/carried and for how long during the workday?



# Near Visual Acuity

- **Definition:** Clarity of vision at approximately 20 inches or less (i.e., working with small objects or reading small print), including use of computers.
- Is this **present**?



# Peripheral Vision

- **Definition:** Observing an area that can be seen up and down or to right or left while eyes are fixed on a given point.
- Is this **present**?



# Pushing/Pulling

- **Definition:** Pushing is to exert force upon an object so that the object moves away from the force (includes slapping, striking, kicking, and treadle actions). Pulling is to exert force upon an object so that the object moves toward the force (includes jerking).
- Is this **present**? If yes, **how much** of their work day?



# Reaching At/Below Shoulder Level

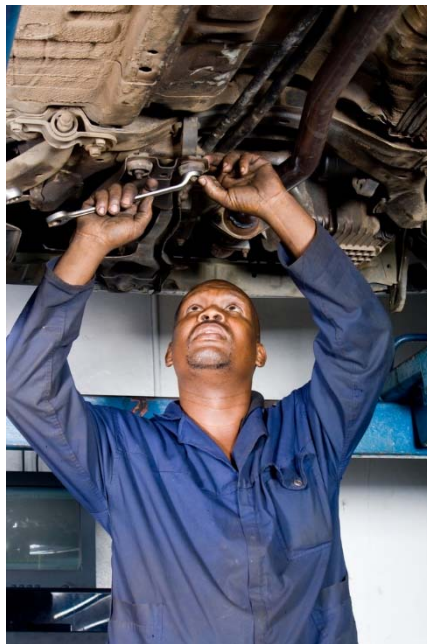
- **Definition:** Extending hand and arms from 0 up to 150 degrees in a vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.
- Is this **present?** If yes, **how much** of their work day?





# Reaching Overhead

- **Definition:** Extending hands and arms in a 150 to 180 degrees vertical arc. Reaching requires the straightening and extension of the arm and elbow and the engagement of the shoulder. The elbow does not need to be locked at any time and the arm does not need to remain in a continuously straight position.
- Is this **present?** If yes, **how much** of their work day?



# Sitting

- **Definition:** Remaining in a seated position.
- Is this **present**? If yes, **how much** of their work day?



# Standing/Walking

- **Definition:** Standing is to remain on one's feet in an upright position at a workstation without moving about. Walking is to move about on foot.
- Is this **present**? If yes, **how much** of their work day?



# Stooping

- **Definition:** Bending body downward and forward by bending spine at the waist - requiring full use of the lower extremities and back muscles.
- Is this **present?** If yes, **how much** of their work day?



# Environmental Conditions



O.M.B. # 1220-0164 Expires 4/30/15

# Extreme Cold

- **Definition:** Exposure to non-weather related temperatures that are:
  - ▶ below 40 degrees if the exposure is more than 2/3 of the work day
  - ▶ below 32 degrees if the exposure is for less than 2/3 of the work day
- Is this **present?** If yes, **how much** of their work day?



# Extreme Heat

- **Definition:** Exposure to non-weather related temperatures that exceed :
  - ▶ 85 degrees in a humid atmosphere
  - ▶ 90 degrees in a dry atmosphere
- Is this **present?** If yes, **how much** of their work day?



# Fumes, Noxious Odors, Dusts, Gases

- **Definition:** Exposure to such conditions as fumes, noxious odors, dusts, mists, gases, and poor ventilation that affect the respiratory system, eyes, or skin.
- Is this **present?** If yes, **how much** of their work day?





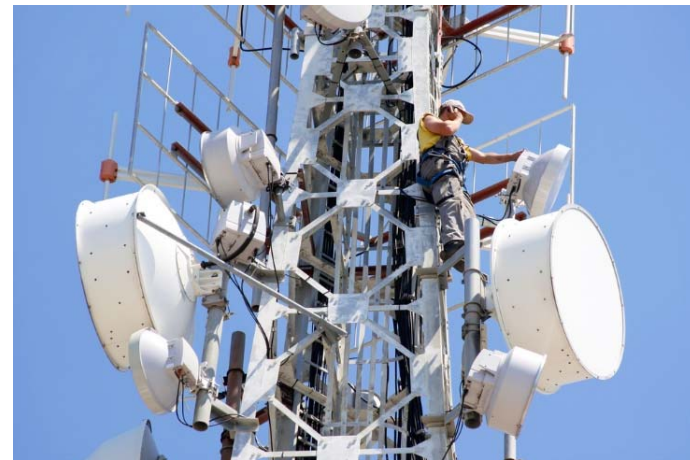
# Heavy Vibration

- **Definition:** Exposure to heavy vibration from a shaking object or surface.
- Is this **present?** If yes, **how much** of their work day?



# High, Exposed Places

- **Definition:** Exposure to possible bodily injury from falling.
- Is this **present?** If yes, **how much** of their work day?



# Humidity

- **Definition:** Non-weather related exposure to conditions where the air contains a high amount of water or water vapor.
- Is this **present?** If yes, **how much** of their work day?



# Noise Intensity Level

- **Definition:** The noise intensity level to which the worker is exposed in the job.



**Quiet**



**Moderate**



**Loud**



**Very loud**

# Outdoors

- **Definition:** Job requires work outdoors. This does not include the commute to/from work.
- Is this **present**? If yes, **how much** of their work day?



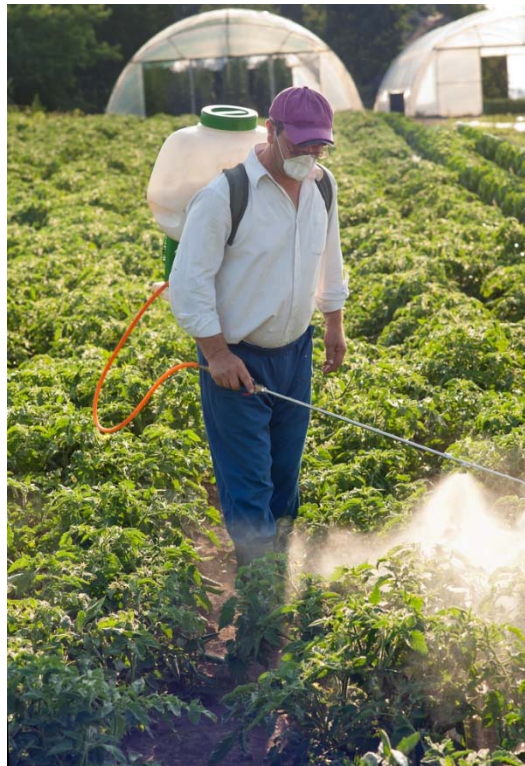
# Proximity to Moving, Mechanical Parts

- **Definition:** Operation of or proximity to materials, mechanical parts, settings, or any moving objects (most commonly moving machinery or equipment) that could cause bodily harm.
- Is this **present**? If yes, **how much** of their work day?



# Toxic, Caustic Chemicals

- **Definition:** Exposure to possible bodily injury from toxic or caustic chemicals.
- Is this **present**? If yes, **how much** of their work day?



# Wetness

- **Definition:** Any non-weather related contact with water or other liquids.
- Is this **present?** If yes, **how much** of their work day?





# O.M.B Information

## Private Industry sample Establishments:

<p>The Bureau of Labor Statistics, its employees, agents, and partner statistical agencies, will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law. In accordance with the Confidential Information Protection and Statistical Efficiency Act of 2002 (Title 5 of Public Law 107-347) and other applicable Federal laws, your responses will not be disclosed in identifiable form without your informed consent.</p>	<p><i>This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.</i></p>	<p>O.M.B. # 1220-0164 Expires 4/30/15</p>
<p>We estimate that it will take an average of 60 minutes to complete this interview, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding this estimate or any other aspect of this survey; including suggestions for reducing this burden, please send them to the Bureau of Labor Statistics, Office of Compensation and Working Conditions (1220-0164), 2 Massachusetts Avenue N.E., Washington, D.C. 20212. You are not required to respond to the collection of information unless it displays a currently valid OMB control number.</p>		

## State and Local Government sample Establishments:

<p>The BLS publishes statistical tabulations from this survey that may reveal the information reported by individual State and local governments. Upon your request, however, the BLS will hold the information provided on this survey form in confidence.</p>	<p><i>This report is authorized by law, 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate and timely.</i></p>	<p>O.M.B. # 1220-0164 Expires 4/30/15</p>
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