# U.S. Department of Labor Bureau of Labor Statistics 

## Private Industry

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O.M.B. \#1220-0189

Expires XXXX

We estimate that it will take an average of 66 minutes to complete this form, 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 (12200189), 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.

| Schedule number: | Start: | End: |
| :--- | :--- | :--- |
| Total Employment: |  |  |


|  | Selected Occupations | Occ. Emp. | FT/PT | SOC |
| :---: | :---: | :---: | :---: | :---: |
| $\mathbf{1}$ |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
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| 6 |  |  |  |  |
| 7 |  |  |  |  |
| 8 |  |  |  |  |

Notes
$\qquad$
Quote Details

| Job Title: |  | Job Description: (Y/N) |  |
| :---: | :---: | :---: | :---: |
| Job Observation (select): | Yes - requested | Yes - offered | No |

Critical Job Function:
Driving: $\square$ Yes $\square$ No

Vehicle Type (if yes): $\qquad$
Critical Tasks

1

2

3

4

5

6

7
8

9

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Other Task List Remarks

## SVP

## Minimum Education

Minimum formal education required? If no
minimum, must workers be able to read and write?

## Experience

Prior work experience required? How much?

## Credentials

Professional certification, state or industry license, other pre-employment training required? Type and time to obtain?

## On the job Training

Post-employment training (OJT, mentoring, etc.) required? Type and how much?
$\qquad$
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Vehicle Type (if yes): $\qquad$
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| :---: | :---: | :---: | :---: |
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Vehicle Type (if yes): $\qquad$
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| :---: | :---: | :---: | :---: |
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Vehicle Type (if yes): $\qquad$
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| :---: | :---: | :---: | :---: |
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Driving: $\square$ Yes $\square$ No

Vehicle Type (if yes): $\qquad$
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Post-employment training (OJT, mentoring, etc.) required? Type and how much?
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Quote Details

| Job Title: |  | Job Description: (Y/N) |  |
| :---: | :---: | :---: | :---: |
| Job Observation (select): | Yes - requested | Yes - offered | No |

Critical Job Function:
Driving: $\square$ Yes $\square$ No

Vehicle Type (if yes): $\qquad$
Critical Tasks

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Prior work experience required? How much?

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## On the job Training

Post-employment training (OJT, mentoring, etc.) required? Type and how much?

Additional notes:

## COGNITIVE ELEMENTS - Work Review

1. How frequently is work checked in this job by a supervisor or lead worker?
(A) More than once per day
(B) Once per day
(C) Less often than once per day, but at least once per week
(D) Less often than weekly

Enter the appropriate letter answer for each quote.

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Work Rev Freq | Select | Select | Select | Select | Select | Select | Select | Select |

2. Are supervisors or lead workers generally present in the same physical work area as workers?


## COGNITIVE ELEMENTS - Pace

1. What most controls the work load of this job (Select one)?
(A) Machinery, Equipment, or Software
(B) (Company determined) numerical performance targets
(C) People (such as customers, supervisor, etc.)
(D) Self-paced by Worker
(E) Other (specify)

Enter the appropriate letter answer for each quote.

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Work Load | Select | Select | Select | Select | Select | Select | Select | lect |

2. How would you describe the pace of work for this job? Would you say that in a typical day or week...
(A) The pace is consistent, and generally fast
(B) The pace is consistent, and generally slow
(C) The pace varies

Enter the appropriate letter answer for each quote.

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Work Pace | Select | Select | Select | Select | Select | Select | Select | Select |

3. Can workers step away from their work area easily outside of scheduled breaks?


## COGNITIVE ELEMENTS - Personal Contacts

1. How often does this occupation require verbal, work-related interactions?
(A) Constantly, every few minutes
(B) Not constantly, but more than once per hour
(C) Not every hour, but more than once per day
(D) Once per day or less often

Enter the appropriate letter answer for each quote.

| Quote Number | $\mathbf{1}$ | $\mathbf{2}$ | $\mathbf{3}$ | $\mathbf{4}$ | $\mathbf{5}$ | $\mathbf{6}$ | $\mathbf{7}$ | $\mathbf{8}$ |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Verbal Interact | Select | Select | Select | Select | Select | Select | Select | Select |

2. The next question is about "people skills." We define people skills as the ability to listen, communicate, and relate to others. In a job where basic people skills are required, workers often work alone, or usually are only expected to engage in simple, brief work-related communication and to treat other with respect. Does this job require basic or more than basic people skills?


## COGNITIVE ELEMENTS - Problem Solving

1. The next question is about "problem solving" tasks that the worker does in his/her job. Think of "problem solving" as what happens when workers are faced with a new or difficult situation which requires them to think for a while about what to do next. How often is the worker responsible for solving problems that take more than 5 minutes to think of a good solution?
(A) More than once per day
(B) Once per day
(C) Not every day, but at least once per week
(D) Not every week, but at least once per month
(E) Less often than monthly, including never

Enter the appropriate letter answer for each quote.

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Problem Solving | Select | Select | Select | Select | Select | Select | Select | Select |

## COGNITIVE ELEMENTS - Public/Crowds/Telework

1. Are workers in this job required to work with the general public?

2. Are workers in this job required to work around crowds in a way that restricts their movement? (We define a crowd as a situation in which a lot of unfamiliar people are present considering the space available, movement is restricted, and a certain level of disorganization is present.)

3. Are workers in this job permitted to work from home or telework?


## Exertion - Sit/Stand/Walk

1. How many hours a day does a worker in this job usually ...?
(Enter the appropriate number of hours for each quote.)

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Sit |  |  |  | ;Ikj;1kj |  |  |  |  |  |
| Stand/Walk |  |  |  |  |  |  |  |  |  |
| Unknown |  |  |  |  |  |  |  |  |  |

2. Does this job offer the typical employee the choice to alternate between sitting and standing at will throughout the day?


## Exertion - Lifting/Carrying

Enter the appropriate number of pounds for each quote. (Breaks at 1/10/25/50/75/100)

1. What is the most weight an employee would ever lift or carry?

2. What is the most weight an employee would generally lift or carry for more than $2 / 3$ of the time?
(More than $5 \underline{1 ⁄ 2}$ hours of an 8 -hour workday)

3. What is the most weight an employee would generally lift or carry from $1 / 3$ up to $2 / 3$ of the time?
(From $\mathbf{2}^{1 ⁄ 2}$ hours to $5^{1 ⁄ 2}$ hours of an 8-hour workday)

4. What is the most weight an employee would generally lift or carry up to $1 / 3$ of the time?
(From 10 minutes up to $2 \underline{1 ⁄ 2}$ hours of an 8-hour workday)

5. What is the most weight an employee would generally lift or carry up to $\mathbf{2 \%}$ of the time?
(Up to 10 minutes of an 8-hour workday)


Exertion - Pushing/Pulling

Pushing/Pulling is present when a worker uses at least ten pounds of force, or uses any amount of force for $2 / 3$ or more of the workday.

1. How much of their day do employees in this job generally push or pull an object with their hands/arms?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

1A. Does the pushing/pulling require one hand/arm or both?

2. How much of their day do employees in this job generally push or pull an object with their feet/legs?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

2A. Does the pushing/pulling require one foot/leg or both?


1. How much of their day do employees in this job generally reach overhead?
(Reaching overhead is present when the hand goes higher than the head AND a) elbow is bent and the angle at the shoulder is $\mathbf{9 0}$ degrees or more, or b) elbow is extended and the angle at the shoulder is $\mathbf{1 2 0}$ degrees or more.)

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

1A. Does the overhead reaching require one hand/arm or both?

2. How much of their day do employees in this job generally reach at or below shoulder level?
(At/Below the Shoulder Reaching is present when there is Reaching, but it does not meet the threshold for Overhead Reaching.)

| Quote Number | $\mathbf{1}$ | $\mathbf{2}$ | $\mathbf{3}$ | $\mathbf{4}$ | $\mathbf{5}$ | $\mathbf{6}$ | $\mathbf{7}$ | $\mathbf{7}$ |
| :--- | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown | $\square \square \square$ | $\square$ | $\square \square$ | $\square$ | $\square \square$ | $\square \square$ | $\square$ | $\square$ |

2A. Does the reaching at or below shoulder level require one hand/arm or both?

3. How much of their day do employees in this job generally seize, hold, grasp, turn, or otherwise work with their hand(s) (gross manipulation)?
(Note: Do not include time spent keyboarding.)

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

3A. Does this require one hand or both?

| Quote Number | 1 |  | 2 |  |  | 3 |  |  | 4 |  |  | 5 |  |  | 6 |  |  | 7 |  | 8 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| One |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Both |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unknown |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

4. How much of their day do employees in this job generally touch, pick, pinch, or work primarily with the fingers (fine manipulation)?
(Note: Do not include time spent with traditional keyboarding.)

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

4A. Does this require one hand or both?

5. How much of their day do employees in this job generally operate foot/leg controls (use of one or both feet or legs to move controls on machinery or equipment)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

$5 A$. Does this require one foot/leg or both?

6. How much of their day do employees in this job generally keyboard (enter text or data into a computer or other machine) using a traditional keyboard?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Traditional | Select | elect | lect | lect | lect | lect | lect | lect |

1. Do any critical tasks require lowering to, or positioning over, something at or below knee level, including on or near the ground (stooping, kneeling, crouching, crawling)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Yes (enter duration) | Select | Select | Select | Select | Select | Select | Select | Select |
| No |  |  |  |  |  |  |  |  |
| Unknown |  |  |  |  |  |  |  |  |

1A. If yes, select how the following types of low postures are used:
(A) Yes, required (employees must use this posture because of nature of task(s), physical setting of work environment, or company training specifics)
(B) Yes, worker's choice (employees not required to use posture, but typically do)
(C) No (posture not used)
(D) Unknown

Enter the appropriate letter answer for each quote.

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Stooping | Select | Select | Select | Select | Select | Select | Select | Select |
| Crouching | Select | Select | Select | Select | Select | Select | Select | Select |
| Crawling | Select | Select | Select | Select | Select | Select | Select | Select |
| Kneeling | Select | Select | Select | Select | Select | Select | Select | Select |

## Postural - Climbing

1. Do employees in this job generally climb ramps or stairs?

| Quote Number | 1 | 2 | 3 |  | 4 |  | 5 |  | 6 |  | 7 |  | 8 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Yes - Structure |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Yes - Work-related |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No | $\square$ | - |  |  |  |  |  |  | $\square$ |  |  |  |  |  |
| Unknown | $\square$ | - |  |  | $\square$ |  |  |  | $\square$ |  | $\square$ |  |  |  |

1A. How much of their day to employees in this job climb ramps or stairs?
(Note: Only collect duration if climbing is work related.)

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

2. How much of their day do employees in this job generally climb ladders, ropes, or scaffolding?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

Auditory

1. How much of their day do employees in this job spend on work related speaking (expressing or exchanging ideas by spoken word)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

2. Does this job require employees to hear and understand in person speech?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | B |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Yes |  |  |  | - |  |  |  |  |  |
| No | - | - | - | $\square$ | $\square$ | - | - | - |  |
| Unknown |  |  |  | - |  | $\square$ | - | , |  |

3. Does this job require employees to hear and understand communication over the telephone?

4. Does this job require employees to hear and understand other remote speech?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Yes | $\square$ | - | - | - | $\square$ | $\square$ | $\square$ |  |  |
| No |  |  |  |  |  |  |  |  |  |
| Unknown |  |  |  |  |  |  |  |  |  |

5. Does this job require employees to hear and understand other sounds?

| Quote Number | 1 |  | 2 |  |  | 3 |  | 4 | 4 |  | 5 |  |  |  | 6 |  |  | 7 |  | 8 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Yes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unknown |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Vision

1. Does this job require employees to see details of objects 20 inches or less away clearly (including the use of computers) (near visual acuity)?

2. Does this job require employees to see details of objects greater than 20 feet away clearly (far visual acuity)?

3. Does this job require employees to have a broad field of vision (exclude general awareness) (peripheral vision)?

| Quote Number | 1 | 2 |  | 3 |  |  | 4 |  |  | 5 |  |  | 6 |  |  | 7 |  | 8 | 3 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Yes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Unknown |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

## Environmental Conditions

1. How much of their day do employees in this job generally work outdoors?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

2. How much of their day do employees in this job generally work in non-weather related extreme heat $\left(90^{\circ}\right.$ or above in a dry environment, $85^{\circ}$ or above in a humid environment)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

3. How much of their day do employees in this job generally work in non-weather related extreme cold ( $40^{\circ}$ for more than $2 / 3$ of the day, $32^{\circ}$ if less than $2 / 3$ of the day)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

4. Excluding weather, how much of their day do employees in this job generally come in contact with water or other liquids?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

5. How much of their day do employees in this job generally work in non-weather related humidity?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

6. How much of their day do employees in this job generally encounter heavy vibration (exposure to a shaking object or surface that causes a strain on the body or extremities)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |

7. How much of their day do employees in this job generally come in contact with hazardous contaminants (substances that may have a negative impact upon respiration, eyes, skin, or other living tissue via inhalation, ingestion, or contact)?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |
| PPE* (Y/N) | Select | Select | Select | Select | Select | Select | Select | Select |

*Document the use of Personal Protective Equipment (PPE) if the element is present.
8. How much of their day do employees in this job generally work in conditions where bodily injury from moving, mechanical parts of equipment, tools, or machinery is possible?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  |  |  |  |  |  |
| PPE* (Y/N) | Select Select |  | Select Select |  | Select | Select | Select | Select |

9. How much of their day do employees in this job generally work in high, exposed places?

| Quote Number | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Duration | Select | Select | Select | Select | Select | Select | Select | Select |
| Unknown |  |  |  | $\square$ |  |  |  |  |
| PPE* (Y/N) | Select | Select | Select | Select | Select | Select | Select | Select |

10. How would you describe the noise level where employees in this job typically work?


* Document the use of Personal Protective Equipment (PPE) if the element is present.

