

PHYSICAL DEMANDS ASSESSMENT

DOCK WORKER

PHYSICAL DEMANDS ASSESSMENT (PDA)

DOCK WORKER

As a national organization mandated to identify and support HR needs for Canada's trucking and transportation sector, Trucking HR Canada (THRC) plays a pivotal role in designing and completing projects that directly address HR challenges to support a vibrant and thriving trucking workforce. A key concern is the attraction, recruitment and retention of skilled workers to keep the wheels of the industry turning.

What is the Issue?

Diversity and inclusion lead to strong, skilled workplaces; however, many industries - including the trucking sector - experience difficulties and barriers in engaging and retaining individuals that require accommodations to perform their jobs to their full potential.

How Can Physical Demands Assessments Help Employers?

Physical Demands Assessments are an invaluable HR tool for employers to ensure diverse workplaces in which all workers can effectively perform essential and valuable work.

PDAs help to identify the physical requirements of a position that can then serve as the basis for implementing accommodations to allow workers to perform their jobs effectively and efficiently.

What are Physical Demands Assessments?

Physical Demands Assessments (PDAs) identify the physical job requirements for specific occupations. Once employers are aware of the physical requirements of the job, current employees and new hires can be assessed to determine if they can perform the physical duties. If required, potential accommodations can be put in place to allow workers from various under-represented groups to not only perform, but thrive, in their roles - a mutually beneficial outcome for both workers and employers.

When are Physical Demands Assessments Useful for Employers?

Employers can use Physical Demands Assessments when working with the following diverse groups in the workplace:

- Workers with different physical body strength capabilities than their coworkers in the same role.
- Workers who may not have the same strength, balance, stamina or coordination as their co-workers.
- Employees who are returning to work after experiencing an injury that causes temporary impairment of physical ability or functioning.
- Employees or new hires who have permanent medical restrictions or disabilities that alter the way they perform certain physical tasks.

Physical Demands Assessments are useful for EVERY employee. PDAs promote the consideration of inclusive practices that help all workers to perform their jobs as effectively, safely and comfortably as possible.



PDA OVERVIEW

Job Description: Dock Worker

Dock Workers are responsible for loading and unloading freight onto trucks and trailers using various types of equipment, such as forklifts, dollies and carts, or manual handling (with or without assistance). Dock Workers must sort, handle and load freight as safely and efficiently as possible to ensure that the proper freight is placed on the proper truck or trailer and is not damaged during transit. They are employed by transportation companies, manufacturing and distribution companies and moving companies.

Most physical aspects of the job:

The most commonly performed actions requiring physical **STRENGTH** include:

FREQUENTLY

Performed Actions:

- Lifting and Lowering

OCCASIONALLY

Performed Actions:

- Pushing and Pulling
 - Up and Down

Physical strength requirements (maximum and usual):

- Lifting and Lowering:
 - Maximum 15 kg (33 lb.); Usual 9 kg (20 lb.)
- Carrying
 - Weight - Maximum 15 kg (33 lb.); Usual 9 kg (20 lb.)
 - Distance - Maximum 20 meters (66 ft.); Usual 5 meters (16 ft.)
- Pushing/Pulling Force:
 - Up/Down - maximum 8 kgf (17 lbf); Usual 5.6 kgf (12 lbf)

The most commonly performed actions requiring **MOBILITY AND PHYSICAL POSITIONING** include:

FREQUENTLY

Performed Actions:

- Sitting
- Neck Movements
- Reaching (Forward)
- Wrist Movements
- Gripping

OCCASIONALLY

Performed Actions:

- Standing
- Walking
- Fine Finger Movements

RARELY

Performed Actions:

- Climbing
- Crouching/Squatting
- Low Back Movements
- Reaching (Up/Down)
- Foot Action

Legend:

	% of Shift	4hr Shift	8hr Shift	12hr Shift
SELDOM	Not daily	Not daily	Not daily	Not daily
RARE	0-5%	1-12 min	1-24 min	1 - 36 min
OCCASIONAL	6%-33%	13 min- 1hr 19 min	25 min - 2hr 38 min	37 min - 3hr 58 min
FREQUENT	34%-66%	1hr 20 min - 2hr 40 min	2hr 39 min - 5hr 15 min	3hr 59 min - 8hr
CONSTANT	67%-100%	2hr 41 min - 4hr	5hr 16 min - 8hr	8hr 1 min - 12hr

ESSENTIAL JOB FUNCTIONS:

Essential job functions are the fundamental duties required of Dock Workers. In other words, they are the duties that the incumbent ***absolutely must be able to do*** to perform the job.

The Essential Job Function of the Dock Worker is:

- Handling Freight (including loading, unloading, packing)

Dock Workers spend upwards of 75% of their day handling freight.

ESSENTIAL JOB REQUIREMENTS

To be a Dock Worker operating materials handling equipment, job incumbents must meet the basic medical and vision standards to operate a motorized vehicle and obtain the required licensing within their province/territory. If these standards are not met, accommodations cannot be made. Medical and vision standards vary by jurisdiction; however, standards may include:

Vision Standards:

- a visual acuity that is not poorer than:
 - 20/30 with both eyes open and examined together
 - 20/100 in the weaker eye, with or without corrective lenses
- a horizontal visual field with both eyes open and examined together of at least:
 - 150 continuous degrees along the horizontal meridian
 - 20 continuous degrees above and below fixation

Hearing Standards:

Drivers whose hearing in one ear is better than in the other:

- must be able to perceive in the better ear a forced whisper at a distance of 1.5 metres, with or without a hearing aid

OR

- must not have a loss in the better ear of more than 40 decibels at 500, 1000 and 2000 hertz (if an audiometer is used to test the driver's hearing)

POTENTIAL ACCOMMODATIONS

Please note that the accommodations referenced are high-level suggestions for employers. However, any individual requiring accommodations to perform their job tasks should be assessed by an authorized professional (e.g. Registered Kinesiologist, Ergonomist, Physio/Occupational Therapist) to develop an accommodation plan that is right for the individual.

Potential accommodations for actions requiring physical **STRENGTH**:

- **Lifting and lowering** – use of assistive pulleys, levers or tools (situation specific); modifying technique from a seated position

Potential accommodations for actions requiring **MOBILITY AND PHYSICAL POSITIONING**:

- **Sitting** – ergonomically-fitted air-ride seat
- **Gripping** – steering wheel grips, adaptors or knobs
- **Foot action** – hand controls for accelerator and/or brakes (if automatic transmission)
- **Elbow/Wrist movements** – supportive braces
- **Reaching** – supportive hooks, bars or grabbing tools

Universal Inclusive Practices and Accommodations:

- Ensuring a low-scent or scent-free environment (e.g. in vehicles, loading/unloading areas and offices)
- Providing frequent breaks to allow workers experiencing non-visible disabilities to conserve energy (e.g. workers experiencing chronic fatigue, chronic pain, needing to take medication, needing to eat at specific times, needing to take more frequent bathroom breaks)
- Using electronic devices (e.g. tablet computers or smartphones with touchscreens) to complete administrative tasks requiring fine finger movements or wrist movement

- Providing ergonomic chairs during periods of sitting or when at rest during breaks
- Providing ice packs or heating pads (in-cab or in-office) to assist in pain management
- Stretching during breaks
- Wearing orthotic footwear
- Outfitting computer monitors with screen protection to prevent glare and prevent headaches
- Ensuring all step ladders, step stools and ladders are equipped with grips to ensure stability and prevent slips and falls, as well as grab grips and vision reflection strips.
- Providing headsets for desk jobs that require wrist movement or neck and neck movement
- Utilizing grip holders for use of devices – such as phones or clipboards – that require an open grip
- Using ear plugs to block out excess noise but maintain hearing ability to assist workers with noise sensitivity, post-concussion or auditory processing issues
- Using sunglasses or darkened lenses to manage light sensitivity issues

PHYSICAL DEMANDS PROFILE

Job Title	Dock Worker	NOC	7452 - Dock Worker
Report Completed By	CBI Workplace Solutions		

JOB OBJECTIVE:

The Dock Worker is responsible for loading and unloading freight onto trucks and trailers.

KEY PHYSICAL JOB TASKS

1. Handle freight

- a.** Pick orders
 - i. Locate assigned trailer
 - ii. Record in and out time for the carrier or trailer
 - iii. Locate stock from pick list
 - iv. Ensure all skids are dust free and properly shrink-wrapped
 - v. Scan each skid to be loaded
 - vi. Use approved loading pattern
 - vii. Pick the required number of skids
- b.** Stage orders
 - i. Locate correct number of skids
 - ii. Stage loads from bottom to top of pick list
 - iii. Scan required skids
 - iv. Move exact number of required skids
 - v. Stage orders according to required block pattern
- c.** Sort orders
 - i. Select type and number of freight required for each order
- d.** Stack orders
 - i. Arrange product using equipment or manual labour
 - ii. Verify accuracy of finished stacks/cubes

2. Load freight

- a. Inspect and prepare trailers for loading
 - i. Inspect for structural damage, holes in trailer floor/ceiling/walls
 - ii. Remove any unnecessary material or debris from trailer prior to loading
- b. Load trailers
 - i. Ensure proper position of dock plates
 - ii. Ensure trailer is backed up square and tight against bumper pads
 - iii. Ensure trailer floor for structural soundness and safety
 - iv. Attach slings, hoods and other devices to lift cargo and guide loads
 - v. Install protective devices to freight prior to loading
 - vi. Load freight from packing slip
 - vii. Verify product counts
 - viii. Verify load balance and weight
 - ix. Verify temperatures of temperature-controlled freight
- c. Complete load transfers
 - i. Complete load transfers
 - ii. Prepare empty trailer to be loaded
 - iii. Count all freight
 - iv. Transfer load
 - v. Follow required trailer lock-out procedures
 - vi. Inform shunt drivers that transfer has be completed
 - vii. Record all information from required forms
- d. Operate fork lifts
 - i. Conduct pre-shift forklift inspection
 - ii. Wear seatbelt
 - iii. Wear required PPE
 - iv. Fuel forklift when necessary
 - v. Park forklift

3. Unload freight

- a. Receive orders
 - i. Verify correct trailer and location
 - ii. Sign incoming bills of lading
- b. Verify loads
 - i. Verify item count with bills of lading
 - ii. Rectify any shortages or overages
 - iii. Inspect freight for damages
- c. Handle damaged orders
 - i. Inspect products for damages while still on trailer
 - ii. Take digital pictures of damaged products
 - iii. Note damages on bill of lading
 - iv. Make note of damages to include with picture for the dock supervisor

- d. Label all import loads and packaging materials
 - i. Scan all received items into warehouse system
 - ii. Properly label all received items

4. Complete general warehouse and yard duties

- a. Conduct housekeeping duties
 - i. Clean aisle ways
 - ii. Clean dock areas
 - iii. Clean warehouse areas
- b. Replenish inventory and supplies
- c. Inspect material handling equipment
- d. Complete routine maintenance on material handling equipment

EQUIPMENT	PERSONAL PROTECTIVE EQUIPMENT
Forklift; checklist; specialized wrapping equipment	Safety boots; safety vest; safety gloves

STRENGTH REQUIREMENTS		Frequency					Mass (KG)		Task #	Comments
		S	R	O	F	C	Max	Usual		
Lifting/Lowering	Floor to Bench (0-88 cm)				✓		15	9	1,2,3	<ul style="list-style-type: none"> Miscellaneous (9 – 15 kg) from trailer to appropriate staging area and vice versa may not be on pallets and require direct manipulation (0 to 50 cm). Setting up staging area – carrying materials to appropriate area requires lifting from ground to up to 50 cm. Objects that require direct manipulation vary in shape and size.
	Bench to Shoulder (89-149 cm)									Not Required.
	Floor to Shoulder (0-149 cm)									Not Required.
	Above Shoulder (>150 cm)									Not Required.
Carrying	Weight				✓		15	9		<ul style="list-style-type: none"> Miscellaneous products (9 – 15 kg) from trailer to staging area (5 – 20 m). Setting up staging area may require manipulating materials that are not on pallets.
	Distance (meters)						20	5	1,2,3	
Pushing/Pulling (Force)	Up/Down				✓		8	5-6	2,3	<ul style="list-style-type: none"> Opening dock door (6 kgf) (0 cm – 150 cm). Pulling down dock door (5.6 kgf) (150 cm – 0 cm). Pulling up dock plate (6kgf) (0 cm – 100 cm).
	Unilateral									Not Required.
	Bilateral									Not Required.

LEGEND:

	% of Shift	4hr Shift	8hr Shift	12hr Shift
SELDOM	Not daily	Not daily	Not daily	Not daily
RARE	0-5%	1-12 min	1-24 min	1 – 36 min
OCCASIONAL	6%-33%	13 min- 1hr 19 min	25 min – 2hr 38 min	37 min – 3hr 58 min
FREQUENT	34%-66%	1hr 20 min – 2hr 40 min	2hr 39 min – 5hr 15 min	3hr 59 min – 8hr
CONSTANT	67%-100%	2hr 41 min – 4hr	5hr 16 min – 8hr	8hr 1 min – 12hr

MOBILITY AND POSTURAL REQUIREMENTS	Frequency					Task #	Comments
	S	R	O	F	C		
Standing			✓			1	<ul style="list-style-type: none"> Visually checking pallets for damage requires standing in staging area. Verifying correct freight requires visually checking pallet barcodes with clipboard.
Walking			✓			1	<ul style="list-style-type: none"> Visually checking pallet for damage requires walking around pallet. Verifying correct freight requires walking to area where barcode is visible. Ensure staging areas are set up correctly requires walking to different areas. Carrying miscellaneous products from trailer to appropriate staging area.
Sitting				✓		2,3	<ul style="list-style-type: none"> Majority of time is spent sitting in forklift while transferring pallets.
Climbing	Stairs	✓					<ul style="list-style-type: none"> Facility stairs separate work area from parking bay.
	Ladders						Not Required.
	Other	✓				1	<ul style="list-style-type: none"> Required to enter forklift (63.5 cm).
Balancing							Not Required.
Kneeling							Not Required.
Crouching/Squatting		✓				1	<ul style="list-style-type: none"> Visually checking pallets for damage requires checking base of pallet. Verifying correct freight requires looking at all materials contained on a pallet.
Crawling							Not Required.
Neck Movements				✓		1,2,3	<ul style="list-style-type: none"> Required to visually confirm appropriate tags on pallets. Visually checking pallets for damage. Neck twist required to operate forklifts while carrying pallets.

LEGEND:

	% of Shift	4hr Shift	8hr Shift	12hr Shift
SELDOM	Not daily	Not daily	Not daily	Not daily
RARE	0-5%	1-12 min	1-24 min	1 - 36 min
OCCASIONAL	6%-33%	13 min- 1hr 19 min	25 min - 2hr 38 min	37 min - 3hr 58 min
FREQUENT	34%-66%	1hr 20 min - 2hr 40 min	2hr 39 min - 5hr 15 min	3hr 59 min - 8hr
CONSTANT	67%-100%	2hr 41 min - 4hr	5hr 16 min - 8hr	8hr 1 min - 12hr

MOBILITY AND POSTURAL REQUIREMENTS		Frequency					Task #	Comments
		S	R	O	F	C		
Low Back Movements			✓				2,3	• Bending to carry miscellaneous products from trailer to appropriate staging areas.
Reaching	Horizontal (Forward)				✓		2,3	• Reaching forklift controls (40 cm). • Workers are able to optimize reaching distances when retrieving materials.
	Vertical (Up/Down)		✓				1,2,3	• Unlatching dock door (91.44 cm). • Pulling up dock door (0 cm - 150 cm). • Pulling down dock door (150 cm - 0 cm). • Pulling up dock platform (0 - 100 cm).
	Extension (Behind)							Not Required.
	Lateral (Side)							Not Required.
Elbow movements								Not Required.
Wrist movements					✓		2,3	• Driving forklift using hand controls requires wrist manipulations.
Gripping					✓		2,3	• Driving forklift using hand controls requires open grip. • Opening and closing trailer doors requires closed grip. • Setting up and closing dock plate requires closed grip.
Pinching								Not Required.
Fine finger movements (e.g. keying)				✓			1,2,3	• New forklifts have finger controls. • Administrative writing duties to verifying transfer of freight.
Striking with hand								Not Required.
Foot action								• Closing dock plate.

LEGEND:

	% of Shift	4hr Shift	8hr Shift	12hr Shift
SELDOM	Not daily	Not daily	Not daily	Not daily
RARE	0-5%	1-12 min	1-24 min	1 - 36 min
OCCASIONAL	6%-33%	13 min- 1hr 19 min	25 min - 2hr 38 min	37 min - 3hr 58 min
FREQUENT	34%-66%	1hr 20 min - 2hr 40 min	2hr 39 min - 5hr 15 min	3hr 59 min - 8hr
CONSTANT	67%-100%	2hr 41 min - 4hr	5hr 16 min - 8hr	8hr 1 min - 12hr

ADDITIONAL CONCERNS AND DEMANDS

Environmental Conditions	✓	Hot	✓	Adequate lighting
	✓	Cold	✓	Moving objects
		Outdoor		Working at heights
	✓	Indoor		Slippery surface
	✓	Dry	✓	Congested area
	✓	Humid	✓	Sharp edges
	✓	Noise		Fumes/vapours/gases
	✓	Vibration		Electromagnetic fields
		Glare		
Cognitive Demands	✓	Work under pressure (deadlines)		Influence people
	✓	Fast pace work		Confrontation situations
	✓	Deal with multiple tasks		Incentive/piece work
	✓	Perform complex and varied tasks		Irregular hours
		Attain precise standards/attention to detail		Overtime
	✓	Control of work pace	✓	Reading
	✓	Direct control/plan of work	✓	Working alone
	✓	Close supervision		Working in a group
	✓	Follow instructions		Travelling
Sensory Demands	✓	Hearing	✓	Spatial perception
	✓	Speech	✓	Tactile
	✓	Colour vision		Smell
	✓	Near vision		Taste
		Far vision		