

PHYSICAL DEMANDS ASSESSMENT

SUPERVISOR
MANAGER
FOREPERSON

PHYSICAL DEMANDS ASSESSMENT (PDA)

SUPERVISOR | MANAGER | FOREPERSON

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: Supervisor | Manager | Foreperson

Supervisors/managers/forepersons supervise, direct and support the activities of drivers, operators and/or other occupational groups within their applicable departments and divisions. They play a critical role in ensuring that work processes and procedures are completed in an efficient and safe manner. They are employed by transportation companies, manufacturing and distribution companies and moving companies. While some occupational skills may vary depending on the division or department for which the supervisor/manager/foreperson is employed (e.g., logistics, inventory, etc.), the foundational skills required for the job remain the same.

Most physical aspects of the job:

No physical activities requiring **STRENGTH** were identified during the assessment.

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

<p>CONSTANTLY Performed Actions:</p> <ul style="list-style-type: none"> • Sitting • Reaching (Forward/Up and Down) 	<p>FREQUENTLY Performed Actions:</p> <ul style="list-style-type: none"> • Fine Finger Movements (e.g. keying) 	<p>OCCASIONALLY Performed Actions:</p> <ul style="list-style-type: none"> • Standing • Elbow Movements • Gripping 	<p>RARELY Performed Actions:</p> <ul style="list-style-type: none"> • Walking • Climbing (Stairs) • Reaching (to the Side)
---	---	---	--

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 Supervisors/Managers/Forepersons. In other words, they are the duties that the incumbent **absolutely must be able to do** to perform the job.

The Essential Job Functions of the Supervisor/Manager/Foreperson are:

- Supervising and Managing Employees and Human Resources
- Completing Administrative Duties

ESSENTIAL PHYSICAL JOB REQUIREMENTS

The Supervisor/Manager/Foreperson position has limited physical requirements, none of which are deemed to be essential for the job. In most cases, accommodations can be made (in keeping with the capabilities of the company) to allow an individual to perform required job functions.

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 **MOBILITY AND PHYSICAL POSITIONING**:

- **Sitting** – ergonomically-fitted seat and workstation
- **Reaching** – supportive hooks, bars or grabbing tools; ergonomic workstation
- **Fine finger movements** – ergonomic keyboard, tablet computers or smartphones with touchscreens
- **Elbow movements** – ergonomic workstation, braces and supports
- **Neck movements** – headset for phone

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	Supervisor Manager Foreperson	NOC	7305- Supervisor
Report Completed By	CBI Workplace Solutions		

JOB OBJECTIVE:

Supervisors/Managers/Forepersons direct and support the activities of drivers, operators and/or other occupational groups within their applicable departments and divisions.

KEY PHYSICAL JOB TASKS

1. Supervise employees

- a. Conduct on the job supervision
- b. Ensure employee compliance:
 - i. Monitor employee performance to ensure compliance with applicable laws, regulations, policies and standards

2. Manage human resources

- a. Mentor/Coach employees
 - i. Demonstrate work tasks to employees
- b. Maintain employee files
 - i. Collect all applicable employee documentation
 - ii. Update employee files, as required

3. Manage internal and external stakeholders

- a. Serve as a safety advisor within the company
- b. Liaise with industry organizations
 - i. Shunt trailers from post-trip area to destination within the yard

4. Perform administrative tasks

- a. Review employees' daily logs
 - i. File daily logs and time cards
- b. Complete reports
- c. Maintain date and records
 - i. Analyze trip data, schedules, employee forms, etc.
- d. Conduct site inspections

EQUIPMENT	PERSONAL PROTECTIVE EQUIPMENT
Computer Phone or smart devices (e.g. tablet computer)	Safety boots

STRENGTH REQUIREMENTS		Frequency					Mass (KG)		Task #	Comments
		S	R	O	F	C	Max	Usual		
Lifting/Lowering	Floor to Bench (0-88 cm)									Not Required.
	Bench to Shoulder (89-149 cm)									Not Required.
	Floor to Shoulder (0-149 cm)									Not Required.
	Above Shoulder (>150 cm)									Not Required.
Carrying	Weight									Not Required.
	Distance (meters)									
Pushing/Pulling	Up/Down									Not Required.
	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			✓			1,2,3	<ul style="list-style-type: none"> Demonstrating work tasks during training sessions. Mentor and coach employees at their workstations and during meetings.
Walking		✓				1	<ul style="list-style-type: none"> Checking in with employees at their workstations. Walking around the facility to engage employees and supervise.
Sitting					✓	1,2,3	<ul style="list-style-type: none"> Desk work: <ul style="list-style-type: none"> Seat pan height (50 cm). Armrest height (70 cm). Meetings. Driving. Maintaining employee files at desk. Report writing at desk.
Climbing	Stairs		✓			1,2,3	<ul style="list-style-type: none"> Facility stairs.
	Ladders						Not Required.
	Other						Not Required.
Balancing							Not Required.
Kneeling							Not Required.
Crouching/Squatting							Not Required.
Crawling							Not Required.
Neck Movements							Not Required.
Low Back Movements							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		
Reaching	Horizontal (Forward)					✓	2,3 • Keyboard (14 cm). • Phone (43 cm). • Documents (up to 40 cm).
	Vertical (Up/Down)					✓	2,3 • Keyboard (76 cm from floor). • Phone (76 cm from floor).
	Extension (Behind)						Not Required.
	Lateral (Side)		✓				2,3 • Intermittent, short duration to access items on desk.
Elbow movements				✓			2,3 • Reaching for phone or documents on desk may require elbow extension.
Wrist movements			✓				2,3 • Typing. • Paperwork may require wrist movements to organize.
Gripping			✓				2,3 • Phone requires an open or closed grip. • Holding documents and clipboard requires an open grip.
Pinching				✓			2,3 • Holding writing utensils.
Fine finger movements (e.g. keying)				✓			2,3 • Typing • Report writing. • Updating employee files.
Striking with hand							Not Required.
Foot action							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

ADDITIONAL CONCERNS AND DEMANDS

ADDITIONAL CONCERNS AND DEMANDS				Comments	
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			
Psychological/Mental Demands	✓	Work under pressure (deadlines)	✓	Influence people	<ul style="list-style-type: none"> • Must be aware of and attentive to employees. • Numerous reports are required to be written in a timely manner. • Employee records must be kept up-to-date. • Confrontation situations must be handled by the supervisor between employees and clients.
		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			