

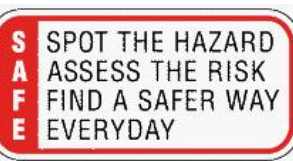
# Performing a Physical Demands Description (PDD)

Module #2

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**SAFE  
WORK**



**EVERYONE'S  
RESPONSIBILITY**

## **MODULE #2**

### **PERFORMING A PHYSICAL DEMANDS DESCRIPTION (PDD)**

#### **Introduction**

The physical demands description (PDD) (<http://www.gov.mb.ca/labour/safety/pdf/c.pdf>) is a list that identifies and quantifies (assigns numbers to) the physical actions that a worker must do to complete a job. The PDD is divided into six parts. These parts address the different physical aspects of a job, including: strength, postures, mobility, sensory/perceptual, work environment, and conditions. A properly completed PDD provides a complete description of the demands of a job on the worker's body.

#### **Rationale**

The physical demands description was developed with the goal of providing a standard, accessible, and easily understandable description of the physical demands in a job. By listing the physical demands of a job, the worker, their supervisor, their physician and their human resources manager can better understand the movements and actions that the worker will perform during the course of work. When everyone has easy access to this information it helps them to understand how the physical demands of the job can affect the worker's health.

**Resources Required**

- Approximately fifteen (15) minutes
- Clipboard
- Stop watch

**Step-by-Step Procedure**

1. Introduce yourself to the worker(s) and explain what you are doing. Ask them to continue working as normal, and inform them that you may be interrupting them briefly to ask some questions.
2. Complete the top section on the front of the PDD. This information is important as jobs may vary across departments and shifts.

Date	September 12	Analyst	Jeff Doe
Department	Shop	Job Title	Mechanic

3. Begin the PDD at the top-left of the sheet. Identify if the physical demand listed along the left hand side is present. If the demand *is present*, use the stop watch to determine the percentage of time that the worker is exposed to the physical demand. If the

physical demand *is not present*, place an “X” in the “Not Component” column. It is important to ensure that all

PHYSICAL DEMANDS	Not Component	* FREQUENCY			
		Seldom	Minor	Required	Major
Lifting		X			
Carrying	X				
Pushing				X	

physical demands are accounted for. A space left blank will be confusing. In cases where you are unsure of a physical demand, ask the worker. They will know a job far more accurately than a person who has been observing the job

for 15 minutes. Use the comments section to record specific details about the physical demand. i.e. **Pushing** – Parts trolley, 20 steps to storage & return.

*For more detailed instructions consult the Guideline “Ergonomics: A Guide to Program Development and Implementation” (<http://www.gov.mb.ca/labour/safety/ergoguide.html>)*

### **Self-Checks**

The purpose of self-checks is to ensure that the process has been completed accurately and completely. The self-checks for the PDD are as follows:

- Ensure that all the physical demands are accounted for, and those demands which are absent have been marked as “Not Component”.
- Err on the side of caution. For those physical demands which do not have a clear frequency, for example where the frequency of the physical demand falls between two choices i.e. seldom or required, it is safer to overestimate the exposure.
- Ask the worker to review the completed PDD for accuracy. There may be aspects of the job that were not immediately visible to the analyst, or that occur occasionally but not during your window of observation, i.e. a heavy carrying component which only occurs at the beginning and end of a shift.

### **The Next Step(s)**

An accurately completed PDD is a complete listing of the physical requirements to perform a job. This information is useful to anyone who might need to know what the job requires a worker’s body to do. Company wide PDDs can be compiled into a reference binder for the human resources department. Reviewing the PDD with workers during training will let them know what is expected of them once they are out

of training. A physician who is treating an injured worker will better understand the work being performed when they have the PDD from that worker's job. That same physician would also find having PDDs from various modified work duties very helpful when determining what jobs the injured worker is capable of performing when they first return to work. Keep in mind that a physician may feel more comfortable returning a worker to work when they know the job the worker is returning to will not cause further injury.