

Physical/Environmental/Mental Job Demands Form (PEM)

Intended purpose: to determine the demands of job positions and determine if job accommodations may be necessary. Keep a copy of the completed form with the Position Description. Return original to the Return-to-Work Specialist, Health Services, MS #26-RO143 or by Fax at x7192.

Employee: _____ **Job Title:** _____ **Div:** _____ **Work Hrs:** _____

This form is in three sections: A. Office/computer work, B. Laboratory work, C. Other duties (lifting, etc) Please complete the relevant sections and check N/A where sections are not applicable.

A. Office/computer work N/A

Physical Demands (prior to providing accommodations)	Hours at a time					Comments
	<1/2	1/2-1	1-2	2-4	>4	
Sitting	<input type="checkbox"/>					
Walking (circle: even or uneven terrain)	<input type="checkbox"/>					
Standing	<input type="checkbox"/>					
Bending or twisting the neck	<input type="checkbox"/>					
Bending or twisting at the waist	<input type="checkbox"/>					
Repetitive use of a keyboard	<input type="checkbox"/>					
Repetitive use of a pointing device (e.g., mouse)	<input type="checkbox"/>					
Using a copy, scanner, or fax machine	<input type="checkbox"/>					
Loading paper into a printer or copy machine	<input type="checkbox"/>					
Use of stapler and/or staple remover	<input type="checkbox"/>					
Handling reams of paper	<input type="checkbox"/>					
If handling anything heavier than 1 ream of paper (5 lbs.) enter info at Material Handling						
	<input type="checkbox"/>					
	<input type="checkbox"/>					

B. Laboratory work N/A

Physical Demands (prior to providing accommodations)	Hours at a time					Comments
	<1/2	1/2-1	1-2	2-4	>4	
Sitting	<input type="checkbox"/>					
Walking (circle: even or uneven terrain)	<input type="checkbox"/>					
Standing	<input type="checkbox"/>					
Bending or twisting the neck	<input type="checkbox"/>					
Bending or twisting at the waist	<input type="checkbox"/>					
Repetitive use of a manual pipette	<input type="checkbox"/>					
Repetitive use of a scalpel or tweezers	<input type="checkbox"/>					
Working in a hood or biosafety cabinet	<input type="checkbox"/>					
Working in a glovebox	<input type="checkbox"/>					
Forceful gripping (e.g., to open a freezer door)	<input type="checkbox"/>					

Forceful pulling (e.g., opening a cold room door – 40lbs. / 18kg horizontal pulling force)
 Reaching below knee height
 Reaching above shoulder height
 Reaching > 20" / 50cm in front of the body
 Exposure to vibration (e.g., holding vial on vortex)
 Exposure to cold (below 32°F/ 0°C)
If handling anything heavier than 1 ream of paper (5 lbs.) enter info at Material Handling

<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

C. Other physical demands

**Material Handling:
Lifting/carrying/pushing/pulling**

	Hours at a time					<input type="checkbox"/> N/A
						Comments
	<1/2	1/2-1	1-2	2-4	>4	
Weight or force applied < 10 lbs. /4.5 kg	<input type="checkbox"/>					
Weight or force applied 10-25 lbs. /4.5 - 11kg	<input type="checkbox"/>					
Weight or force applied 26-50 lbs. /12 – 23kg	<input type="checkbox"/>					
Weight or force applied 51-75 lbs./23 – 34kg	<input type="checkbox"/>					
Weight or force applied 76-100 lbs./34 – 45kg	<input type="checkbox"/>					
Weight or force applied > 100 lbs./45kg	<input type="checkbox"/>					

**Driving vehicle/operating equipment
(check all that apply)**

	Hours at a time					<input type="checkbox"/> N/A
						Comments
	<1/2	1/2-1	1-2	2-4	>4	
<input type="checkbox"/> Car	<input type="checkbox"/>					
<input type="checkbox"/> Truck	<input type="checkbox"/>					
<input type="checkbox"/> Forklift or motorized pallet jack	<input type="checkbox"/>					
<input type="checkbox"/> Other	<input type="checkbox"/>					

**Environmental Demands
(check all that apply)**

	Hours at a time					<input type="checkbox"/> N/A
						Comments
	<1/2	1/2-1	1-2	2-4	>4	
<input type="checkbox"/> Exposure to dust/gas/fumes/steam/chemicals	<input type="checkbox"/>					
<input type="checkbox"/> Exposure to slippery surfaces or construction obstacles	<input type="checkbox"/>					
<input type="checkbox"/> Work outdoors (no effective protection from weather)	<input type="checkbox"/>					
<input type="checkbox"/> Walking on uneven ground (gravel, rocks, mounds)	<input type="checkbox"/>					
<input type="checkbox"/> Work at heights (such as on scaffolding or ladders, rooftops, loading docks)	<input type="checkbox"/>					

- Work around moving machinery (*fork-lifts, tractors, presses, mowers*)
- Exposure to electrical energy or E.g.: plosives
- Work with hands in water or other substance
- Work below ground: basement, trench
- Potential exposure to infectious diseases
- Work closely with others
- Work alone
- Other

<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Mental Demands
(please circle # - lower # is least complex)

A. Comprehend & follow instructions

(E.g.: Must understand and follow a set of simple oral and/or written procedures without deviation) 1 2 3 4 5 (E.g.: Must retain and carry out complex instructions)

B. Perform assigned tasks

(E.g.: Performs repetitive routine tasks) 1 2 3 4 5 (E.g.: Performs a wide range of tasks as dictated by variable demands and changing conditions)

C. Maintain an appropriate work pace

(E.g.: Must adhere to a provided work schedule to meet a set of qualitative production standards) 1 2 3 4 5 (E.g.: Responsible for planning work assignments and schedules to meet long-term goals and objectives)

D. Perform complex or varied tasks

(E.g.: Performs simple tasks that vary little from day to day) 1 2 3 4 5 (E.g.: Performs a wide range of complex tasks with little predictability as to their occurrence)

E. Relate to others

(E.g.: Has little interaction with co-workers) 1 2 3 4 5 (E.g.: Sensitively relates information to diverse groups)

F. Influence people

(E.g.: Does not need to obtain cooperation from co-workers to accomplish assigned tasks) 1 2 3 4 5 (E.g.: Must work with diverse groups to obtain consensus on complex issues)

G. Make decisions

(E.g.: Implements others' decisions/procedures with little judgment required) 1 2 3 4 5 (E.g.: Must analyze facts and independently apply best course of action to solve complex conceptual issues)

H. Direct, control and plan

(E.g.: Does not manage or supervise projects or staff) 1 2 3 4 5 (E.g.: Must independently manage a large group performing varied tasks)

