

**COBB COUNTY HUMAN RESOURCES DEPARTMENT
PHYSICAL REQUIREMENTS FORM**

Employee Name: _____

Department: _____

Position/Title: _____ Position # _____

Is drug screen required? Yes _____ No _____

1. Physical Demands

Describe the physical activity required for your position. (Circle ALL that apply) For those circled, give the % of time you spend performing the activity.

A. Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.

% of time _____

B. Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. Example: working scaffold or roof:

% of time _____

C. Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.

% of time _____

D. Kneeling: Bending legs at knee to come to a rest on knee or knees.

% of time _____

E. Crouching: Bending the body downward and forward by bending leg and spine.

% of time _____

F. Crawling: Moving about on hands and knees or hands and feet.

% of time_____

G. Reaching: Extending hand(s) and arm(s) in any direction.

% of time_____

H. Twisting: Moving upper part of body while lower body remains stationary.

% of time_____

I. Standing: Particularly for sustained periods of time.

% of time_____

J. Walking: Moving about on foot to accomplish tasks, particularly for long distances.

% of time_____

K. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

% of time_____

L. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

% of time_____

M. Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.

% of time_____

N. Fingering: Picking, pinching, typing or other work, primarily using fingers rather than the whole hand or arm as in handling.

% of time_____

O. Grasping: Applying pressure to an object with the fingers and palm.

% of time_____

P. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
(Examples: police officer “patting down” suspect; nurse or EMT taking pulse)

% of time_____

Q. Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions are conveyed to other workers accurately, loudly, or quickly.

% of time_____

R. Hearing: Perceiving the nature of sounds with no less than a 40 db loss HZ, 1,000 Hz and 2000Hz with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound, such as when making fine adjustments on machine parts. Hearing during normal conversations.

% of time_____

S. Repetitive Motions: Substantial movements (motions of the wrists, hands, and/or fingers.) Examples: typing, data entry microfilming.

% of time_____

The physical requirements of the positions. (Circle One)

A. Sedentary work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

- B. Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, (only occasional walking/standing) the job is rated for Light Work.
- C. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects (Example: mail room employee)
- D. Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. (Example: animal control officer)
- E. Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. (Example: Firefighter)

2. VISUAL ACUITY requirements:

1. Depth perception and field of vision. (Circle One)

- A. Distance Requirement; Close-up vision. This is minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operating of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes. (Example jobs: machine operators (including inspection), inspection, close assembly, clerical, administrative.)
- B. Distance Requirement; Arm's length vision. This is a minimum standard for use with those whose work deals with machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach. (If the machine operator also inspects, use the "A" standard which requires more acuity.) Also, mechanics and skilled trades-people and those who do work of a non-repetitive nature such as carpenters, technicians, service people, plumbers, painters, mechanics, etc. (Example jobs: machine operators (without inspection), mechanics, skilled trades-people.)

- C. Distance Requirement; Less than 10 feet. This is a minimum standard based on the criteria of accuracy and neatness of work. (Example jobs: janitors, sweepers, etc.)
- D. Distance Requirement; More than 10 feet: This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high lift equipment. (Example job: mobile equipment operators.)

2. Work Environment

The conditions the worker will be subject to in this position. (Circle ALL the apply)

- A. None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
- B. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessary from temperature or humidity changes. (For example, working in a damp building with no heat.)
- C. The worker is subject to outside environmental conditions: No effective protection from weather.
- D. The worker is subject to both environmental conditions: Activities occur inside and outside.
- E. The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour.
- F. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- G. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard.
- H. The worker is subject to vibration: Exposure to machinery with moving parts. (Examples: use of a jack hammer.)
- I. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.

- J. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system and/or the skin: Fumes, odors, dust, mists, gases or poor ventilation.
- K. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids or irritants. (Example: Wastewater Plant Operator dealing with chemical such as chlorine.)
- L. The worker is required to wear respirator. (Example: Firefighter wearing air pack.)

I certify that the above information is accurate and complete to the best of my knowledge.

Signature of Immediate Supervisor: _____ Date _____

EMPLOYEE CERTIFICATION: I understand and concur with the above information. I hereby authorize and request a copy of the following in order to provide, if necessary, to Cobb County's physician: any and all reports and records, including but not limited to correspondence, statements, bills, lab reports, insurance forms, x-rays and all information regarding my treatment, hospitalization and/or out patient care for my condition, including psychological or psychiatric impairments. A photostatic copy of this authorization and consent should likewise be honored.

Signature of Employee _____ Date _____

ATTENDING PHYSICIAN CERTIFICATION

I certify that _____ is my patient and is physically able to perform these physical requirements. Please list any applicable limitations. If none exist, please indicate NONE.

Attending Physician _____ Phone No. () _____
 Please Print

Attending Physician Signature _____ Date _____

