

**Supplemental Information to Assist Organizations
In Their Compliance with the Americans with Disabilities Act (ADA)**

6/92

**Checklist for
Physical Activities and Requirements, Visual Acuity, and
Working Conditions of the Position**

1. The physical activity of this position (please check ALL blocks that apply):
- 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.
 - 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 the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
 - 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.
 - D. Kneeling: Bending legs at knee to come to a rest on knee or knees.
 - E. Crouching: Bending the body downward and forward by bending leg and spine.
 - F. Crawling: Moving about on hands and knees or hands and feet.
 - G. Reaching: Extending hand(s) and arm(s) in any direction.
 - H. Standing: Remaining upright on the feet, particularly for sustained periods of time.
 - I. Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
 - J. Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
 - K. Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.
 - L. 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.
 - M. Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.
 - N. Grasping: Applying pressure to an object with the fingers and palm.
 - O. Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.

- () P. Talking: Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly.
- () Q. Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound.
- () R. Repetitive motions: Making substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position (please check only ONE block):

- () 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, 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.
- () 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.
- () 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.

3. The visual acuity requirements including color, depth perception, and field of vision (please check only ONE block):

- () A. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- () B. The worker is required to have visual acuity to perform an activity such as: operating machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; performing mechanical or skilled trades tasks of a non-repetitive nature such as ones by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
- () C. The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
- () D. The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general labor, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.).

4. The conditions the worker will be subject to in this position (please check ALL blocks that apply):

- () A. The worker is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

- B. The worker is subject to outside environmental conditions: No effective protection from weather.
- C. The worker is subject to both environmental conditions: Activities occur inside and outside.
- D. The worker is subject to extreme cold: Temperatures typically below 32 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- E. The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
- F. The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- G. The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- H. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
- I. The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system of the skin: Fumes, odors, dusts, mists, gases or poor ventilation.
- J. The worker is subject to oils: There is air and/or skin exposure to oils and other cutting fluids.
- K. The worker is required to wear a respirator.
- L. The worker frequently is in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and water line pipes, and other areas which could cause claustrophobia.
- M. The worker is required to function in narrow aisles or passageways.
- N. The worker is exposed to infectious diseases.
- O. The worker is required to function around prisoners or mental patients.
- P. None: The worker is not substantially exposed to adverse environmental conditions (as in typical office or administrative work).

Immediate Supervisor's Signature

Date

Employee's Signature

Date

Section or Division Manager's Signature

Date

**GUIDELINES FOR ADA COMPLIANCE IN WRITING
JOB SPECIFICATIONS AND DESCRIPTIONS**

These Guidelines are prepared by the Office of State Personnel, Position Management Division and Equal Opportunity Services Division, to assist State agencies with nondiscriminatory job descriptions. The Americans with Disabilities Act of 1990 defines a “qualified individual with a disability” as one who (1) “possesses the prerequisites for the position (education, skills, experiences, license, etc.) and (2) “can perform the essential functions of the position with or without reasonable accommodations.” Although ADA does not require written job descriptions, the regulations for Title I indicate that a job description written prior to advertising or interviewing applicants for the position can be one form of evidence of essential functions. It is recommended that Position Management Division, Equal Opportunity Services Division, and State agencies assume the responsibilities indicated.

Position Management Division

Agencies

EOS Division

Know what is meant by essential Functions.

Be able to recognize essential functions of specific jobs.

The fundamental job duties of the position which must be performed.

Know the reasons that a function may be essential, which may include but are not limited to:

Be able to cite evidence that a function is essential, which may include but is not limited to:

1. The position exists to perform the function.
2. The number of employees available to perform the function is limited.
3. The function is highly specialized as to expertise required.

1. Amount of time spent on the job performing the function.
2. Consequences of not requiring the function.
3. Experience of past incumbents in the position.
4. Current work experience of incumbents in other similar positions.

List examples of essential functions in job specifications.

List essential functions in agency-specific job descriptions and in vacancy announcements. Do not inflate.

Avoid physical requirements that may not be necessary. Instead of “ability to follow written and oral instructions,” specify “ability to follow instructions.”

Indicate physical requirements when they are job related and necessary to perform the essential functions of the position.

Serve as a resource on accommodations for particular disabilities in specific jobs.

Make only general statements about physical requirements.

Be specific as to physical requirements in a particular position. Quantify pounds of lifting, hours of standing, etc. and the frequency per day.

Respond to questions as to whether requirements are written in a non-discriminatory manner. Provide ADA training to manager’s throughout state government upon request.