WORKING CONDITIONS DEMAND FORM

A. Physical

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Stand	☐	☐	☐	☐
2. Walk	☐	☐	☐	☐
3. Sit	☐	☐	☐	☐
4. Use hands to finger, handle, or feel	☐	☐	☐	☐
5. Reach with hands and arms	☐	☐	☐	☐
6. Repetitive use of feet/hands	☐	☐	☐	☐
7. Climb or balance	☐	☐	☐	☐
8. Stoop, kneel, crouch, crawl	☐	☐	☐	☐
9. Talk or hear	☐	☐	☐	☐
10. Taste or smell	☐	☐	☐	☐
11. Test/Analyze	☐	☐	☐	☐
12. Drive motor vehicles and operate equipment	☐	☐	☐	☐
13. Operate scientific equipment and machinery	☐	☐	☐	☐

B. Weight

Does job require that weight be lifted or force exerted?

Yes ☐ No ☐

Check the appropriate boxes. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Up to 10 lbs.	☐	☐	☐	☐
2. Up to 25 lbs.	☐	☐	☐	☐
3. Up to 50 lbs.	☐	☐	☐	☐
4. Up to 75 lbs.	☐	☐	☐	☐
5. Up to 100 lbs.	☐	☐	☐	☐
6. More than 100 lbs.	☐	☐	☐	☐

Attach addendum on the specific job duties that require the physical effort selected above.

C. Vision

Does this job have special vision requirements? Yes ☐ No ☐

Check all that apply.

1. ☐ Close vision (clear vision at 20 inches or less)
2. ☐ Distance vision (clear vision at 20 feet or more)
3. ☐ Color vision (ability to identify and distinguish colors)
4. ☐ Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
5. ☐ Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
6. ☐ Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
7. ☐ No special vision requirements.

D. Mental

Indicate the extent of mental effort required for the job. Check the appropriate box. (In measures of time)

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Direct others	☐	☐	☐	☐
2. Write	☐	☐	☐	☐
3. Use math/calculations	☐	☐	☐	☐
4. Work at various tempos	☐	☐	☐	☐
5. Concentrate amid distractions	☐	☐	☐	☐
6. Remember names	☐	☐	☐	☐
7. Remember details	☐	☐	☐	☐
8. Make decisions	☐	☐	☐	☐
9. Work rapidly	☐	☐	☐	☐
10. Examine/observe details	☐	☐	☐	☐

Make notes on the specific job duties that require the mental effort selected above.

E. Environmental

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

	None	Under 1/3	1/3 to 2/3	Over 2/3
1. Wet or humid conditions (non-weather)	☐	☐	☐	☐
2. Work near moving mechanical parts	☐	☐	☐	☐
3. Work in high, precarious places	☐	☐	☐	☐
4. Fumes or airborne particles	☐	☐	☐	☐
5. Toxic or caustic chemicals	☐	☐	☐	☐
6. Outdoor weather conditions	☐	☐	☐	☐
7. Extreme cold (non-weather)	☐	☐	☐	☐
8. Extreme heat (non-weather)	☐	☐	☐	☐
9. Risk of electrical shock	☐	☐	☐	☐
10. Work with explosives	☐	☐	☐	☐
11. Risk of radiation	☐	☐	☐	☐
12. Vibration	☐	☐	☐	☐

F. Noise

How much noise is typical for the work environment of this job? Check the appropriate level below.

1. ☐ Very quiet (examples: forest trail, isolation booth for hearing test)
2. ☐ Quiet (examples: library, private office)
3. ☐ Moderate noise (examples: business office with computers and printers, light traffic)
4. ☐ Loud (examples: large earth-moving equipment)
5. ☐ Very loud (examples: jack hammer work, front row at concert)

Make notes on the specific job duties that are affected by the environmental conditions selected above.

HOW SHOULD A FUNCTION BE CONSIDERED?

The EEOC indicates that in "identifying an essential function to determine if an individual with a disability is qualified, the employer should focus on the **purpose of the function** and the **result to be accomplished,** rather than the manner in which the function presently is performed. An individual with a disability may be qualified to perform the function if an accommodation would enable this person to perform the job in a different way, and the accommodation does not impose an undue hardship."

Examples *In a job requiring use of a computer, the essential function is the ability to access, input and retrieve information from the computer. It is not "essential "that a person in this job enter information manually, or visually read the information on the computer screen. Adaptive devices or computer software can enable a person without arms or a person with impaired vision to perform the essential functions of the job.*

A job that requires objects to be moved from one place to another should state that essential function. The analysis may note that the person in the job "lifts 50-pound cartons to a height of 3 to 4 feet and loads them into truck-trailers 5 hours daily, "but should not identify the "ability to manually lift and load 50-pound cartons" as an essential function unless this is the only method by which the function can be performed without causing an undue hardship.

If a job requires mastery of information contained in technical manuals, this essential function would be "ability to learn technical material, " rather than "ability to read technical manuals. "People with visual and other reading impairments could perform this function using other means, such as audiotapes.

A supervisor may structure operations to be carried out by a "team" of workers. Each worker performs a different function, but every worker is required, on a rotating basis, to perform each function, In this situation, an the functions may be considered to be essential for the job, rather than a single function that any one worker performs at a particular time.

WHO IS ENTITLED TO REASONABLE ACCOMMODATION?

Qualified individuals with a disability who can perform the essential function of a job, with or without reasonable accommodation. ADA protection only extends to persons with disabilities, as defined by the statute and by EEOC regulations. Not all health or medical conditions are ADA disabilities, however, and frequently an employer will need to determine whether a particular applicant is a person with an ADA disability before determining accommodation obligations.