



Click on any field to start editing.

## Job Information Worksheet

WCB claim number: \_\_\_\_\_

Please ensure this form is completed as fully as possible by the worker's immediate supervisor and the worker.  
If you have questions, please contact the WCB by phone: 306.787.4370 or toll free: 1.800.667.7590.

Name: \_\_\_\_\_ Worker's position title: \_\_\_\_\_

Occupation: \_\_\_\_\_ Worker signature: \_\_\_\_\_ Date: (MM/DD/YYYY) \_\_\_\_\_

Other jobs worker may have: \_\_\_\_\_

Employer: \_\_\_\_\_

Employer signature: \_\_\_\_\_ Date: (MM/DD/YYYY) \_\_\_\_\_

Employer address: \_\_\_\_\_ Phone: \_\_\_\_\_

Employer email: \_\_\_\_\_

### Employer and worker use only - describe actual work activities

#### Workers' job requirements

##### Sitting (includes driving)

Total number of sitting hours in a shift:

- Less than 1     1 - 2     2 - 3  
 3 - 4     4 - 5     5 - 6  
 6 - 7     7 - 8     More than 8

Describe the type of seating used:

Total length of time worker sits before standing:

- Under 30 minutes     30 - 60 minutes  
 1 - 2 hours     2 - 3 hours  
 3 - 4 hours     More than 4 hours

If the worker has an office job, have they had an ergonomic assessment completed on their work station?

##### Standing

Total number of standing hours in a shift:

- Less than 1     1 - 2     2 - 3  
 3 - 4     4 - 5     5 - 6  
 6 - 7     7 - 8     More than 8

Describe the surface the worker is standing on.

Total length of time worker stands before moving or sitting:

- Under 30 minutes     30 - 60 minutes  
 1 - 2 hours     2 - 3 hours  
 3 - 4 hours     More than 4 hours

##### Balance

Are there any special requirements for the worker to maintain a good balance?



**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Walking**

Average distance walked during a shift: \_\_\_\_\_

How often is that distance walked during a shift: \_\_\_\_\_

Describe the surface that is walked on: \_\_\_\_\_

**Climbing stairs**

How many one-storey flights of stairs (about 13 steps) must be climbed at one time? \_\_\_\_\_

How many times in a shift do stairs have to be climbed? \_\_\_\_\_

Describe the surface of the stairs: \_\_\_\_\_

**Climbing ladders**

Average height of climb: \_\_\_\_\_ Type of ladder:  step  extension  vertical

How many times in a shift must a ladder be climbed? \_\_\_\_\_

Is work done from a ladder? If so, for how long at a time? \_\_\_\_\_

Is worker required to carry objects while on ladder, such as tools or materials? \_\_\_\_\_

**Lifting from floor to waist**

How much is typically lifted *independently*?

- Less than 4.5 kg (1 - 10 lbs.)
- Up to 9 kg (11 - 20 lbs.)
- Up to 13.5 kg (20 - 30 lbs.)
- Up to 18 kg (30 - 40 lbs.)
- Up to 22.7 kg (40 - 50 lbs.)
- Up to 34 kg (50 - 75 lbs.)
- Up to 45.5 kg (75 - 100 lbs.)
- More than 45.5 kg (100 lbs.)

How many times per hour is lifting required?

- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times

Please state the heaviest amount lifted (kg, lbs): \_\_\_\_\_ How many times per hour is lifting required? \_\_\_\_\_

If lifting less than hourly, estimate how many times lifting per day, per week, or per month: \_\_\_\_\_

Describe what the worker lifts:



**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Lifting from waist to shoulder**

How much is typically lifted *independently*?

- Less than 4.5 kg (1 - 10 lbs.)
- Up to 9 kg (11 - 20 lbs.)
- Up to 13.5 kg (20 - 30 lbs.)
- Up to 18 kg (30 - 40 lbs.)
- Up to 22.7 kg (40 - 50 lbs.)
- Up to 34 kg (50 - 75 lbs.)
- Up to 45.5 kg (75 - 100 lbs.)
- More than 45.5 kg (100 lbs.)

How many times per hour is lifting required?

- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times

Please state the heaviest amount lifted (kg, lbs): \_\_\_\_\_ How many times per hour is lifting required? \_\_\_\_\_

If lifting less than hourly, estimate how many times lifting per day, per week, or per month: \_\_\_\_\_

Describe what the worker lifts:

**Lifting to above shoulder**

How much is typically lifted *independently*?

- Less than 4.5 kg (1 - 10 lbs.)
- Up to 9 kg (11 - 20 lbs.)
- Up to 13.5 kg (20 - 30 lbs.)
- Up to 18 kg (30 - 40 lbs.)
- Up to 22.7 kg (40 - 50 lbs.)
- Up to 34 kg (50 - 75 lbs.)
- Up to 45.5 kg (75 - 100 lbs.)
- More than 45.5 kg (100 lbs.)

How many times per hour is lifting required?

- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times

Please state the heaviest amount lifted (kg, lbs): \_\_\_\_\_ How many times per hour is lifting required? \_\_\_\_\_

If lifting less than hourly, estimate how many times lifting per day, per week, or per month: \_\_\_\_\_

Describe what the worker lifts:



**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Carrying**

**Carrying - bilateral (two-handed) carry**

How much is typically *independently* carried?

- Less than 4.5 kg (1 - 10 lbs.)
- Up to 9 kg (11 - 20 lbs.)
- Up to 13.5 kg (20 - 30 lbs.)
- Up to 18 kg (30 - 40 lbs.)
- Up to 22.7 kg (40 - 50 lbs.)
- Up to 34 kg (50 - 75 lbs.)
- Up to 45.5 kg (75 - 100 lbs.)
- More than 45.5 kg (100 lbs.)

How many times per hour is a two-handed carry required?

- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times

Please state the heaviest amount carried (kg, lbs): \_\_\_\_\_

On average, per hour, how many times is it carried and for how far? \_\_\_\_\_

If carrying less than hourly, estimate how many times carrying per day, per week, or per month: \_\_\_\_\_

Describe what the worker carries:

**Carrying**

**Carrying - unilateral (one-handed) carry**

How much is typically *independently* carried?

- Less than 4.5 kg (1 - 10 lbs.)
- Up to 9 kg (11 - 20 lbs.)
- Up to 13.5 kg (20 - 30 lbs.)
- Up to 18 kg (30 - 40 lbs.)
- Up to 22.7 kg (40 - 50 lbs.)
- More than 22.7 kg (50 lbs.)

How many times per hour is a unilateral carry required?

- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times
- \_\_\_\_\_ times

Please state the heaviest amount carried (kg, lbs): \_\_\_\_\_

On average, per hour, how many times is it carried and for how far? \_\_\_\_\_

If carrying less than hourly, estimate how many times carrying per day, per week, or per month: \_\_\_\_\_

Describe what the worker carries:

**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Mobile push/pull**

**Description:** manual work where all object components move, including the worker, such as a cart, trolley, or wheelbarrow.

What is being pushed or pulled? \_\_\_\_\_

Estimated height of the handles on the item pushed or pulled: \_\_\_\_\_

How far is the item being moved at a time? \_\_\_\_\_

How many times per hour is the item being moved? \_\_\_\_\_

Describe the surface (level, uneven, sloped): \_\_\_\_\_

Maximum weight of an object being pushed/pulled: \_\_\_\_\_

Average weight of an object being pushed/pulled: \_\_\_\_\_

**Static pushing/pulling**

**Description:** manual work where only the object moves, such as using a wrench, repositioning a patient or operating a steering wheel.

What is being pushed or pulled? \_\_\_\_\_

How long is the item used for at a time? \_\_\_\_\_

How many times per hour is the item being pushed/pulled? \_\_\_\_\_

Estimated total time in a standard shift the item is being used: \_\_\_\_\_

**Low back movements (bending forward, bending backward, twisting)**

Work activity involves:

Bending forward

How often in an hour?

Fewer than 10 repetitions

More than 10 repetitions

How long each time?

Less than 1 minute

1 to 5 minutes

More than 5 minutes

Bending backward

How often in an hour?

Fewer than 10 repetitions

More than 10 repetitions

How long each time?

Less than 1 minute

1 to 5 minutes

More than 5 minutes

Twisting

How often in an hour?

Fewer than 10 repetitions

More than 10 repetitions

How long each time?

Less than 1 minute

1 to 5 minutes

More than 5 minutes

These movements are:

From a seated position

From a standing position

In postures such as kneeling or squatting

**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Neck movements**

Work activity involves:

Looking up

How often in an hour?  Fewer than 10 repetitions  More than 10 repetitions

How long each time?  Less than 1 minute  1 to 5 minutes  More than 5 minutes

Looking down

How often in an hour?  Fewer than 10 repetitions  More than 10 repetitions

How long each time?  Less than 1 minute  1 to 5 minutes  More than 5 minutes

Turning the neck more than 30 degrees

How often in an hour?  Fewer than 10 repetitions  More than 10 repetitions

How long each time?  Less than 1 minute  1 to 5 minutes  More than 5 minutes

**Reaching overhead**

Is the reach at or beyond the worker's full arm's length?

Yes  No

How long is the reach sustained?  Less than 1 minute  1 to 5 minutes  Longer than 5 minutes

How often in a normal hour?  Fewer than 5 times per hour  5 to 20 times per hour  More than 20 times per hour

**Reaching forward (reach between waist and chest, elbows away from the body)**

Is the reach at or beyond the worker's full arm's length?

Yes  No

How long is the reach sustained?  Less than 1 minute  1 to 5 minutes  Longer than 5 minutes

How often in a normal hour?  Fewer than 5 times per hour  5 to 20 times per hour  More than 20 times per hour

Is some of this reaching required for computer use, driving or other desk tasks?

Yes  No

If yes, how much?  Less than 1 hour  Up to 4 hours  Most of a shift

**Kneeling, crawling, crouching or squatting**

Describe the activity: \_\_\_\_\_

Number of times this occurs in a standard shift: \_\_\_\_\_

Length of time spent in this position in a single, typical instance: \_\_\_\_\_

Describe the surface used for kneeling, crawling, crouching or squatting:

**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Working with hands and fingers**

What items are being handled (tools or materials)?

- Hand tools       Power tools

Examples: \_\_\_\_\_

Does tool use involve:

- Vibration       Impact

How much of a shift is spent:

- Using tools:       Less than 1 hour  
                          Up to 2 hours  
                          Up to 4 hours  
                          Most of a shift

- Materials handling:  Less than 1 hour  
                          Up to 2 hours  
                          Up to 4 hours  
                          Most of a shift

Computer or other desk-based work

If completing desk-based work, how long is typically spent per day? \_\_\_\_\_

- Computer keyboard/mouse:  Less than 1 hour  
    Up to 2 hours  
    Up to 4 hours  
    Most of a shift

- Writing:       Less than 1 hour  
                  Up to 2 hours  
                  Up to 4 hours  
                  Most of a shift

**Work environment**

The work environment involves:

- |                                   |  |
|-----------------------------------|--|
| <input type="checkbox"/> Outdoors | <input type="checkbox"/> Indoors                 |
| <input type="checkbox"/> Heat     | <input type="checkbox"/> Cold                    |
| <input type="checkbox"/> Moisture | <input type="checkbox"/> Dryness                 |
| <input type="checkbox"/> Fumes    | <input type="checkbox"/> Vibration               |
| <input type="checkbox"/> Jarring  | <input type="checkbox"/> Noise                   |
|                                   | <input type="checkbox"/> Noise below 80 decibels |
|                                   | <input type="checkbox"/> Noise above 80 decibels |

Describe the work environment:

**Employer and worker use only - describe actual work activities**

**Workers' job requirements**

**Restricted working hours**

How long is an average shift? \_\_\_\_\_

Is overtime required? \_\_\_\_\_

**Other**

Are there other physical job duties expected, such as running or throwing?

If yes, how often are these activities required?