



OHCOW

Occupational Health Clinics
for Ontario Workers Inc.

Centres de santé des
travailleurs (ses) de l'Ontario Inc.

Introduction to Job Assess

A Job Demands Analysis Tool



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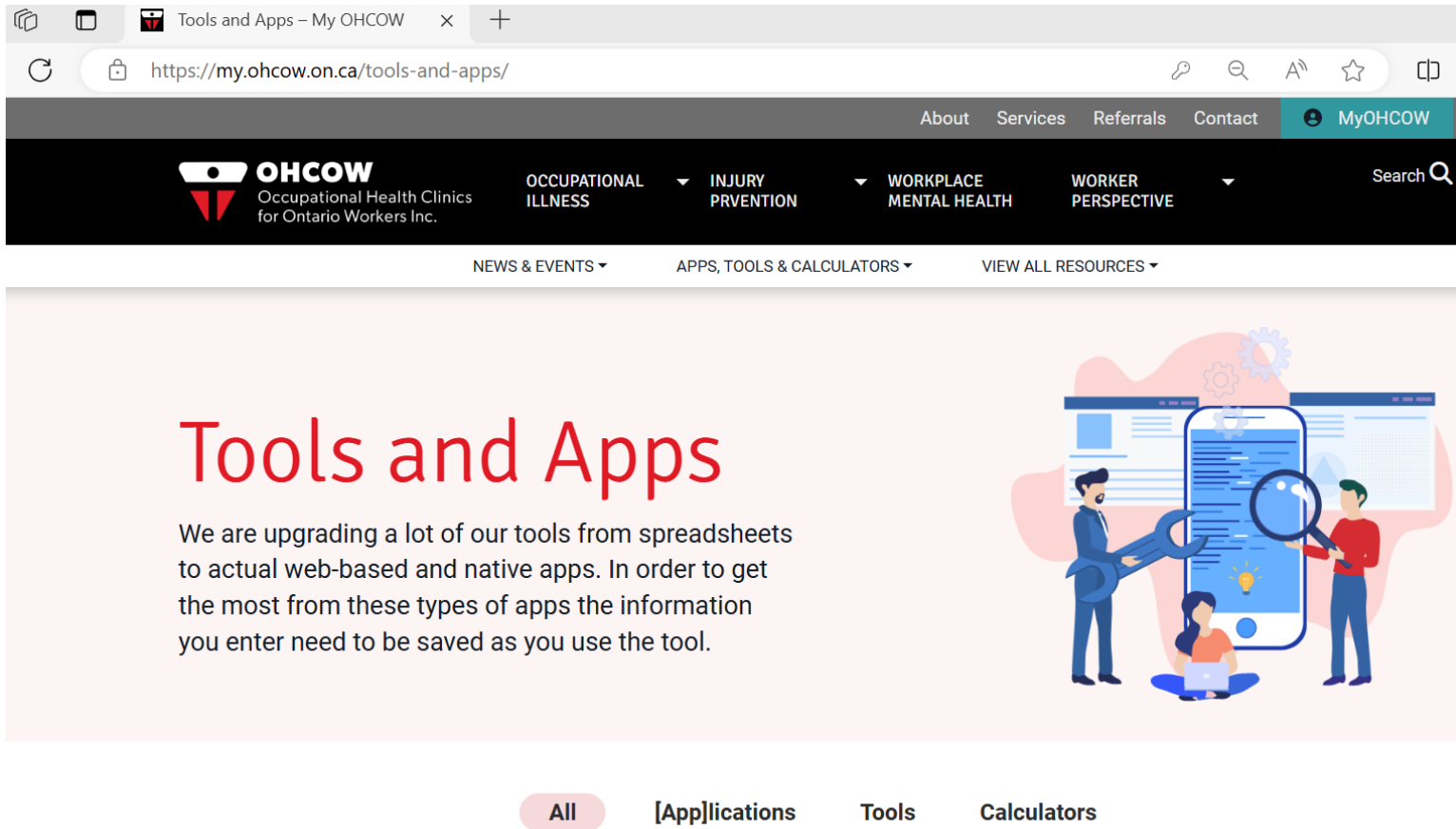
Job Demands Analysis Toolkit

Job Demands Analysis (JDAs) are used to objectively capture and describe the **physical**, **cognitive**, and **psychosocial demands** required to perform a particular job or role.



Access through MY.OHCOW website

<https://my.ohcow.on.ca/tools-and-apps/>



The screenshot shows a web browser window with the URL <https://my.ohcow.on.ca/tools-and-apps/>. The page features the OHCOW logo (Occupational Health Clinics for Ontario Workers Inc.) and a navigation menu with categories: OCCUPATIONAL ILLNESS, INJURY PREVENTION, WORKPLACE MENTAL HEALTH, and WORKER PERSPECTIVE. Below the navigation, there are links for NEWS & EVENTS, APPS, TOOLS & CALCULATORS, and VIEW ALL RESOURCES. The main content area has a large heading 'Tools and Apps' and a paragraph: 'We are upgrading a lot of our tools from spreadsheets to actual web-based and native apps. In order to get the most from these types of apps the information you enter need to be saved as you use the tool.' An illustration shows three people interacting with a large smartphone displaying a web interface. At the bottom, there are filter buttons: All, [App]lications, Tools, and Calculators.



TOOL



JobAssess Tool

Accurately and efficiently capture the Physical, Sensory, Cognitive and Psychosocial demands of any job.

VIEW TOOL



This app has been designed to store the information that you enter for later retrieval in the form of completed assessments and reports.

If you would like to make use of this functionality, we recommend that you log into an account before accessing the JobAssess Tool.

If you choose not to log in, you can still navigate through the various pages of the JobAssess Tool but you will not be able to save your completed assessments or view any reports.

Register

Login

Continue without an account

About this App

How it works

Acknowledgements / References

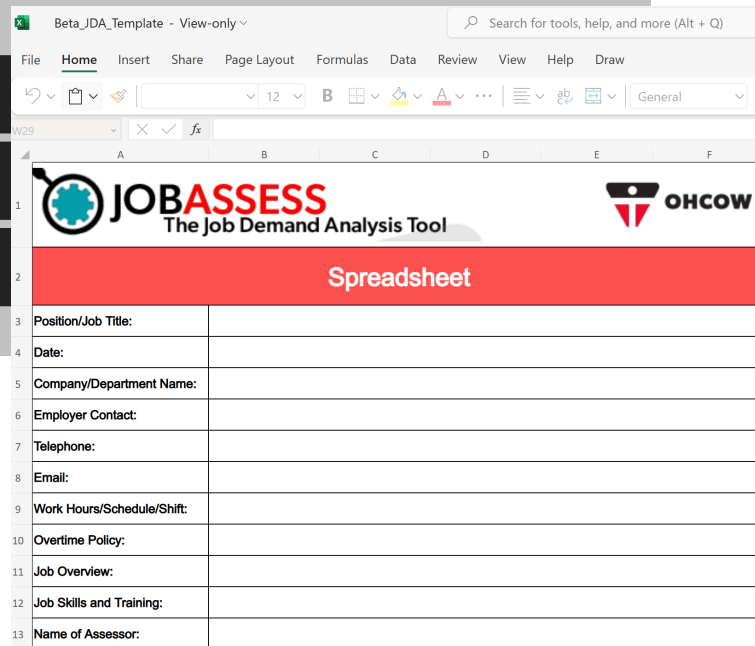
This tool originated as an Excel-based spreadsheet developed by OHCOW Ergonomists. It was then adapted, designed and built as a web-based tool for greater ease-of-use and accessibility. The following references were used in it's development:

1. WorkSafeBC
2. Xinming Li, Mustafa Gül, Mohamed Al-Hussein, An improved physical demand analysis framework based on ergonomic risk assessment tools for the manufacturing industry,
3. Dr. Xinming Li, University of Alberta

Privacy / Data Usage

Feedback

Sharing



The screenshot shows a web browser window displaying a spreadsheet template titled "Beta_JDA_Template - View-only". The spreadsheet has a red header row labeled "Spreadsheet". Below the header, there are several rows for data entry, each with a label in the first column and an empty cell in the second column. The labels are: Position/Job Title, Date, Company/Department Name, Employer Contact, Telephone, Email, Work Hours/Schedule/Shift, Overtime Policy, Job Overview, Job Skills and Training, and Name of Assessor. The spreadsheet also features the Job Assess logo and the OHCOW logo in the top right corner.

Spreadsheet	
Position/Job Title:	
Date:	
Company/Department Name:	
Employer Contact:	
Telephone:	
Email:	
Work Hours/Schedule/Shift:	
Overtime Policy:	
Job Overview:	
Job Skills and Training:	
Name of Assessor:	

eCourses
Tools & Apps
Events



The Job Demand Analysis Tool

Accurately and efficiently capture the **Physical, Sensory, Cognitive and Psychosocial** demands of any job.

What would you like to do today?

[Start a New Assessment](#)

[View an Existing Assessment](#)

Why do a job demands analysis?

JDA's Have Many Uses

JDA information can be used in a variety of different ways including (but not limited to):

- ✓ **Inform Prevention Efforts**
- ✓ **Adjudication of Claims**
- ✓ **Accommodation of a Worker**
- ✓ **Educate Treating Healthcare Practitioners**

RELATED RESOURCES

The following resources provide more information on job demands analysis



RSI Day 2023 Week 4 – Job Demands: Physical and Cognitive

WEBINAR • A review of the use of physical demands analysis (PDA) expanding on methods for evaluating manual materials handling (MMH) and posture analysis and discussing emerging ways to tackle cognitive demands analysis.

[VIEW POST](#)



RSI Day 2023 Week 3 – Review of and New Directions for OHCOW’s PDD Handbook

WEBINAR • A review of OHCOWs current PDD handbook followed by an introduction of upcoming changes to the PDD handbook and PDD

[VIEW POST](#)



Understanding the Elements of a Physical Demand Analysis (PDA)/ Physical Demand Description (PDD)

February 17, 2022

[RECORDED WEBINAR]
Nathan Birtch, Workplace
Safety & Prevention Services
(WSPS)

[VIEW POST](#)



Utilizing A PDA / PDD and FAE to Determine Return to Work (RTW)

February 17, 2022

[RECORDED WEBINAR]
Amy DuBreuil, Workplace
Safety and Insurance Board
(WSIB)
Physiohealth Inc

[VIEW POST](#)



TOOLKIT

Physical Demands Description (PDD) Toolkit

A Handbook and Template for Completing Physical Demands Descriptions A document that objectively captures and describes the physical demands that are required to perform a particular job.

[VIEW POST](#)

Who can do a JDA? Who can use one?

- Adaptable to diverse industries and job roles.
- Suitable for workplaces of any size, from small businesses to large corporations.
- Can be used internally within a workplace, or externally by various individuals or organizations.

INTERNAL

- Human Resources
- Health & Safety
- Occupational Health
- Managers
- Supervisors
- Engineers

EXTERNAL

- Family Doctors
- Physiotherapists, Kinesiologists, Ergonomists
- Occupational Therapists
- Workplace Safety & Insurance Board
- Worker Compensation
- Insurance Providers



JDAs take the following considerations into account:



Administrative



Personal Protective Equipment (PPE)



Tools, Equipment, and Materials



Environmental



Strength Demands



Body Posture Frequency



Sensory Demands



Cognitive Demands



Psychosocial Factors

Job Assess - Features and Workflow

•Comprehensive Coverage:

- Physical, sensory, cognitive, and psychosocial demands.

•Customizable:

- Select relevant demands for specific job assessments.

Measurements

Metric Imperial

* This sets the measurement type for this assessment. If this is changed at a later date, all measurements entered will be converted dynamically and some rounding up/down may occur.

What do you want to capture in this new assessment

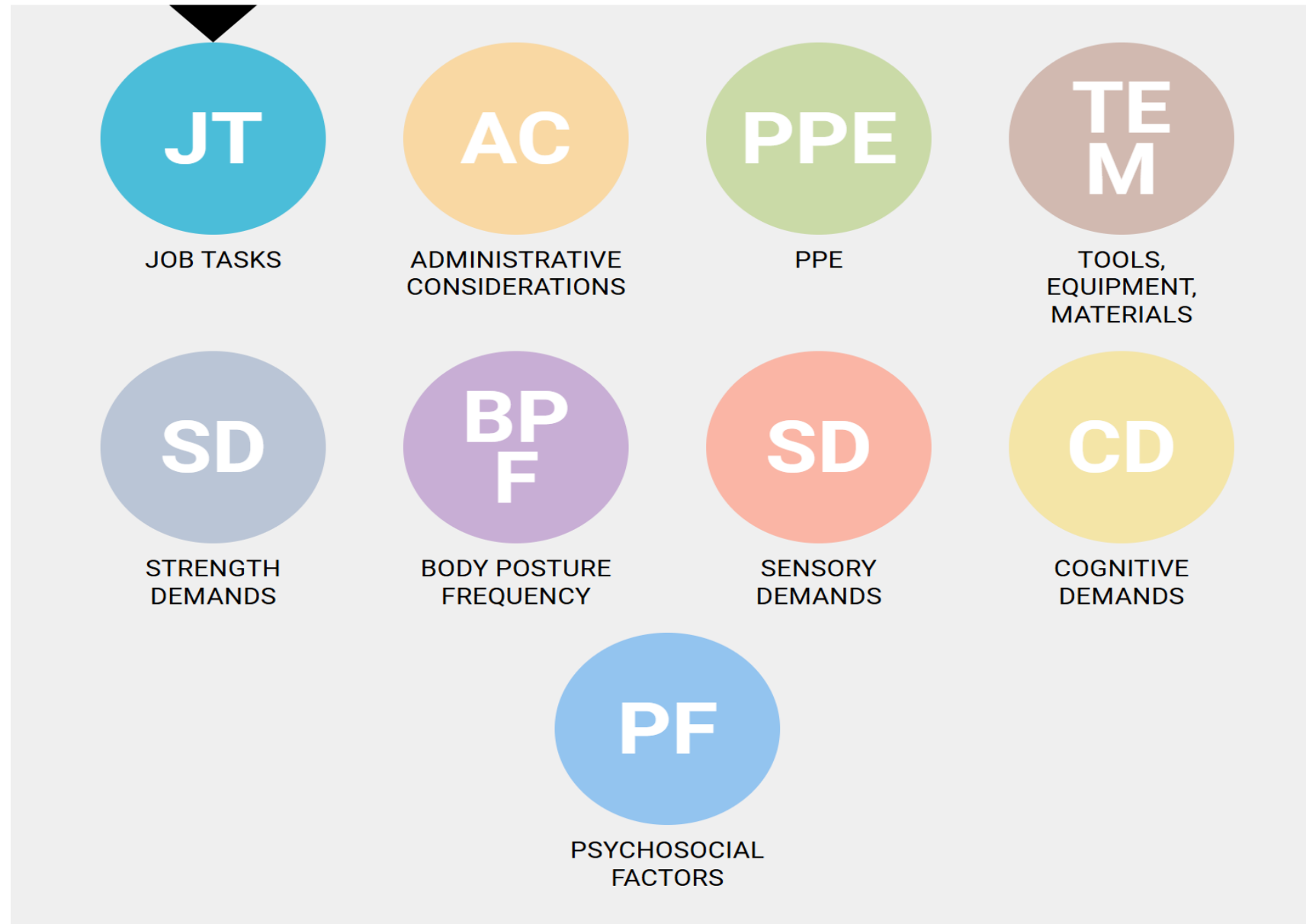
All Demands Physical Demands Sensory Demands Cognitive Demands Psychosocial Factors

Note: Only those sections selected will be included in the screens provided.

SAVE & CONTINUE

Job Assess - Features and Workflow

- Structured process with 9 key sections. (soon to include environmental)
- Organized into essential areas for thorough analysis.
- Can go back and forth between sections.
- Save work and return as needed.



Job Assess - Features and Workflow

User-Friendly Input:

- Simple data entry fields and drop-down lists.

Accessible on multiple devices for on-the-go assessment.

- Web based – works on PC, tablet, or mobile.

Computer

The computer view shows a form with a teal header bar labeled 'JOB TASK 1' with a dropdown arrow. Below the header, there are three input fields: 'Title' (with placeholder 'E.g. Yard Maintenance'), 'Duration' (with '1'), and 'Frequency' (with 'Every day'). A large text area for 'Description' is below these. A section titled 'Task Element 1' follows, with similar input fields for 'Title' (placeholder 'E.g. Cutting Grass'), 'Duration' (with '1'), and 'Frequency' (with 'Every day'), and a 'Description' field.

Mobile

The mobile view shows the same form on a smaller screen. At the top, the status bar shows the time '10:53', signal strength, Wi-Fi, and battery icons. Below that is the URL 'my.ohcow.on.ca'. The form layout is similar to the computer view but with a teal header bar labeled 'JOB TASK 1' and a dropdown arrow. The input fields for 'Title', 'Duration', and 'Frequency' are stacked vertically. A large text area for 'Description' is below. A section titled 'Task Element 1' follows, with similar input fields for 'Title', 'Duration', and 'Frequency', and a 'Description' field. A circular button with an upward arrow is visible at the bottom right of the form.

Job Assess - Features and Workflow

Photo functionality

- Simple uploading of photos to relevant sections

Equipment Photos

Photo 1

No file chosen

Photo 2

No file chosen

Task Element Photos

Photo 1



Photo 2



Job Assess - Features and Workflow

Red Flagging

- Flag icon for highlighting areas of concern.



Additional Notes

- Comments, details, notes area available to help describe nuances of job.

WORKLOAD

What is the most **physically challenging** part of the job?

E.g. Moving materials



When is the **highest** workload?

E.g. Early Morning, Late Afternoon



When is the **lowest** workload?

E.g. Noon, Early Afternoon



Is there a difference in workload between days/shifts?

Sometimes



depends on am



Is there variability in job tasks between individuals of the same job title?

Sometimes



If sometimes, p



Will all tasks be performed during observation and data collection?

No



If no, why not?



Additional Notes

LIFTING

Low Level Lift



Force Load Average

 Kg

Force Load Maximum

 Kg

Duration

Frequency (% of workday)

Efforts per Minute / Cycle

Height

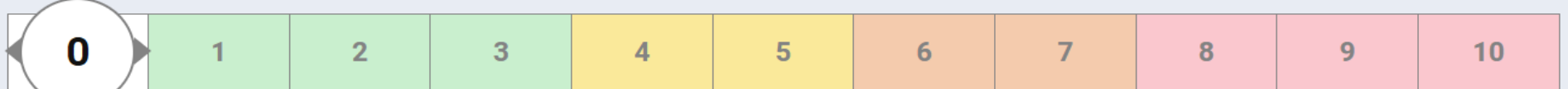
 m

per

Moving Distance

 m

Borg Scale



No Exertion

Notes / Comments

LIFTING

Low Level Lift

Waist Level Lift

Above Shoulder Lift

CARRYING

Front Carry

Side Carry (Right hand)

Side Carry (Left hand)

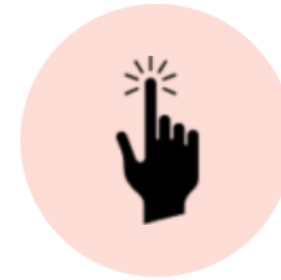
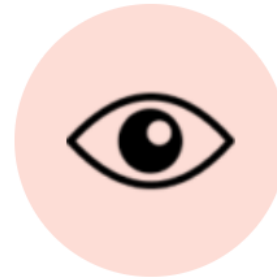
On Shoulder

PUSHING / PULLING

GRASPING / PINCHING

SENSORY DEMANDS

Sensory Demands include:



Complete each section below that applies to this particular job.

HEARING



SPEECH



SOUND DISCRIMINATION

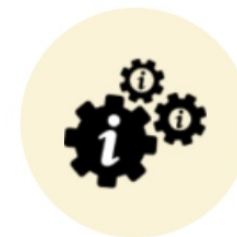
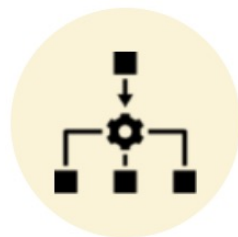
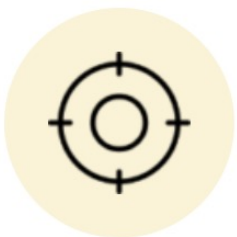


VISION



COGNITIVE DEMANDS

Cognitive Demands include:



ATTENTION

SAFETY / JUDGEMENT

PROBLEM SOLVING

MEMORY

MULTI-TASKING

LITERACY

PLANNING / ORGANIZATION

COGNITIVE FLEXIBILITY

NUMERICAL SKILLS

INFORMATION PROCESSING

COMPUTER SKILLS

Psychosocial Factors include:



Complete each section that applies to this particular job.

SUPERVISION

DEADLINES / PRESSURE

COOPERATION

EMOTIONAL

VIOLENCE

RESPONSIBILITY

STRESS

SUPERVISION

Is self-supervision required?

Choose one [dropdown arrow] [help icon]

- Choose one
- 1 - No Requirement
- 2 - Low Requirement
- 3 - Moderate Requirement
- 4 - High Requirement

Is supervision of others required?

Choose one [dropdown arrow] [help icon]

Notes / Comments

[Text area for notes and comments]

DEADLINES / PRESSURE







COOPERATION



EMOTIONAL



VIOLENCE

Job Assess - Features and Workflow

- **Final Report Generation:**
 - Download results for individual use or further analysis
 - Exportable to PDF
 - Exportable to CSV (excel)
- **Duplicate Existing JDAs:**
 - Use as a starting point for new analyses.
- **Access and Manage JDAs:**
 - View completed assessments and final reports.
 - Archive older JDAs for future reference.

Hamilton Firedepartment		
Title	Date	Status
	MM DD YYYY	
Firefighter - Hamilton Fire department	05 24 2024	In Progress  
Firefighter - Hamilton Fire department	05 24 2024	Complete  
Firefighter - Hamilton Fire department	05 23 2024	Complete  

Ontario		
Title	Date	Status
	MM DD YYYY	
Correctional Officer - Ontario	05 16 2024	Complete  

OHCOW		
Title	Date	Status
	MM DD YYYY	
Ergo - OHCOW	05 16 2024	Complete  

Export as CSV - compare reports

The screenshot shows the Microsoft Excel interface with the following data in the spreadsheet:

	A	B	C	D	E	F	G	I	J	K	L	M	
1	JAT Assess	Measurem	Captures	Assessor N	Date	Position / Job Title	Company / Departmen	Location	Telephone	Email	Work Hor	Overtime Policy	Job Skill
2	1189	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
3	1190	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
4	1191	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
5	1192	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
5	1193	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
7	1194	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
8	1195	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
9	1196	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
0	1197	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
1	1198	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
2	1199	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
3	1200	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
4	1201	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
5	1202	Metric	AllDemanc	ds	#####	Firefighter	Hamilton Fire departm	Hamilton	N/A	N/A	24 hours	some required	Standar
6													
7													
8													
9													
0													
1													
2													
3													
4													

Summary

To save the report as a PDF select `Print As PDF`.

Print

Psychosocial Factors

Title	Response
Supervision - Self Supervision Required	Low Requirement
Supervision - Supervision Of Others - Required	Moderate Requirement
Deadlines - Need To Work Under Deadlines / Pressure	High Requirement
Cooperation - Need To Work Co-operatively With Others - Notes / Comments	Working in fire and rescue operations with team
Emotional - Need To Work Under Emotional Situations	High Requirement
Violence - Potential For Violent Situations	Low Requirement
Responsibility - Responsibility And Accountability Required	High Requirement
Stress - Need To Work Under A High Level Of Stress	High Requirement
Stress - Need To Work Under A High Level Of Stress Notes / Comments	Fire and rescue operations can get very emotional and stressful

Psychosocial Factors

Title	Response
Supervision - Self Supervision Required	Low Requirement
Supervision - Supervision Of Others - Required	Moderate Requirement
Deadlines - Need To Work Under Deadlines / Pressure	High Requirement
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Emotional - Need To Work Under Emotional Situations	High Requirement
Violence - Potential For Violent Situations	Low Requirement
Responsibility - Responsibility And Accountability Required	High Requirement
Stress - Need To Work Under A High Level Of Stress	High Requirement
Stress - Need To Work Under A High Level Of Stress Notes / Comments	Fire and rescue operations can get very emotional and stressful

Privacy and Confidentiality

- **Adherence to Privacy Acts**
- **Compliance:**
 - Follows the privacy acts published by the Office of the Privacy Commissioner of Ontario.
- **Confidentiality:**
 - All collected information is strictly confidential.
- **Restricted Access:**
 - Information viewed only by researchers directly involved in the project.
- **Anonymity:**
 - No identifying information is retained by the research team.

Feedback and Future Updates

- Your feedback is highly valued.
- Please share with colleagues and on social media.
- Future updates based on evolving job demands and user feedback.
- Feedback form accessible via the Account picklist at the top of every page.

Thank you

Questions?

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www.ohcow.on.ca

Connect with OHCOW on social media



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