



## Physical and Cognitive Demands Description

**Company Name:** Options Incorporated

**Company Address:** 22 Westmount Road, Guelph Ontario      **Date of Evaluation:** September 2021

**Position Analyzed:** Managing Ergonomist

**Shift Operation:**

- Typically: 8hrs/shift, but up to 44hrs/week
- 5 days/week; typically Monday to Friday
- Variable start times depending on client demands
- One 30 minute lunch

**Contact Person:** Kirsti MacAulay, CCPE  
Principal Ergonomist

A Managing Ergonomist is a professional, supervisory, and management position that includes providing direction and accepting responsibility for client support and actions of all workers specifically regarding quality, costs, safety, staffing, finance, and policy. This may include supporting clients, as well as, consultants to support client requests and needs in various workplaces (i.e. office settings, nuclear industries, health care, automotive, manufacturing, food, and municipalities etc) while producing required deliverables in a proficient and timely manner. Specific to company, client, and project demands, a Managing Ergonomist is required to monitor staff progress to ensure it remains within scope and meets outlined goals. They are required to manage multiple projects simultaneously and adjust support levels and timelines to adhere to client and company deadlines. On an occasional basis, they could be required to complete data collection, take measurements and forces, analyze data and interpret results, followed by compiling detailed analysis/reports. A Managing Ergonomist may also be required to co-ordinate, prepare, instruct and/or facilitate training sessions, including setup of computer / visual audio equipment.

Managing Ergonomists are required to identify business development opportunities to improve and/or expand provided services to assemble solutions for clients. They will actively participate in client management reviews to understand and influence company and client business conditions, true problems, limiting factors, and controls. Due to the nature of consulting, Managing Ergonomists are required to conduct themselves professionally at all times and effectively interact with diverse clientele. As managers, Managing Ergonomists are required to conduct themselves in a manner that upholds safe, healthy, and inspired workplace environments consistent with all OI policies and procedures and corporate culture.

A Managing Ergonomist is required to have a valid drivers' license as they will be required to support clients at varying locations, typically along the Highway 401 corridor. A professional in this position is required to work in a close team environment (i.e. embedded client support) as well as independently. This will require support within both physical (face to face) and virtual (remote) environments.

Due to the inherent dynamic nature of this position, the required physical demands are variable on a daily basis but will typically include at least three of the outlined essential tasks. However, within each week a professional in this position could be required to focus on a single task or all five of the essential tasks outlined within one day. The variability and flexibility will depend on the required client support, staff support, project deadlines, and specific scenario/environment.

Task Number	Essential Tasks
1	Collecting data and observing within various work environments
2	Completing data analysis and report writing
3	Supporting development of client and business opportunities while managing existing project plans/client expectations.
4	Instructing and facilitating training sessions
5	Travelling between and to client locations

## Physical Demands Analysis: Summary

**Position Analyzed:** Managing Ergonomist

**Date of evaluation:** September 2021

The below chart is a summary of the overall physical demands required by a professional in this position. Details on each of these parameters are presented in the remainder of the document.

Parameter	Requirements				
	Not Required	Seldom (1-5%)	Occasional (6-33%)	Frequent (34-66%)	Constant (67-100%)
Stand			X	—————→	
Walk		X	—————→		
Sit			X	—————→	
Stoop/Bend		X			
Twist		X			
Kneel/Crouch		X			
Lift		X	—————→		
Carry		X	—————→		
Push/Pull		X	—————→		
Handling/Power Grip			X	X	
Fingering/Pinch Grip			X	—————→	
<b>Vertical Reach</b>					
Below Knuckle			X		
Knuckle to Shoulder					X
Above Shoulder			X		
<b>Horizontal Reach</b>					
Beyond functional reach (45cm)			X		

## Physical Demands Summary

### Task #1:

Collecting data and observing within various work environments

**Details:** Depending on the project being supported, Managing Ergonomists could be required to complete data collection at single or various client locations. Collecting data may include, but is not limited to, taking photographs and videos, measuring vertical and horizontal reaches with a tape measure, and taking various force measurements using a force gauge or weights using a scale. Managing Ergonomists are required to take a hands on approach within the workplaces being observed. As a result, to obtain these measurements and collect this data they will reach to required areas, lift/weigh required objects, push/pull dollies, carts, hoists, lift assists, parts, or other equipment to capture forces. While collecting data, Managing Ergonomists must be cautious not to overexert and/or avoid repetition in order to minimize exposure to awkward postures and/or unusual/high forces. It is deemed sufficient to simply categorize such instances as “high forces” or “forces exceed recommended guidelines”. Supervisory Ergonomists may also be required to adjust existing equipment (chairs, keyboard trays, etc.) to support ideal results. Managing Ergonomists will complete all data collection while wearing any client/environment specific Personal Protective Equipment. Due to the varying nature of projects, postures and mobility demands will vary depending on the project supported. The duration of data collection within a day typically ranges from 60 minutes to 4 hours prolonged standing, with periods of intermittent walking around the work area.

Reach			
Vertical Reach - Range (cm)	Vertical Reach - Usual (cm)	Horizontal Reach - Range (cm)	Horizontal Reach - Usual (cm)
0 - 200 cm	30 - 185 cm	0 - 100 cm	0 - 70 cm

Lifting Parameters			
Parameter	Measurement (cm)	Weight (kg)	Frequency
Horizontal Load Distance <i>(distance of knuckles away from body)</i>	Variable, but typically at distance of comfort	Notebook: <1 kg	Variable as directly dependent on project being supported.  Managing Ergonomists must consider client requests and structure their data collection to avoid repetitive exposure to lifting demands.
Vertical Load Distance <i>(height of load at start of lift)</i>	Notebook, Measurement Tools: typically between 0 - 90 cm  Objects being measured: Variable depending on object and specific task demands/environment	Measurement Tools: force gauges, tape measure, cameras: Up to 4.5 kg  Objects being measured: variable with potential to lift loads up to 30 kg provided safe lifting is feasible. Otherwise, forces above 21kg will be logged as “high forces” or “forces exceed recommended guidelines”	
Vertical Lifting Distance <i>(distance that the load is lifted through)</i>	Height of comfort (typically between waist and chest)		

Carrying Parameters			
Parameter	Measurement (cm,m)	Weight (kg)	Frequency
Vertical Position of Load	Height of comfort (typically between waist and chest)	Notebook: <1 kg	Variable as directly dependent on project being supported.
Horizontal Position of Load	Distance of comfort	Measurement Tools: force gauges, tape measure, cameras: Up to 4.5 kg	
Distance Carried	Variable: typically <1 to 500 m but could be around client facility.		

Pushing/Pulling Parameters			
Hand Height (cm)	Initial (kg)	Distance of Push <i>(up to 2m, 2-7.5m, &gt;7.5m)</i>	Frequency
1. Office/plant doors: 100-110 cm  2. Objects measured: Various heights (parts/equipment/dollies) depending on project demands	Doors: 1. 3 to 5 kg  Objects measured: variable with potential to push/pull loads up to 41 kg provided safe pushing/ pulling is feasible. Otherwise, forces above 27kg will be logged as “high forces” or “forces exceed recommended guidelines”	1. Doors: Minimal <1 m  2. Objects measured: Variable	1. Doors: As needed  2. Objects measured: Variable, Managing Ergonomists must consider client requests and structure their data collection to avoid repetitive exposure to pushing/pulling demands.

Postures			
Upper Extremity		Lower Extremity	
Neck:	0 - 45 deg flex, 90 deg rot'n, 20 deg ext	Torso:	0 - 90 deg flex
Shoulder:	0 - 180 deg flex, 0 - 180 deg abduct, 20 deg ext	Hip/Knee/Ankle:	Used to sit, stand, walk, crouch, climb and/or squat
Elbow:	0 - 180 deg flex/ext		
Wrist:	+/- 30 deg flex/ext/dev'n		
Finger Demands/Dexterity		General Demands	
Hand	Grip - Power and Pinch	Mobility	Walk
Fingers	Handling and Fine Fingering	Other	Kneeling and Climbing stairs

## Physical Demands Summary

**Task #2:** Completing data analysis and report writing

**Details:** Following collection of data, Managing Ergonomists are responsible for analyzing and/or collating the information. Once the analysis is completed, they will prepare a report consistent the scope of the project. All reports are completed electronically through use of word processing, spreadsheets, database software, as well as Internet resources. The equipment (laptop, desktop, chair) and environment (head office, remote, client location) will vary depending on the project and client being supported. As a result, Managing Ergonomists are required to set up their computer workstation in the most ideal ergonomic manner based on available equipment provided. Due to the varying nature of project timelines, deliverables, and deadlines, the duration of sustained data analysis and report writing will vary. As the Managing Ergonomist has some control over their working postures within this task, the duration of sustained seated postures within a day is typically 60 minutes before a postural break is taken. Depending on the nature of the project and work day, Managing Ergonomists may resume seated postures following postural breaks for the majority of their day.

<b>Reach</b>			
<i>Vertical Reach - Range (cm)</i>	<i>Vertical Reach - Usual (cm)</i>	<i>Horizontal Reach - Range (cm)</i>	<i>Horizontal Reach - Usual (cm)</i>
30 - 160 cm	75 - 140 cm	0 - maximum arm's reach	0 - 50 cm

<b>Lifting Parameters</b>			
<i>Parameter</i>	<i>Measurement (cm)</i>	<i>Weight (kg)</i>	<i>Frequency</i>
<i>Horizontal Load Distance</i> <i>(distance of knuckles away from body)</i>	Distance of comfort	Notebook: <1 kg Laptop Computer/Supplies: 4.5 kg	Variable: Up to 4 times per shift
<i>Vertical Load Distance</i> <i>(height of load at start of lift)</i>	Notebooks, reference materials, Laptop Computer and accessories: varies from 30 - 90cm		
<i>Vertical Lifting Distance</i> <i>(distance that the load is lifted through)</i>	Variable but typically onto desk or working surface/laptop stand.		

<b>Carrying Parameters</b>			
<i>Parameter</i>	<i>Measurement (cm,m)</i>	<i>Weight (kg)</i>	<i>Frequency</i>
<i>Vertical Position of Load</i>	Height of comfort	Notebook: <1 kg	Variable as directly dependent on project/client being supported.  Managing Ergonomists have access to rolling bags to transport equipment instead of carrying it.
<i>Horizontal Position of Load</i>	Distance of comfort	Laptop Computer/ Supplies: 4.5 kg	
<i>Distance Carried</i>	Variable: Typically <1 to 1000 m	<i>*May be required while climbing stairs into/out of working location</i>	

<b>Pushing/Pulling Parameters</b>			
<i>Hand Height (cm)</i>	<i>Initial (kg)</i>	<i>Distance of Push</i> <i>(up to 2m, 2-7.5m, &gt;7.5m)</i>	<i>Frequency</i>
Roller bag: variable, 70 - 100 cm	Variable: < 5kg	Variable: Typically <1 to 1000 m	Variable: Up to 4 times per shift

<b>Postures</b>			
<i>Upper Extremity</i>		<i>Lower Extremity</i>	
<i>Neck:</i>	0 - 45 deg flex and rot'n	<i>Torso:</i>	0 - 90 deg flex, primarily when in seated postures
<i>Shoulder:</i>	0 - 120 deg flex, 0 - 120 deg abduct	<i>Hip/Knee/Ankle:</i>	Used to sit, stand, and squat/crouch
<i>Elbow:</i>	0 - 180 deg flex/ext		
<i>Wrist:</i>	+/- 20 deg flex/ext/dev'n		
<i>Finger Demands/Dexterity</i>		<i>General Demands</i>	
<i>Hand</i>	Grip - Power and Pinch	<i>Mobility</i>	Sitting and walking
<i>Fingers</i>	Handing and Fine finger movements	<i>Other</i>	Standing, crouching, squatting, and climbing stairs

## Physical Demands Summary

**Task #3:** Supporting development of client and business opportunities while managing existing project plans/client expectations.

**Details:** Identifying and scoping client and business opportunities is an ongoing activity that requires Managing Ergonomists to demonstrate creativity and business acumen to develop potential opportunities. Managing Ergonomists also provides direction to Supervisory Ergonomists and staff to support overall progress to project plans and client/company expectations. Working closely with Supervisory Ergonomists provides Managing Ergonomists with insight into potential project bottlenecks or areas of concern and allows them to provide coaching to ensure project scope is maintained and client deliverables are achieved.

This task is primarily cognitive, occurring during and throughout all other tasks. However, since focussed activity around this task will be completed during desk based tasks, related physical demands to this environment have been presented below.

Reach			
Vertical Reach - Range (cm)	Vertical Reach - Usual (cm)	Horizontal Reach - Range (cm)	Horizontal Reach - Usual (cm)
30 - 160 cm	75 - 140 cm	0 - maximum arm's reach	0 - 50 cm

Lifting Parameters			
Parameter	Measurement (cm)	Weight (kg)	Frequency
Horizontal Load Distance (distance of knuckles away from body)	Distance of comfort	Notebook: <1 kg  Laptop Computer/Supplies: 4.5 kg	Variable: Up to 4 times per shift
Vertical Load Distance (height of load at start of lift)	Notebooks, reference materials, Laptop Computer and accessories: varies from 30 - 90cm		
Vertical Lifting Distance (distance that the load is lifted through)	Variable but typically onto desk or working surface/laptop stand.		

Carrying Parameters			
Parameter	Measurement (cm,m)	Weight (kg)	Frequency
Vertical Position of Load	Height of comfort	Notebook: <1 kg	Variable as directly dependent on project/client being supported.
Horizontal Position of Load	Distance of comfort	Laptop Computer/ Supplies: 4.5 kg	
Distance Carried	Variable: Typically <1 to 1000 m	*May be required while climbing stairs into/out of working location	

Pushing/Pulling Parameters			
Hand Height (cm)	Initial (kg)	Distance of Push (up to 2m, 2-7.5m, >7.5m)	Frequency
Roller bag: variable, 70 - 100 cm	Variable: < 5kg	Variable: Typically <1 to 1000 m	Variable: Up to 4 times per shift

Postures			
Upper Extremity		Lower Extremity	
Neck:	0 - 45 deg flex and rot'n	Torso:	0 - 90 deg flex, primarily when in seated postures
Shoulder:	0 - 120 deg flex, 0 - 120 deg abduct	Hip/Knee/Ankle:	Used to sit, stand, and squat/crouch
Elbow:	0 - 180 deg flex/ext		
Wrist:	+/- 20 deg flex/ext/dev'n		
Finger Demands/Dexterity		General Demands	
Hand	Grip - Power and Pinch	Mobility	Sitting and walking
Fingers	Handing and Fine finger movements	Other	Standing, crouching, squatting, and climbing stairs

## Physical Demands Summary

### Task #4: Instructing and facilitating training sessions

**Details:** Managing Ergonomists may be required to instruct and facilitate training sessions at various client locations. Depending on the client, this may only include setting up computer but could also include setting up the audio/visual equipment, as well as moving chairs and tables to create a positive training layout. Training sessions may be delivered at client locations in conference rooms, at hotel type locations, or via webinar format. Throughout instructing and facilitating the training session, a Managing Ergonomist may be required to provide demonstrations of tasks, ideal work methods, and various postures. As a result, the postures and movements required will vary depending on the topic of training delivered. Depending on the type and duration of training session, a Senior Ergonomist may stand/walk for between 1 - 2 hours at a time while presenting material before a 15 minute break. For full day training sessions they would be required to stand for the duration of the session other than 15 min breaks and a lunch break.

<b>Reach</b>			
<i>Vertical Reach - Range (cm)</i>	<i>Vertical Reach - Usual (cm)</i>	<i>Horizontal Reach - Range (cm)</i>	<i>Horizontal Reach - Usual (cm)</i>
0 - 200 cm	75 - 185 cm	0 - maximum arm's reach	0 - 50 cm

<b>Lifting Parameters</b>			
<i>Parameter</i>	<i>Measurement (cm)</i>	<i>Weight (kg)</i>	<i>Frequency</i>
<i>Horizontal Load Distance (distance of knuckles away from body)</i>	Distance of comfort	Laptop computer, handouts, In-Focus machine: Up to 6 kg	Variable Up to 4 times per shift
<i>Vertical Load Distance (height of load at start of lift)</i>	Notebooks, reference materials, Laptop Computer and accessories: varies from 30 - 90cm		
<i>Vertical Lifting Distance (distance that the load is lifted through)</i>	Variable but typically onto table or working surface/lecturn.		

<b>Carrying Parameters</b>			
<i>Parameter</i>	<i>Measurement (cm,m)</i>	<i>Weight (kg)</i>	<i>Frequency</i>
<i>Vertical Position of Load</i>	Height of comfort	Laptop Computer/ Supplies: Up to 6 kg  *May be required while climbing stairs into/out of working location	Variable Up to 4 times per shift  Managing Ergonomists have access to rolling bags to transport items instead of carrying them.
<i>Horizontal Position of Load</i>	Distance of comfort		
<i>Distance Carried</i>	Variable: Typically <1 to 1000 m		

<b>Pushing/Pulling Parameters</b>			
<i>Hand Height (cm)</i>	<i>Initial (kg)</i>	<i>Distance of Push (up to 2m, 2-7.5m, &gt;7.5m)</i>	<i>Frequency</i>
1. Doors (100 - 110 cm) 2. Overhead screen (up to 200 cm) 3. Rolling laptop / office bag (70 - 100 cm)	1. Doors: 3 to 5 kg 2. Overhead screen: 1 to 2 kg 3. Rolling bag: <5 kg	1. Doors: Minimal <1 m 2. Overhead screen: <1 m 3. Rolling bag: <1 to 1000 m	Variable Up to 4 times per shift

<b>Postures</b>			
<i>Upper Extremity</i>		<i>Lower Extremity</i>	
<i>Neck:</i>	0 - 45 deg flex, 0 - 30 deg ext, 0 - 45 deg rot'n	<i>Torso:</i>	0 - 90 deg flex, primarily when in seated postures
<i>Shoulder:</i>	0 - 180 deg flex, 0 - 180 deg abduct	<i>Hip/Knee/Ankle:</i>	Used to sit, stand, walk, climb and squat/crouch
<i>Elbow:</i>	0 - 180 deg flex/ext		
<i>Wrist:</i>	+/- 30 deg flex/ext/dev'n		
<i>Finger Demands/Dexterity</i>		<i>General Demands</i>	
<i>Hand</i>	Grip - Pinch and Power	<i>Mobility</i>	Stand and walk
<i>Fingers</i>	Handling and Fine finger movements	<i>Other</i>	Sitting, crouching, squatting, and climbing stairs

## Physical Demands Summary

**Task #5:** Travelling between and to client locations

**Details:** Depending on the projects being supported, Managing Ergonomists may be required to travel between client locations on the same day. Travelling between clients may require Managing Ergonomists to load/unload their vehicle with equipment/supplies needed to support the data collection or training session. Travelling distances will vary depending on client support, up to 60 minute sustained sitting tolerances may be required.

<b>Reach</b>			
<i>Vertical Reach - Range (cm)</i>	<i>Vertical Reach - Usual (cm)</i>	<i>Horizontal Reach - Range (cm)</i>	<i>Horizontal Reach - Usual (cm)</i>
30 - 200 cm	85 - 105 cm	0 - 75 cm	0 - 55 cm

<b>Lifting Parameters</b>			
<i>Parameter</i>	<i>Measurement (cm)</i>	<i>Weight (kg)</i>	<i>Frequency</i>
<i>Horizontal Load Distance</i> <i>(distance of knuckles away from body)</i>	Up to 65 cm	Equipment/Supplies/Laptop/ Personal bags: Up to 6 kg	Variable
<i>Vertical Load Distance</i> <i>(height of load at start of lift)</i>	Varies, typically from 30 - 90cm		
<i>Vertical Lifting Distance</i> <i>(distance that the load is lifted through)</i>	30 - 120 cm		

<b>Carrying Parameters</b>			
<i>Parameter</i>	<i>Measurement (cm,m)</i>	<i>Weight (kg)</i>	<i>Frequency</i>
<i>Vertical Position of Load</i>	Height of comfort	Equipment/Supplies/Laptop/ Personal bags: Up to 6 kg	Variable Up to 4 times per shift
<i>Horizontal Position of Load</i>	Distance of comfort		Managing Ergonomists have access to rolling bags to transport items instead of carrying them.
<i>Distance Carried</i>	Variable: Typically <1 to 1000 m		

<b>Pushing/Pulling Parameters</b>			
<i>Hand Height (cm)</i>	<i>Initial (kg)</i>	<i>Distance of Push</i> <i>(up to 2m, 2-7.5m, &gt;7.5m)</i>	<i>Frequency</i>
1. Open/close vehicle doors (80 - 110 cm) 2. Shifting gears (60 cm) 3. Engaging parking brake (60 - 70 cm) 4. Office/plant doors (100 - 110 cm) 5. Rolling laptop / Office Bag (90 - 100 cm)	1. 3 to 5 kg 2. 1 to 2 kg 3. 1 to 2 kg 4. 3 to 5 kg 5. <5 kg	1. Minimal, <1 m 2. Minimal, <1 m 3. Minimal, <1 m 4. Minimal, <1 m 5. <1 to 1000 m	Variable, up to 4 trips per shift.

<b>Postures</b>			
<i>Upper Extremity</i>		<i>Lower Extremity</i>	
<i>Neck:</i>	0 - 45 deg flex, 0 - 30 deg ext, 0 - 45 deg rot'n	<i>Torso:</i>	0 - 90 deg flex, primarily when in seated/driving postures
<i>Shoulder:</i>	0 - 180 deg flex, 0 - 180 deg abduct	<i>Hip/Knee/Ankle:</i>	Used to sit, stand, walk and operate pedals to drive vehicle
<i>Elbow:</i>	0 - 180 deg flex/ext		
<i>Wrist:</i>	+/- 30 deg flex/ext/dev'n		
<i>Finger Demands/Dexterity</i>		<i>General Demands</i>	
<i>Hand</i>	Grip - Power and Pinch	<i>Mobility</i>	Sitting
<i>Fingers</i>	Handling and Fine fingering	<i>Other</i>	Climbing in/out of vehicle

## Summary of Additional Specific Requirements

Cognitive Demands	Required	Comments or Details
<b>Hearing</b>		
Conversation	X	With co-workers, management team and clients
Other Sounds	X	Announcements and alarms
<b>Vision</b>		
Near	X	Computer work, paperwork, and data collection
Far	X	Navigating throughout client locations and driving
Colour	X	Computer work and during data collection
<b>Perception</b>		
Spatial Form	X	Data collection
Feeling	X	Data collection
Reading	X	Computer work, paperwork, and driving
Writing	X	Data collection, paperwork and analysis
Speech	X	With co-workers, management team and clients

Environmental Demands	Required	Comments or Details
Air borne particles	X	May be exposed depending on client (i.e. health care, hospitals)
Noise	X	Hearing protection may be required depending on the client
Hazardous machines/tools	X	May be exposed depending on client
Radiant/thermal energy	X	May be exposed depending on client
Congested work site	X	May be exposed depending on client

Conditions of Work	Required	Comments or Details
Work alone	X	May support independent projects
Work Independently but in a team	X	May support independent projects, but works as a larger part of a consulting team
Deadline pressure	X	Required to meet client deadlines
Operate equipment/machinery	X	Tools required for data collection and analysis (i.e. camera, force gauge, scale, tape measure, computer)
Shift work	X	Typically day shift support, but afternoon or night support may be required depending on client requests

Personal Protective Equipment	Required	Comments or Details
Safety glasses	X	May be required depending on client
Hard hat	X	May be required depending on client
Jacket/sleeves/paint suit	X	May be required depending on client
Safety shoes	X	May be required depending on client
Hearing protection	X	May be required depending on client
Safety vest	X	May be required depending on client
Gloves	X	May be required depending on client
Face mask	X	May be required depending on client



**Psychological / Cognitive Job Demands Analysis**

Category	Area of Focus <i>Description / Definition</i>	Managing Ergonomist <i>Micro= 25% / Meso= 50% / Macro= 25%</i>
Degree of Self-Supervision Required	The ability to work effectively without supervision. When required, the worker is expected to exercise good problem solving and judgement.	Self-supervised with contact with fellow Management only as needed.
Degree of Supervision Exercised	The extent of work direction and/or supervision provided to other consultants.	Provide coaching and are responsible for Safety, Cost, Quality, Financial, Policy, and Staffing associated with the projects and staff they are supervising, in addition to the company as a whole as an active member of the Management team.  CCCPE: Responsible for maintaining professional accountability for all work which they assign including assessments and documentation. Includes evaluating the knowledge, experience, skill, and judgment of the personnel being supervised to ensure they are competent to perform any activity that is assigned to them.
Time Pressures	The extent to which work tasks are expected to be completed within a given time period or the extent to which a fast work pace is required because of the nature of the work or work volume.	Able to manage ongoing pressure to meet deadlines, work within time constraints, and/or support a high volume of work and fast pace of work. Able to complete tasks, and ensure managed staff complete projects, within required timelines. May be required to extend work day to manage unique scenarios.
Attention to Detail	The ability to support work tasks that require attention to or concentration on details of information. This demand implies that insufficient attention to detail will result in work errors and/or inefficiencies.	Intense attention to detail or concentration is required for all tasks. Able to apply macro level common sense/logic checks to meso and micro detail in all areas.
Performance of multiple tasks	The ability to perform and/or monitor more than one task at a time and to be able to judge when tasks require attention. The ability to prioritize tasks and manage time effectively (juggle various tasks efficiently) is required.	Constantly responsible for multiple concurrent tasks and projects. Must exercise a high degree of time management skill and judgement for successful ongoing establishment of priorities and guiding staff.
Exposure to distracting stimuli	The ability to perform work duties without distraction from visual, auditory or other sensory stimuli. May include verbal conversations of colleagues in an open office area, phones ringing, and movement of people.	Constantly responsible for multiple concurrent tasks and projects. Must exercise a high degree of time management skill and judgement for successful ongoing establishment of priorities and guiding staff.
Need to work co-operatively with others	The ability to work co-operatively with others. This may include team projects, shared job duties, interacting with Management, etc. This requires one to have good communication skills, good teamwork and interpersonal skills, be open minded, diplomatic or have good negotiation skills.	Able to work in close co-operation with others and support team dynamics on constant basis.  Able to support colleagues on a coaching basis.
Exposure to emotional or confrontational situations	Exposure to situations in which a client or the public may be emotional or confrontational and the consultant is required to interact with the individual in order to complete a job requirement. These scenarios may be in person or over the telephone.	Daily exposure to emotional or confrontational circumstances or individuals with whom the Manager must interact in order to ensure expectations are met.

## Psychological / Cognitive Job Demands Analysis

Category	Area of Focus <i>Description / Definition</i>	Managing Ergonomist <i>Micro= 25% / Meso= 50% / Macro= 25%</i>
Responsibility and accountability	The extent of liability or safety risk that could result if the consultant does not exercise appropriate judgement or attention, or follow policies, procedures, and processes during the performance of job tasks.	Errors in judgement or attention would result in liability or risks ranging from serious legal consequences, breach of contract, significant expense, or health and safety risks to clients, colleagues, or the company.
Reading literacy	The ability to read and comprehend English text and written documents.	A high degree of reading literacy is required to read reports, references, policies (OI and client), legal documents or agreements, with a high degree of comprehension.
Written literacy	The ability to create English text within generally accepted grammar and spelling norms.	Able to prepare any written communication with accurate spelling, grammatical construction, professional format (pdf margins, titles, fonts, sizes of fonts), concise, clarity, and/or careful wording. Able to edit and polish any written communication to finished product quality and provide written feedback/corrections.
Data Analytics	The ability to process, analyze, and comprehend numerical information even if the calculation is performed electronically.	Able to create, understand, and explain complex arithmetic operations and abstract mathematical formulae. Able to apply macro level common sense/logic checks to meso and micro detail to ensure finished product quality.
Computer literacy	The extent to which a job requires the ability to use computer technology	Able to use standard computer programs (e.g. Excel, WORD, Power Point, video conferencing) and smart phones (text, emails, Apps) and any software clients may introduce at an advanced level and apply problem solving skills as required.
Verbal Communication	The ability to clearly comprehend and express ideas and information in spoken English.	Communication skills are required to comprehend and communicate complex information fluently and or communicate effectively in complex and/or confrontational situations e.g. explaining policies, conflict resolution, explaining negative/gaps in support to clients, explaining key decision points in project development/execution, etc.  Able to pivot to take advantage of unique opportunities e.g. marketing opportunities, potential areas of scope creep, etc.
Memory	The ability to retrieve and recall information on demand that has been previously learned.	Able to recall many pieces of detailed information, previous experiences/historical examples, policies, procedures, and processes which may have to be recalled in demanding or time sensitive situations ie. due to deadlines, within unplanned and one off situations, etc.
Resilience	The ability to recover quickly from difficulties; toughness, grit.	Able to demonstrate self awareness and communicate accordingly to ensure you are able to recover quickly from difficulties and demonstrate toughness and grit on an ongoing basis.
Decision Making	The ability to consider relevant details/criteria and come to a conclusion.	Able to confidently and independently review information, consider new methodologies/ areas of focus (OI, industry accepted standards, etc.), identify conclusions, and explain rationale used.  Able to apply macro and meso level common sense/logic checks to micro detail to verify product quality and decision logic.