

**APPENDIX C**

**Job Requirements and Physical Demands  
Survey**

**Scoring Sheets**

## SCORING SHEET

Although there are many ways to score the survey, we recommend that you work through one survey at a time, completing the parts as indicated. Make sure your tally marks are small enough so you have room for the entire shop.

### Part I - Job Factors

#### A - Risk Factor Ratings (Questions 1 - 38)

Step 1	Step 2	Step 3	Step 4						
For each body area, count the number of responses in the 2-4 hour column and in the 4-8 hour column. <b>If that number exceeds the criteria number in the box in the upper right</b> , make one tally mark. Place only one mark per survey in each box. Write the total of the tallies in the Total box.	Divide the Total tallies by the number of surveys from one shop.	Multiply that number by 100 to get the percentage.	Write the Risk Factor Rating (Low, Med, High) in the box for each body part using the scale below.  <table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Low</u></td> <td style="text-align: center;"><u>Med</u></td> <td style="text-align: center;"><u>High</u></td> </tr> <tr> <td style="text-align: center;">≤30%</td> <td style="text-align: center;">31 - 60%</td> <td style="text-align: center;">61+%</td> </tr> </table>	<u>Low</u>	<u>Med</u>	<u>High</u>	≤30%	31 - 60%	61+%
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<div style="text-align: right; padding-right: 5px;"><b>Total</b></div>	<div style="text-align: center;">number of surveys</div> <div style="text-align: center;">÷ _____ = _____ x 100 = _____%</div>								
<b>A.5 Head/Eyes Risk Factor Rating</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>								

# SCORING SHEET

**Part I - Job Factors**  
**B - Organizational Factors (Questions 39-44)**

Step 1	Step 2	Step 3	Step 4	Step 5						
For each question that has a response of a 4-Agree or 5-Strongly Agree, make a tally in the tally box. Write the total tallies in the Total box.	Divide by 6	Divide by the number of surveys from one shop.	Multiply that number by 100 to get the percentage.	Write the Organizational Factor Rating (Low, Med, High) in the box based on the scale below:  <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 0 10px;"><b>Low</b></td> <td style="text-align: center; padding: 0 10px;"><b>Med</b></td> <td style="text-align: center; padding: 0 10px;"><b>High</b></td> </tr> <tr> <td style="text-align: center; padding: 0 10px;">≤30%</td> <td style="text-align: center; padding: 0 10px;">31-60%</td> <td style="text-align: center; padding: 0 10px;">61+%</td> </tr> </table>	<b>Low</b>	<b>Med</b>	<b>High</b>	≤30%	31-60%	61+%
<b>Low</b>	<b>Med</b>	<b>High</b>								
≤30%	31-60%	61+%								
<p><b>Tally Box</b></p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto;"></div> <p style="text-align: center;">Total</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; width: 30px; height: 30px; text-align: center; line-height: 30px;">1</div> <div style="text-align: center; flex-grow: 1;"> <p>number of surveys</p> <p>÷ 6 = _____ ÷ _____ = _____ x 100 = _____%</p> </div> <div style="text-align: right; width: 20%;"> <p><b>B. Organizational Factor Rating</b></p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> </div> </div>									

**Part I - Job Factors**  
**C - Physical Effort Score (Question 45)**

Step 1	Step 2	Step 3
Write the numeric score (6-20) for each survey in the tally box. Add the numbers and write the total in the total box.	Divide that total by the number of surveys.	Write the average in the Physical Effort box.
<p><b>Tally Box</b></p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 10px auto;"></div> <p style="text-align: center;">Total</p>	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center; flex-grow: 1;"> <p>number of surveys</p> <p>÷ _____ =</p> </div> <div style="text-align: right; width: 20%;"> <p><b>C. Physical Effort Factor Score</b></p> <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> </div> </div>	

**Part II - The Body's Response to Work Demands**

**D - Discomfort Rating (Questions 46 - 60)**

Step 1	Step 2	Step 3	Step 4
<p>For each body part, look at the responses to the second and third questions (47 &amp; 48, 50&amp;51, 53&amp;54, 56&amp;57, 59&amp;60). If participants have answered them, then look at the Criteria Table. If the combination of answers fits one of the categories, then make a tally mark in the tally box for each body part. For example: if 47 is "weekly" and 48 is "moderate" then make a tally mark. Count and put total in Total box.</p>	<p>Divide the total tallies by the number of surveys from one shop.</p>	<p>Multiply that number by 100 to get the percentage.</p>	<p>Write the Discomfort Rating (Low, Med, High) in the box for each body part using the scale below.</p> <p style="text-align: right;"> <b>Low</b>      <b>Med</b>      <b>High</b>                      ≤30%    31 - 60%    61+%                 </p>

**Criteria Table**

	Mild	Moderate	Severe
<b>Daily</b>			
<b>Weekly</b>			
<b>Monthly</b>			

Shoulder/Neck Tally Box Question 46-48  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"><b>Total</b></div>	number of surveys  $\div \text{_____} = \text{_____} \times 100 = \text{_____}\%$	<b>D.1</b> Shoulder/Neck Discomfort Rating  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>
Hand/Wrist Arm Tally Box Question 49-51  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"><b>Total</b></div>	number of surveys  $\div \text{_____} = \text{_____} \times 100 = \text{_____}\%$	<b>D.2</b> Hand/Wrist/Arm Discomfort Rating  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>
Back/Torso Tally Box Question 52-54  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"><b>Total</b></div>	number of surveys  $\div \text{_____} = \text{_____} \times 100 = \text{_____}\%$	<b>D.3</b> Back/Torso Discomfort Rating  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>
Legs/Feet Tally Box Question 55-57  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"><b>Total</b></div>	number of surveys  $\div \text{_____} = \text{_____} \times 100 = \text{_____}\%$	<b>D.4</b> Legs/Feet Discomfort Rating  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>
Head/Eyes Tally Box Question 58-60  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"><b>Total</b></div>	number of surveys  $\div \text{_____} = \text{_____} \times 100 = \text{_____}\%$	<b>D.5</b> Head/Eyes Discomfort Rating  <div style="border: 1px solid black; width: 100px; height: 20px; margin-left: 100px;"></div>

# SCORING SHEET

## Part II - The Body's Response

### E - General Questions (Questions 61 - 65)

Step 1	Step 2		
Look at question 61 and tally only the "yes" answers in the tally box for that question. Count and write the total in the total box.	Write the total in the Health Care Provider Visit score box.		
Question 61 Tally Box	E.1 Health Care Provider Visit Score		
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"><b>Total</b></div>	<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div>		
Step 1	Step 2	Step 3	Step 4
Look at each question and tally only the "yes" answers in the tally box for that question. Count and write the total in the Total box.	Divide the total tallies for that question by the number of surveys.	Multiply that number by 100 to get the percentage.	Write the shop percentage in the box provided.
Question 62 Tally Box	E.2 Recovery Time Score		
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"><b>Total</b></div>	number of surveys $\div \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \times 100 =$		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: right;">%</div>
Question 63 Tally Box	E.3 Activity Interruption Score		
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"><b>Total</b></div>	number of surveys $\div \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \times 100 =$		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: right;">%</div>
Question 64 Tally Box	E.4 Previous Diagnosis		
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"><b>Total</b></div>	number of surveys $\div \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \times 100 =$		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: right;">%</div>
Question 65 Tally Box	E.5 Contributing Factors Score		
<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"><b>Total</b></div>	number of surveys $\div \underline{\hspace{1cm}} = \underline{\hspace{1cm}} \times 100 =$		<div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: right;">%</div>

# SCORING SHEET

**Part III**  
**F - Work Content (Items 66-122)**

Step 1	Step 2	Step 3	Step 4	Step 5
In the space below, list item number(s) and corresponding type(s) of work that are performed on a "Routine" basis.	For each Routine Type of Work, tally the number of responses. Count and write the total in the total box.	Divide the total tallies for each type of work by the number of surveys.	Multiply that number by 100 to get the percentage.	Write in the shop percentile in the box provided.
Item #	Type of Work			
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %
	Tally Box <div style="border: 1px solid black; width: 100px; height: 20px; margin: 5px auto;"></div> Total	$\div$ _____ = _____ X 100	F	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div> %