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CAREER CONCEPTS INC

Consulting & Counseling

JOB ANALYSIS

Date of Analysis: 11/16/09

EMPLOYEE	Joe Smith
CLAIM #	98765XXZZ87
JOB TITLE	Warehouseman

EMPLOYER	Food and Warehouse Co			
LOCATION/ADDRESS	87605 N. "Z" Street Calwa CA 93299			
NATURE OF JOB	<input checked="" type="checkbox"/> FULL-TIME	<input type="checkbox"/> PART-TIME	<input type="checkbox"/> ON-CALL	<input checked="" type="checkbox"/> PERMANENT
	<input type="checkbox"/> TEMPORARY	<input type="checkbox"/> SEASONAL	<input type="checkbox"/> OTHER:	
SHIFT	<input type="checkbox"/> DAYS	<input checked="" type="checkbox"/> SWING	<input type="checkbox"/> NIGHTS	<input type="checkbox"/> VARIES
HOURS PER DAY	8+	HOURS PER WEEK	40-84	
OVERTIME	<input type="checkbox"/> NONE	<input type="checkbox"/> OCCASIONAL	<input checked="" type="checkbox"/> REQUIRED	<input checked="" type="checkbox"/> AVAILABLE

GENERAL JOB SUMMARY:

This job analysis is intended to describe the usual and customary duties of Joe Smith in the Warehouseman position. He held this position from August 2008 through November 20, 2009.

In this position, it is the worker's duty to manage incoming packaging materials and ingredients as they arrive at this food processing facility and then get them to the production floor. The worker first receives incoming trucks of palletized product. The worker operates a forklift to transfer pallets of product and place them in large storage racks or on the warehouse floor as space allows. He is not required to repalletize any fallen product or broken pallets that may have come in the truck that way, such duties being the responsibility of the truck driver.

The worker is also required to take palletized product and prepare it for transport onto the production floor. In such cases, the worker would position a plastic pallet on the floor next to the shipping pallets, unwrap the plastic covering from the shipping pallets, and then manually move boxes from the shipping pallets to the plastic pallets to later be moved to the production floor. In this manner, he will construct a

Job Analysis: Warehouseman

Employee: Joe Smith

Page 2 of 15

mixed pallet of various products to go onto the production floor. The parties estimate that approximately 70% of pallets that are moved onto the production floor are mixed. The remaining 30% are left intact as they are received and are simply dropped on a plastic skid or pallet before being moved to the production floor using a pallet jack.

The worker also transports pallets of sacks and bags of ingredients.

Should a pallet break or the contents of a pallet fall while on the warehouse or production floor, the worker is responsible for rebuilding the stack using an intact pallet.

The worker is also required to keep the warehouse clean and orderly. This involves sweeping as needed, disposing of broken pallets, stacking empty pallets, etc. This was done by hand generally but could also be done by forklift where appropriate.

The worker would also do break relief for the Slotter position on the production floor. This involves taking palletized product from the pallet wrapping machine and transporting this by pallet jack to the cold box area, where other works would put the pallets into storage. The worker would also manually transport and sometimes stack empty shipping pallets.

The worker also transports pallets of cardboard to the packing area as needed and also transports stacks of pallets by forklift.

At the end of the worker's warehouse shift, he would also assist in other areas, where he could do Clean In Place tasks (CIP), run packaging machines, do Slotter tasks, function as the Reverse Osmosis operator, do Milk Receiving, and perform other positions. The typical warehouse man does not do these other positions. Nonetheless, Mr. Lackey did these positions because he had previously done many of them and was willing to work the extra hours. Because of the seniority system in place at the facility, if the worker had the ability to perform a job and had less seniority than someone doing the position, the worker might be obligated to do the position should the higher-seniority worker have completed his eight hours and wish to go home. The worker states he volunteered on many occasions as well.

The worker performed many of these other duties on additional shifts he would opt to take. Available shifts and assignments were posted, and the worker would pick preferred shifts and assignments. These would be awarded based on seniority. Assignments could be anywhere in the plant in which the worker had the requisite experience.

The following factors describe the WAREHOUSEMAN duties alone and do NOT describe the other various occupations and assignments that worker did during voluntary or mandatory overtime.


TOOLS OF THE TRADE


<input checked="" type="checkbox"/> HAND TOOLS	<input checked="" type="checkbox"/> WRENCHES	<input type="checkbox"/> SCREWDRIVERS	<input type="checkbox"/> PLIERS	<input type="checkbox"/> HANDSAWS
	<input type="checkbox"/> KNIVES	<input checked="" type="checkbox"/> OTHER: WRITING UTENSILS		
<input type="checkbox"/> POWER TOOLS	<input type="checkbox"/> SAWS	<input type="checkbox"/> DRILLS	<input type="checkbox"/> AIR TOOLS	<input type="checkbox"/> BENCH TOOLS
	<input type="checkbox"/> JACK HAMMERS	<input type="checkbox"/> OTHER:		
<input type="checkbox"/> COMPUTER EQUIP.	<input type="checkbox"/> COMPUTER	<input type="checkbox"/> KEYBOARD	<input type="checkbox"/> MOUSE	<input type="checkbox"/> TRACKBALL
	<input type="checkbox"/> PRINTER	<input type="checkbox"/> OTHER:		
<input type="checkbox"/> OFFICE EQUIP.	<input type="checkbox"/> COPIER/FAX	<input type="checkbox"/> PHONE HANDSET	<input type="checkbox"/> PHONE HEADSET	<input type="checkbox"/> HOLE PUNCH
	<input type="checkbox"/> STAPLER	<input type="checkbox"/> OTHER:		
<input checked="" type="checkbox"/> VEHICLES/CARTS	<input type="checkbox"/> TRUCK/CAR	<input checked="" type="checkbox"/> FORKLIFT	<input checked="" type="checkbox"/> PALLET JACK	<input type="checkbox"/> HAND TRUCK
	<input type="checkbox"/> CART	<input type="checkbox"/> OTHER:		
<input type="checkbox"/> COOKING TOOLS	<input type="checkbox"/> MIXERS	<input type="checkbox"/> SLICERS	<input type="checkbox"/> OVENS	<input type="checkbox"/> STOVES
	<input type="checkbox"/> ROTISSERIE	<input type="checkbox"/> OTHER:		
<input type="checkbox"/> OTHER:				


PHYSICAL DEMAND DEFINITIONS




FREQUENCY	PERCENTAGE OF DAY	TIME IN 8-HOUR SHIFT
NEVER	NOT PRESENT	
RARE	1% OR LESS PER DAY	5 MINUTES OR LESS PER DAY
INFREQUENT	2% TO 5% OF THE DAY	6 TO 30 MINUTES PER DAY
OCCASIONAL	6% TO 33% OF THE DAY	.5 TO 2.5 HOURS PER DAY
FREQUENT	34% TO 66% OF THE DAY	2.5 TO 5.25 HOURS PER DAY
CONTINUOUS	67% TO 100% OF THE DAY	5.25 TO 8 HOURS PER DAY


STANDING


	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	SURFACE AND MAX DURATION PER OCCASION
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating the standing forklift, manually palletizing pallets of mixed items, looking for product, etc. Concrete surfaces. Max duration per episode would not exceed 20 minutes according to the worker and up to 60 minutes according to the employer.


WALKING							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	SURFACE AND MAX DURATION PER OCCASION
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Finding pallets of product in the storage racks, moving pallets of product using a pallet jack, moving between various areas, etc. Concrete surfaces. Max distance per episode would not exceed 50 yards.


SITTING							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY, SURFACE, AND MAX DURATION PER OCCASION
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Operating a sit-down forklift to move cardboard. Max duration per episode would not exceed 15 mins.

BENDING: LIGHT, MODERATE, AND FULL							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
 LIGHT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transferring boxes from one pallet to another, retrieving boxes on the back of a pallet, etc.
 MODERATE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stacking pallets, moving boxes, picking up film rolls (rare itself), etc.
 FULL	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reaching down to grab an empty pallet to grasp one edge. This may vary based on worker technique as some workers may substitute squatting or kneeling for full bending.





SQUATTING							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	This may vary based on worker technique as some workers may substitute kneeling or full bending for squatting.

KNEELING							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Picking up debris from floor, using a dust pan, etc. This may vary based on worker technique as some workers may substitute squatting or full bending for kneeling.


CRAWLING							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY AND SURFACE
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

TWISTING AT THE WAIST							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Repalletizing, moving boxes, etc. Occurs often throughout the day but does not occur when walking, driving the forklift, etc.


NECK MOTIONS: EXTENSION, FLEXION, TWISTING, LATERAL FLEXION


	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
 EXTENSION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watching the forks and pallets when operating the forklift overhead, looking for product on upper racks, reaching for the top row of product when manually repalletizing, etc.
 FLEXION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Watching the forks when picking up a pallet with the lift or pallet jack, repalletizing bottom portions of pallets, watching where walking or driving, doing paperwork, sweeping, etc.
 TWISTING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Looking for product, repalletizing, operating forklift, watching where walking, responding to coworkers, etc.
 LAT. FLEXION	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Turning his head to read a label on a box that has fallen over.


CLIMBING: STAIRS/RAMPS AND OTHER


	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
STAIRS & RAMPS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stairs in and out of plant.
LADDERS & OTHER	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ladder to get up or down from loading dock.

BALANCING


	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ladders and stairs. Some occasions for wet floors on warehouse. Rarely occurs.

LIFTING							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ITEMS LIFTED
0-10 LB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust pan, broom, debris.
11-25 LB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partial boxes of product, lifting one side of pallet, etc.
26-50 LB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Cased product, pallets, repalletizing product, etc.
51-75 LB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Blue shipping pallets lifting while covering for Slotter.
76-100 LB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100+ LB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
THE HEAVIEST ITEM LIFTED IS BLUE SHIPPING PALLET WEIGHING 65 LB AND LIFTED 0-10 TIMES PER DAY.							


CARRYING: TRANSPORTING AN OBJECT, HOLDING IT WITH THE HANDS, ARMS, OR SHOULDERS.							
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ITEMS CARRIED
0-10 LB	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Dust pan, broom, etc.
11-25 LB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Partial cases.
26-50 LB	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Cased product between warehouse and floor, or between pallets
51-75 LB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
76-100 LB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
100+ LB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
THE HEAVIEST ITEM CARRIED IS CASED PRODUCT WEIGHING 50 LB AND CARRIED 20 MINS A DAY A DISTANCE OF 1-30 YDS.							

PULLING										
	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY	LIGHT	MOD.	FULL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Boxes, controls, broom. Rare full force pulling in cases where electric pallet jack has run out of power and must be moved away.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



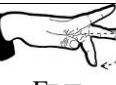

PUSHING

	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY	LIGHT	MOD.	FULL
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Boxes, controls, broom, sliding a pallet, etc. Rare full force pushing in cases where electric pallet jack has run out of power and must be moved away.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

REACHING

	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
AT/ABOVE SHOULDER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Accessing top layers of boxes when repalletizing, grasping pull rope to open vertical doors, etc.
BELOW SHOULDER	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Handling boxes, operating forklifts, moving pallet jacks, moving pallets, using broom and dustpan, etc.

HAND/WRIST MOTIONS

	NEVER	RARE	INFREQ	OCCAS	FREQ	CONT	ACTIVITY
 SIMPLE GRASPING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating forklift controls, handling boxes, using broom and dustpan.
 FORCEFUL GRASPING	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Handling heavy blue shipping pallets (65 lb)
 FINE MANIPULATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Writing utensils. Buttons on forklift controls.
 TURN/TWIST WRISTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Forklift controls, handling boxes, using pallet jack, etc.

ENVIRONMENTAL CONDITIONS			
	NO	YES	EXPLAIN
WORKING INDOORS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Mostly.
WORKING OUTDOORS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
EXTREME TEMPERATURES/HUMIDITY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ambient weather when outside.
WORKING AT UNPROTECTED HEIGHTS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
WORKING AROUND MOVING MACHINERY	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forklifts, electric pallet jacks, production equipment, etc.
BIO-HAZARDS (BLOOD, WASTE, ETC)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
DUST, FUMES, SMOKE, GASES, ODORS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Box dust, dirt, propane forklift outside, some chlorine fumes if CIP occurring on floor, powdered milk, rare paint fumes.
TOXIC OR CAUSTIC CHEMICALS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not in this position.
EXCESSIVE NOISE	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Door alarms, production equipment.
RADIATION OR ELECTRICAL ENERGY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
SOLVENTS, GREASE OR OIL	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
OPERATING VEHICLES/EQUIPMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Forklifts, pallet jacks, etc.
USING KNIVES, NEEDLES, SHARPS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Knife for plastic wrap.
USING VIBRATORY TOOLS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
OTHER	<input type="checkbox"/>	<input type="checkbox"/>	

JOB ANALYSIS PARTICIPATION	
SOURCE OF INFORMATION	
<input checked="" type="checkbox"/> INTERVIEW WITH THE SUPERVISOR/HR PERSONNEL ON THE DATE OF THE ANALYSIS	
<input checked="" type="checkbox"/> INTERVIEW WITH THE EMPLOYEE ON THE DATE OF THE ANALYSIS	
<input type="checkbox"/> COMPANY JOB DESCRIPTION	
<input checked="" type="checkbox"/> ON-SITE VISIT	
<input type="checkbox"/> OTHER:	
<input checked="" type="checkbox"/> THE ANALYSIS WAS PROVIDED TO THE EMPLOYER FOR SIGNATURE ON 6/16/09	
<input checked="" type="checkbox"/> THE ANALYSIS WAS PROVIDED TO THE EMPLOYEE FOR SIGNATURE ON 6/16/09	
JOB ANALYST SIGNATURE:	DATE SIGNED: 6/16/09
JOB ANALYST NAME: EVERETT O'KEEFE, B.A., QRR, CPDM, VRTWC	

Job Analysis: Warehouseman

Employee: Joe Smith

Page 10 of 15

EMPLOYEE Review/Comments

I have reviewed and/or discussed this analysis and occupation:

I am in agreement with the job duties as presented

I am in agreement with the job duties as presented with the following exceptions:

Employee's Signature _____ Date: _____

EE

Job Analysis: Warehouseman

Employee: Joe Smith

Page 11 of 15

EMPLOYER Review/Comments

I have reviewed and/or discussed this analysis and occupation:

I am in agreement with the job duties as presented

I am in agreement with the job duties as presented with the following exceptions:

Employer contact name: _____

Employer signature

Date: _____

ER

Job Analysis: Warehouseman

Employee: Joe Smith

Page 12 of 15

Photograph Disclaimer: Any photos included are to assist the reader in visualizing the tasks performed. They are not intended to demonstrate every activity that would be performed; neither are they intended to convey the frequency with which depicted or non-depicted activities are performed.



Operating standing forklift.



Warehouse pallets and racks.



Stacking and moving production pallets.

Job Analysis: Warehouseman

Employee: Joe Smith

Page 13 of 15



Sliding pallets on floor.



Using pallet jack on production floor.



Pulling electric pallet jack.

Job Analysis: Warehouseman

Employee: Joe Smith

Page 14 of 15



Operating standing forklift.



Operating standing forklift.



Powder Room

Job Analysis: Warehouseman

Employee: Joe Smith

Page 15 of 15



Pallets of poly film.



Rarely moving poly film.