Purpose:

The purpose of this document is to maintain a record of the physical demands of each job at the CUSA. This policy is designed to facilitate the return to work of workers injured on the job to safe, meaningful and productive work.

1.01 SCOPE

This policy applies to all employees of the CUSA. This Policy affects the return to work of all CUSA employees both unionized and non-unionized, and management.

1.02 RESPONSIBILITIES

**Employer:**
Management is responsible for providing the time required for any worker to participate in the process.

**Employee:**
Employees are required to participate in the all required components of the Physical Demands Analysis process.
Employees are responsible for assisting with any information that is requested or required by the HR Representative/Manager in order to perform the PDA.

**Human Resources:**
A HR Representative is required to facilitate the PDA process.
An HR Representative is responsible for contacting the appropriate individuals in order to collect the relevant information through the PDA process.

**Employee Supervisor:**
The Employee Supervisor is required to participate in all required components of the PDA Process.
PROCEDURES

Physical Demands Information Forms will be created using the CUSA’s PDI Form. The PDI Form will include a brief summary about the job and all activities associated with each duty.

- The PDI Form shall be completed by the Human Resources Manager or Health and Safety Coordinator for the position of an individual who is participating in the CUSA’s Early and Safe Return to Work Program.
- The PDI Form will objectively quantify and evaluate the environmental conditions, use of machines, equipment, tools, work aids and physical demands of each task.
- The PDI Form will be summarized by job duties and the amount of time spent per day performing each duty.
- A PDI Form for an individual’s job which has changed should be updated to reflect the appropriate modifications.
- All PDI Forms shall be kept in the HR room.

There are 4 components to the PDI Process:

1. Determine the job function: The worker or supervisor and the HR Representative discuss existing information of the job title and job description.
2. Verification of job function: The HR Representative and supervisor will determine the various tasks of the job. This is done by observing the worker while working. The HR Representative will determine the percentage of time each day, week or shift spent on various tasks within their job.
3. The HR Representative will interview the worker in order to collect additional information/confirm information collected.
4. Quantify the physical demands of each job function: Objectively quantify the physical and environmental requirements for each task/duty.
5. Record all processes:
   - Once the physical demands of each task are completed, the information shall be recorded. An initial report shall be submitted to the manager and worker for review and sign off.
6. The HR Representative shall prepare the final report according to all of the modifications and or corrections.
7. The final report shall be signed off by the manager to indicate the accuracy of the physical demands analysis of the job.

1.16 COMMUNICATION

This policy will be explained as needed to workers through orientation health & safety training or task-specific training.
1.17 **EVALUATION**

This policy will be evaluated on an annual basis through the Continuous Improvement Plan.
PRE-USE INSPECTION POLICY

1. PURPOSE:

The purpose of this document is to ensure equipment is safe to use before it is relied upon.

2. SCOPE

This policy applies to all CUSA employees and volunteers.

3. RESPONSIBILITIES

A pre-use inspection must be made according to the list in the appendix of Equipment. frequency of inspection, in addition to before its first use; and, responsibility to inspect.

Managers will
i. Keep records of inspections; and,
ii. Use an inspection reporting form that includes the following information:

a. Equipment inspected;

b. Inspectors signature or initials;

c. Date of inspection;

d. List of components to be inspected and the minimum standard expected;

e. Description of any hazards discovered; and,

f. Recommendations for corrective action.

4. PROCEDURES

Equipment-specific inspection procedures will be kept by managers.

5. COMMUNICATION

This policy will be explained as needed to workers through orientation health & safety training or task-specific training

6. Lifting

**Manual Lifting**

Size up the load and check its overall condition prior to lifting. Do not attempt to lift alone if load appears too heavy or awkward. Check for adequate space for movement.
and good footing.

It is important to maintain good balance during a lift. Place feet shoulder width apart, with one foot beside the article to be lifted and the other foot placed behind the load. Bend the knees and do not stoop. Keep the back straight by tucking in the chin and using your stomach Muscles.

Grip the load with the palms of the hands and the fingers. The palm grip is much more secure than a finger grip. With grip in place, tuck in the chin to make certain the back remains straight.

Use your body weight to start the load moving and then lift by pushing up with the legs, making full use of the stronger set of leg Muscles. Keep the arms and elbows close to the body when lifting. Make certain your vision is not obstructed and you can always see where you are going.

Do not twist the body. To change direction, shift the foot position and then turn the whole body in the same direction.

If the load is to be lowered, bend the knees and do not stoop. To place the load on a bench, shelf or table, lower it onto the edge and then push it into position to secure.