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| COAA Logo New | **Physical Demands Analysis**  **HS&E Coordinator**  **Prepared for:**  **Construction Owners Association of Alberta** |

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| **Job Title:** | HS&E Coordinator | **Assessment Location:** |  | **Data Collection Date:** |  |

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| **Completed By:** |  | **Submitted on:** |  |

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| **Disclaimer:** | The Physical Demands noted in this report may vary depending on company and location. Please contact the company directly to confirm this physical demands analysis is an accurate representation of the specific job title for the specific location. |

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| **Work Schedule:** | **Shift Duration:** May vary from 8 hours/day to 12 hours/day  **Break Schedule:** Total of 1 hour break per day  **Shift Rotation:** May vary from a 5 day work week to 14 days on and 7 days off  **On call is required:** Yes  **Overtime required:** No; but may be available |

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| **Education / Experience:** | **Education required:** A Post Secondary Education with an Occupational Health & Safety designation.  **Hours required for position:** N/A  **Tickets that may be required (not limited to):** Fall protection, H2S Alive, Wildlife awareness, Ground Disturbance, Elevated Work Platform (EWP) machinery use, Confined Space, First Aid, WHMIS, Construction Safety Training Systems (CSTS) and Basic Safety Orientation (BSO). |

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| **Labour Provider:** | N/A |

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| **Job Overview:** | A Health, Safety, & Environmental (HS&E) Coordinator supports line management in verifying that health & safety regulations and company standards & practices are followed on-site. They will participate in toolbox meetings, present site safety orientations, perform work site walk-arounds, and conduct incident investigations. They need to be able to access all work sites, which may require them to drive long distances, walk on uneven surfaces, climb stairs and ladders, or crawl under pipes and overhead hazards.  *The physical demands of a Coordinator will vary depending on the business they work in. A HS&E Coordinator can work in areas such as pipeline, highway, industrial, and others.* | | |
| % of shift | Job Task | Task Description |
| 10-20 | Safety meetings | * Toolbox meeting   + Toolbox meetings occur every morning.   + The HS&E Coordinator spend approximately 15-30 minutes to prepare and 15 minutes participating in the toolbox meeting.   + The meeting consists of the presentation of a relevant safety topic and group stretching. * Safety orientations   + Safety orientations can occur 1-5 times a week depending on the work site. They are delivered to new hires or new sub-contractors working in the worksite.   + The Coordinator may have a dedicated space for safety orientations or need to set up the space with a laptop, projector, and chairs.   + A full orientation will take an hour to present and may consist of a slideshow presentation and/or videos. |
| 10-20 | Emails and paperwork | * The Coordinator may spend 1-2.5 hours answering emails and completing paperwork concerning mentorship, safety program development, workplace incidents and investigations, and orientation. |
| 70 | Field work | * Coordinators will perform informal and formal safety inspections, complete other tasks around the work site, and administer first aid. * Depending on the work site, the Coordinator may need to drive long distances, walk on uneven surfaces, climb stairs and ladders, or crawl under pipes and overhead hazards. * The Coordinator will need to be observant and cognisant of their surroundings, as they are continually entering different work environments with different hazards.   + They may spend up to 6 hours a day outside in the elements. * Informal inspections occur daily when the Coordinator is performing walk-arounds.   + The Coordinator will ensure health & safety regulations and company standards & practices are followed on-site.   + The Coordinator may observe tasks for long periods. * Formal inspections occur once a week.   + The Coordinator will follow a detailed checklist while performing a formal inspection. * Other tasks they may complete include (but not limited to):   + Minor housekeeping such as emptying drip trays, moving delineators, sweeping dirt and debris, and general worksite clean-up.   + Operating equipment such as elevators, scissor lifts, forklifts, and passenger vehicles.   + Taking progress photos.   + Performing light carpentry duties.   + Coordinating the receipt of materials. * Administration of first aid may require the Coordinator to carry a 20lb First Aid kit and assist with stretcher carrying. |
| 0-100 | Investigations | * Coordinators will need to conduct investigations when there is an incident on site. * Investigations can last from 1 hour to several days depending on the severity of the incident. * Investigations will take priority over inspections and any other tasks. * A investigation may include the following:   + Driving to work sites, climbing ladders, climbing stairs, and/or crawling underneath fixtures to access sites.   + Driving individuals for drug testing.   + Driving individuals to seek medical attention.   + A thorough inspection of the incident site which may include photos.   + Interviewing individuals involved and any witnesses.   + Completing paperwork associated with the incident. |

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| **Equipment/**  **Tools:** | * Pen * Computer * Mask fitting equipment * Wind meter * Gas monitors * Bump test kit * First Aid kit * Phone/camera |

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| **Exposures / Environment:** | * Overhead hazards * Hot temperatures * Cold temperatures * Tripping hazards * Working at heights * High voltage equipment * Dust and particulates * Rain * Snow * Ice * Wind * Wildlife |

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| **Personal Protective**  **Equipment Required:** | * Hard hat * Steel toed boots * Gloves * Safety eyewear * Safety vest or high visibility stripes * Long sleeves and pants * Fire retardant clothing |
| **Personal Protective**  **Equipment as Required:** | * Fall protection harness * Traction aids * Hearing protection * Respiratory protection * Personal Floatation Device |

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| **NOC STRENGTH LEVEL KEY** | |
| **Strength Level** | **Definition** |
| **Limited (Lim)** | Up to 5 kg (11 pounds) |
| **Light (L)** | 5 kg to 10 kg (11 – 22 pounds) |
| **Medium (M)** | 10 kg to 20 kg (22 – 44 pounds) |
| **Heavy (H)** | Greater than 20 kg (44 pounds plus) |

***\*Strength Level Key based on the National Occupational Classification***

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| **FREQUENCY KEY** | | |
| **Frequency** | **% of Workday** | **Hours – Based on 8 hour Workday** |
| **Not Required (N/R)** | 0% | 0 |
| **Rarely (R)** | 1 – 5% | <25 min/day |
| **Occasionally (O)** | 6 – 33% | 25 min to 2 hours 40 min/day |
| **Frequently (F)** | 34 – 66% | 2 hours 41 min to 5 hours 17 min/day |
| **Constantly (C)** | 67 – 100% | 5 hours 18 min to 8 hours/day |

***\*Frequency Key based on WCB Alberta Recommendations***

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| Job Demand | **Frequency / NOC Strength Level** | | | | | Details/ Measurements |
|  | **N/R** | **R** | **O** | **F** | **C** |  |
| Material Handling: | | | | | | |
| **Floor to Waist Level Lifting** |  | L |  |  |  | * Light level lifting may occur with (but not limited to) boxes of paper or files, pieces of material during general site clean-up, or a First Aid kit (up to 20 lbs). |
| **Knee to Waist Level Lifting** |  | L | Lim |  |  | * Limited level lifting may occur when moving equipment and materials, and may include (but not limited to) computer bags, projectors, and chairs for safety orientations. * Light level lifting may occur with fire extinguishers during fire inspections and First Aid kits. |
| **Waist to Waist Level Lifting** |  | L | Lim |  |  | * As above |
| **Waist to Chest Level Lifting** | X |  |  |  |  |  |
| **Waist to Shoulder Level Lifting** | X |  |  |  |  |  |
| **Waist to Overhead Level Lifting** | X |  |  |  |  |  |
| **Front Carry** |  | L | Lim |  |  | * Limited leveling lifting may occur when moving equipment and materials, and may include (but not limited to) computer bags, projectors, and chairs for safety orientations. * Light level lifting may occur with fire extinguishers during fire inspections and First Aid kits. |
| **Right / Left-handed Carry (Dominant Hand)** |  | L | Lim |  |  | * As above |
| **Shoulder Carry** | X |  |  |  |  |  |
| **Static**  **Pushing/Pulling (Force)** | X |  |  |  |  |  |
| **Dynamic**  **Pushing/Pulling (Force)** |  |  |  | Lim |  | * Occurs with   + Pushing on the vehicle gas and brake pedals.   + Pushing and pulling doors. |

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| Job Demand | **Frequency** | | | | | Details/Measurements |
|  | **N/R** | **R** | **O** | **F** | **C** |  |
| Upper Extremity Work: | | | | | | |
| **Hand Gripping** |  |  |  | X |  | * Occurs when gripping steering wheels, bags, door handles, materials, and ladder rungs. |
| **Pinch Gripping** |  |  | X |  |  | * Occurs when gripping pens and keys |
| **Upper Extremity Coordination** |  |  |  | X |  | * Occurs when driving, climbing ladders, or setting up safety orientation. |
| **Reaching Forward** |  |  |  | X |  | * Occurs when driving, climbing ladders, or completing computer work. |
| **Overhead Shoulder Level Reaching** |  |  | X |  |  | * Occurs when reaching for ladder rungs. |
| **Below Shoulder Level Reaching** |  |  | X |  |  | * Occurs when reaching for equipment and materials, and may include (but not limited to) computer bags, projectors, and chairs for safety orientations. |
| **Throwing** | X |  |  |  |  |  |

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| Job Demand | **Frequency** | | | | | | Details/Measurements |
|  | **N/R** | | **R** | **O** | **F** | **C** |  |
| **Positional Work:** | | | | | | | |
| **Trunk Flexion (Bending)** | |  |  | X |  |  | * Occurs when performing inspections and avoiding overhead hazards. |
| **Trunk Rotation (Twisting)** | |  |  | X |  |  | * Occurs when performing inspections and watching for hazards when entering a work site. |
| **Kneeling** | |  | X |  |  |  | * Occurs when performing inspections at a low level. |
| **Crawling** | |  | X |  |  |  | * Occurs during an investigation where a Coordinator need to access the work site or incident area. |
| **Crouching** | |  | X |  |  |  | * Occurs when performing inspections and avoiding overhead hazards. |
| **Squatting** | |  |  | X |  |  | * Occurs when avoiding overhead hazards and lifting equipment from low levels. |
| **Neck Flexion** | |  |  |  | X |  | * Occurs when performing inspections and scanning the work site. |
| **Neck Extension** | |  |  |  | X |  | * Occurs when performing inspections, scanning the work site, and supervising critical lifts. |
| **Neck Rotation** | |  |  |  | X |  | * As above. |

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| Job Demand | **Frequency** | | | | | Details/Measurements |
|  | **N/R** | **R** | **O** | **F** | **C** |  |
| **Static Work:** | | | | | | |
| **Sitting** |  |  |  | X |  | * Occurs when driving or completing paperwork. |
| **Static Standing** |  |  | X |  |  | * Occurs when delivering safety orientations, performing inspections, or monitoring critical lifts. |
| **Balancing** | X |  |  |  |  |  |

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| Job Demand | **Frequency** | | | | | Details/Measurements |
|  | **N/R** | **R** | **O** | **F** | **C** |  |
| **Ambulation:** | | | | | | |
| **Walking: Level Surfaces** |  |  |  | X |  | * Occurs when performing walk-arounds. |
| **Walking: Uneven Surfaces** |  |  | X |  |  | * As above. |
| **Walking: Slopes** |  |  | X |  |  | * As above. |
| **Jumping** | X |  |  |  |  |  |
| **Running** | X |  |  |  |  |  |

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| **Job Demand** | **Frequency** | | | | | **Details/Measurements** |
|  | **N/R** | **R** | **O** | **F** | **C** |  |
| **Climbing:** | | | | | | |
| **Stairs** |  |  |  | X |  | * Occurs when performing walk-around. * The amount of stairs required is site-dependant. |
| **Ladder** |  |  | X |  |  | * Occurs when performing walk-around. * The amount of ladders required is site-dependant. |
| **Other** | X |  |  |  |  |  |

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**Richard Huynh, BScKin**

**Kinesiologist**

**SITE SPECIFIC JOB DEMAND ADDITIONS:**

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| Job Demand | **Frequency** | | | | | Details/Measurements |
|  | **N/R** | **R** | **O** | **F** | **C** |  |
| **Site Specific Job Demand:** | | | | | | |
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**Validation Agreement**

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| **Job Title:** | HS&E Coordinator |
| **Data Collection Date:** | July 4, 2018 |

We the undersigned have reviewed the Physical Demands Analysis for this position and agree that the physical demands documented in this report are representative of the true demands of the tasks associated with the job title as assessed on the date listed above.

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| **Completed by:** |  | Insert Lifemark Clinician Name and Credentials |
| **Approved by:** |  | Management Representative |
| **Approved by:** |  | Worker Representative |
| **Approved by:** |  | Labour Provider Representative |