

## Job Demands Analysis (JDA)

**Company Name:** City of Richmond – Fire Services

**Job Title:** Modified Duty: Fire Pre-planning / Data Input

### General Work Environment:

- Primarily indoors, (room temperature)
- Workstation, office environment

**Tools used:** Computer keyboard, mouse, pen, scanner, phone, box of plans

### Job Task Categories:

1) Inputting information into the computer from previous paper plans to create digital documents, including pulling plans from pre-plan box and reviewing at the desk, completing 1 plan in 2-3 hours.

### % of shift

1) 100%,  
(up to full 10 hour shift)



### Functional Requirements:

GENERAL FUNCTIONS:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Sitting	Continuously for up to 2 hours	90% - 100%	<ul style="list-style-type: none"> <li>▪ During data input into computer</li> <li>▪ Option to get up and stand/walk as needed</li> <li>▪ On 5-caster height and tilt adjustable office chair</li> </ul>
Keying / Mousing	Continuously for up to 2 hours	90% - 100%	<ul style="list-style-type: none"> <li>▪ 1-2 hands to operate keyboard and mouse at own pace</li> </ul>
Reaching (up to shoulder height)	Minimal	0-5%	<ul style="list-style-type: none"> <li>▪ Up to 90 degrees of shoulder flexion to reach for pre-plans, phone or operate scanner</li> </ul>
Standing / Walking	Minimal	0-5%	<ul style="list-style-type: none"> <li>▪ Primarily standing or walking within office area, to/from break room</li> </ul>
MATERIALS HANDLING:	AMOUNT:	% OF WORKDAY	DESCRIPTION/COMMENTS
Transferring (between waist and shoulder level)	Less than 2 kg	5%	<ul style="list-style-type: none"> <li>▪ To retrieve pre-plan from pre-plan box and place on desk</li> </ul>

### Recommendations for Return to Work Planning:

- Ergonomic set-up of chair, keyboard and screen for workers with arm (shoulder/elbow/hand/wrist) or neck/back injuries
- Potential need for education on optimal sitting posture and wrist posture
- Potential use of document holder for workers with neck injuries
- Potential use of back rest or back roll for workers with back injuries