

## PHYSICAL DEMANDS FORM - OFFICE

Note: In terms of an 8 hour workday, “Occasionally” equals 1% to 33%;  
 “Frequently”, 34% to 65%; “Continuously”, 67% to 100%.

1. In an 8 hour workday, employee must: (Circle full capacity of each activity)

a. Sit	No.	1	2	3	4	5	6	7	8
b. Stand	No.	1	2	3	4	5	6	7	8
c. Walk	No.	1	2	3	4	5	6	7	8

2. Employee’s job requires:

	Not at all	Occasionally	Frequently	Continuously
a. Bend/Stoop		X		
b. Squat		X		
c. Crawl		X		
d. Climb stairs		X	X	
e. Reach above shoulder level			X	
f. Crouch			X	
g. Kneel		X		
h. Balance		X		
i. Push/Pull		X		

3. Employee’s Job requires he/she carry:

	Never	Occasionally	Frequently	Continuously
a. Up to 10 lbs.				X
b. 11-24 lbs.				X
c. 25-34 lbs.			X	
d. 35-50 lbs.		X		
e. 51-74 lbs. with assistance		X		
f. 75-100 lbs.	X			

