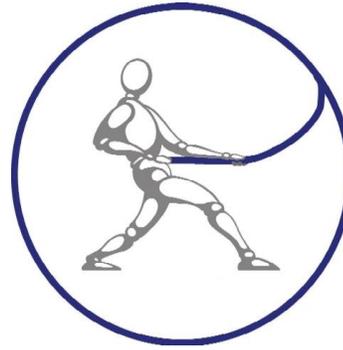


# Taylor'd Ergonomics Incorporated



# physical/ cognitive demands analysis

[www.taylordergo.com](http://www.taylordergo.com)

## What is a PDA/CDA?

A **physical demands analysis** (PDA) is a detailed description of the activity requirements of a job. Similarly, a **cognitive demands analysis** (CDA) describes the cognitive requirements, such as decision making and literacy.

A PDA/CDA is used to provide information:

- to allow doctors to assess **return-to-work** offers for injured workers
- to allow the WSIB to **evaluate claims** or assess return-to-work options
- to allow employers and ergonomists to review the **suitability of a specific job** for a specific injured worker
- to assist rehab therapists in **designing effective treatment plans**
- to **train** new workers

A Taylor'd Ergo PDA/CDA is uniquely effective. It provides:

- A **quantitative** assessment. We *measure* forces, heights, reaches, and movement frequencies and durations.
- A **validated** report. Your worker and management representatives will review the report, ensuring that the report accurately represents the job.
- A **functional requirements summary**. This checklist summarises the demands as they compare with the criteria on a WSIB functional abilities form, in the same order and format.
- A report that **links demands to tasks**. If you need to make accommodations, you can clearly see which tasks are associated with which activities. A checklist can not accomplish this.
- A **photographic** description. Each task is represented by a photograph, inserted into the document. Pictures allow the reader to quickly understand the job.
- An **electronic copy**. We create read-only files that you can email to your key stakeholders quickly and easily.

## How is it done?

- We submit a **Background Information Form**, to allow you to collect information before we come on-site.
- The ergonomist arrives on-site and **meets** the key stakeholders. S/he reviews any background information available.
- The ergonomist **interviews** supervisors and workers to clearly identify the primary job objective and the essential duties. The interview also seeks input on the assumed cognitive demands (for later verification in the field.)
- The ergonomist observes the job to qualify and quantify the **postural demands** for each task.
- S/he measures weights, push, pull and grip **forces** required.
- S/he measures critical working **heights** and **reaches**.
- The ergonomist completes a work station **layout**.
- S/he **photographs** each task.
- S/he **completes** the physical/cognitive demands analysis, and submits the draft to our office for **peer review and feedback**, and to the **client for review and validation**.
- When all feedback has been integrated, s/he **finalises** the PDA/CDA report and issues a paper or electronic copy.

## Who does what?

**We** would:

- Send you the background info form and the survey forms
- Conduct the stakeholder meeting, data collection, and analysis (onsite)
- Draft the report
- Submit the report to you for validation (with instructions)
- Peer review and edit the report

**You** would:

- Secure approval and submit an authorisation
- Complete the background info collection
- Introduce the ergonomist to the key stakeholders
- Coordinate the validation
- Provide feedback on the draft report
- Distribute the final report

## What is the cost?

That depends on the complexity of the job. If the job is short-cycled (repetitive) and doesn't change much from day to day, the assessment is faster. The more detailed information you can provide to us before we quote (job descriptions, standard operating procedures, production rates, etc.), the better we will be able to estimate the costs. Most PDA/CDAs are completed in 1.5 to 3 days.

Contact Carrie in our main office for a quotation, at **519.623.7733** or [info@taylordergo.com](mailto:info@taylordergo.com)

"Just wanted to let you know that I sent the PDA to a physiotherapist for a worker recovering from a back injury. It came back with a post-it saying "This was very helpful. Thank you." The physio had highlighted all the tasks to be avoided and made notes on it. The worker told me that his physio had told him it was the best report he'd ever seen. Needless to say, it was a productive RTW meeting with no misunderstandings. I'm sure you hear this all this time, but I'm still proud of having such a useful report."

Janet Sellery  
Health & Safety Manager  
Stratford Festival of Canada

## How will the PDA/CDA look?

We can't provide a sample copy of the report, but we can reveal a small "clip" to allow you to see the value in our format. The physical demands of each essential task are described this way:

1. Snap male and female components together		Frequency: once every 10 seconds	Duration: 1 second
			
With the "male" part in one hand and the "female" part in the other, the operator presses the two parts together until s/he hears or feels that the parts have "clicked" together.			
<b>Forces (efforts) exerted for this duty/task</b>			
Type	Object	Average or typical	Max. (if applicable) ⇕ Hand height ⇔ Forward reach
Push (2 hands)	parts	7.0 kg per hand	7.5 kg 85 cm Operator choice
Hold (2 hands)	Parts	0.25 kg total	85 cm Operator choice
<b>Postural demands for this duty/task</b>			
Neck flex	Back sit	Left shoulder neutral	Left elbow pronate
		Left wrist neutral	Left grip chuck pinch
		Rt shoulder neutral	Right elbow pronate
		Right wrist neutral	Right grip chuck pinch