Appendix G Answers

The main purpose of a task analysis is to:
Identify potential hazards/risks and find task improvements to reduce the risk of injury.

a. True
b. False

The purpose of a Physical Demands Assessment (PDA) is to:
Document the physical demands of a job and identify the essential duties.

a. True
b. False

If a task analysis identifies a risk due of shoulder abduction and repetition a way to fix the problem short term could be:

a. Move the load closer to the mid-section of the worker
b. Move the load placement requirements closer to the mid-section of the worker
c. Decrease the load weight
d. All of the above
e. a & b only

Taping of a job is useful after one has visually examined the job because:

a. A long term record will assist in remembering specifics of tasks days after the analysis is complete
b. Different angles can reveal new and unexpected job challenges
c. Actual pictures can be downloaded if digital imagery is taken that is useful when physically and biomechanically analyzing tasks
d. All of the above

Appendix G Answers

Job Analyzed: Bagging Feed
Comments: When not bagging assists with other Mill Worker tasks.
Department: Mill Worker Rotates with other Mill worker tasks on a daily basis.
Location: Feed Mill
Date Analyzed: February 16, 2003
Analyzed By: *UWO Students*

TASK STEPS	CYCLE TIME (sec.)	POTENTIAL HAZARDS (i.e., Process & Environmental)	INJURY & ILLNESS POTENTIAL	LIKELY CAUSES	RECOMMENDED TASK IMPROVEMENTS
1. Insert bag into clamp of bagger	10 seconds	• nil	• nil	• nil	• nil
2. Fill bag to appropriate weight by lifting handle	30 seconds	• static shoulder elevation to hold lever and bag	• shoulder or upper back strain	• height of bagging machine (53 inches to handle)	• eliminate need to hold lever - pre set amount to fill bag • lower bagging machine
3. Remove bag from bagging machine	5 seconds	• support weight of bag as it is lowered to the floor	• shoulder or upper back strain	• supporting weight of bag as it is lowered to the ground	• eliminate need to lower bag to floor - lower bagging machine

TASK STEPS	CYCLE TIME (sec.)	POTENTIAL HAZARDS (i.e., Process & Environmental)	INJURY & ILLNESS POTENTIAL	LIKELY CAUSES	RECOMMENDED TASK IMPROVEMENTS
4. Use hand held suspended sewing machine to stitch top of bag shut	15 seconds	• catching fingers in needle of sewing machine • pinch gripping • shoulder elevation	• acute injury to fingers	• catching fingers in needle • lack of guard on needle • height of sewing machine (40 inches)	• ensure proper guarding on sewing machine • lower sewing machine
5. Lift closed bag onto cart	10 seconds	• lifting 20-40 kg bags onto cart • pinch gripping bags	• cumulative back injury	• manual lifting	• install a conveyor system to release full bags onto
6. When cart is full push it into mill and unload bags	5-10 minutes	• cart weighs up to 240 kg • lifting from awkward heights	• cumulative back injury	• manual lifting	• install a conveyor system to move bags into mill from bagging station • re-locate bagging machine into storage area to minimize material handling
Entire Task	Bag for approx. 2 hours at a time - 160 -200 bags/shift	• standing, bending • working with raised shoulders • dust	• lower back discomfort • shoulder fatigue • respiratory problems	• prolonged standing • static shoulder elevation • no dust masks	• minimize dust the working environment • wear dust masks

Reviewed by: Manager (sign) _____ **Date:** _____

Employee (sign) _____ **Date:** _____

Appendix G

What are your long range recommendations:

6. Automate the bag filler
7. Computerize the weigh-in and type of feed
8. Conveyor the bags to a palletizer
9. Load pallets with a forklift
10. Ensure small loads are below RWL

Appendix H Answers
Utilize this PDA to compare against your answers to questions 1-10

11. During cross examination of a PDA it is recommended that you do NOT:
    a. Focus on the situation
    b. Focus on the issue
    c. Focus on the behaviour,
    d. Focus on the person

12. Restating an opinion of the other person with whom you are having a disagreement until they agree you understand their side is one way to:

    a. Sound incredibly patronizing
    b. Ensure that both parties agree on the topic of discussion
    c. Communicate in an ineffective manner
    d. All of the above

13. If you are cross examining the employee and they will not agree with you about job requirements the best way to ensure success is to:

    a. Have them read the PDA summary that is approved by the JOHSC
    b. Have them explain the job in their own words
    c. Have them not say anything
    d. Ask them an open ended question about what they think are the duties required

14. If a PDA is contested, one way to NOT ensure its success is to include:

    a. Research to back up your position
    b. NIOSH 1991 Calculations
    c. SNOOK Table Results
    d. Personal opinions about the job

15. The cross examination reveals that you have done over 200 PDA's for the employer. Each PDA has earned you a total of $500 for a total of $100,000. The representative asks you to defend the fact that you work for the employer. You respond with:
    a. You are correct, I am in the employer's pocket
    b. You are correct, I charge the same rate for all my clients and the results are objective because of the research and assessment tools I use.
    c. You are wrong, I would never compromise my ethics for money. What are you implying.
    d. None of the above

Appendix I

1.Sincere
Notice Body Language by Looking (Eye contact, expression, posture, and hands)
Notice Tone of Voice by Listening (Pitch, tone, and words)
Notice By Using Your Mind (Think, assess, plan)

2. Specific
Use "I" Statements (Own your feelings with body language and words)
Use Examples (Identify area specific examples)
Use Your Mind (Think, assess, plan)

3. Timely
Try To Communicate Immediately (Situation Specific Feedback)
Try To Notice and Use the Moment (Listen to Information)
Try To Put Yourself in the Position (Restate Until They Agree With You)

4. Surveillance Auditing is designed to identify major non-compliance issues that could affect the employee's health and safety.

a. **True**
b. False

5. Researching background statistical information related to accident/illness and injury is an example of:
a. **Epidemiological Audit**
b. Ergonomic Audit
c. Injury Specific Audit
d. a & c