***Please complete each section below***

Please complete the below table in its entirety and include ***all job tasks performed during a typical work day***up until the report of injury. **Given task durations may vary by day, using a work week or month is also acceptable. (I.e. how often is a task performed, on average, over the course of a day, week, or month?).**

***Focus on tasks required to be performed on a regular basis before the report of injury…as if no injury had taken place.***

* List the ***duration each task takes place*** (prior to the report of injury)

***Directions***

* Section 1 – Job Task Durations
	+ Tasks – list name of the job task performed (prior to the report of injury).
	+ Duration – list duration task is performed. Use decimals for ½ hours – i.e. 0.5 hours =30 minutes)
	+ Days/week – indicate days per week (Monday – Thursday) or total days (4) performing task
* Section 2 – Work Shift and Breaks

 *Contact Risk Management Ergonomics with additional questions - 970.491.2724 -* *frank.gonzales@colostate.edu*

|  |
| --- |
| **Section 1 - Job Task Durations** |
| **Task**  | **Duration (hours/day)** |  **Frequency Performed** |
|  |  |    |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Work Shift & Breaks |
| Work Days (i.e. Monday – Friday) |  |
| Work Hours (i.e. 8am-5pm) |  |
| Lunch Duration (minutes) |  |
| Number of Breaks  |  |
| Duration of Breaks (minutes) |  |

***Example***

The below is an ***example*** of a completed table for a Custodial employee. Start/end time could be provided if known, otherwise, an average or range of time is just fine.

|  |
| --- |
| **Job Task Durations** |
| **Task** | **Duration** | **Frequency Performed** |
| Bathrooms | 2 hours |   M-F |
| Wash Tables | 3 hours |   M-F |
| Sweep floors | 0.5 hours |   M-F |
| Vacuuming | 1 hour |   M, W, F |
| Mopping | 1 hour |   M, W, F |
| Wash Windows | 0.5 hours |   Tues & Thurs |
| Work Shift & Breaks |
|  |  |  |  |  |
| Work Days (i.e. Monday – Friday) |  Monday – Friday |
| Work Hours (i.e. 8am-5pm) |  7 a.m. – 4:30 p.m. |
| Lunch Duration (minutes) |  30 |
| Number of Breaks  |  2 |
| Duration of Breaks (minutes) |  15 |

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| **Section 2 –** Please describe the details of the job, tasks performed and what is required of the position. |
|  |

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| Additional Details |
|  |