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## Physical Demands Analysis

### Scale Operator

Prepared for:  
Alberta Construction Association

<b>Job Title:</b>	Scale Operator	<b>Assessment Location:</b>	Edmonton, AB	<b>Data Collection Date:</b>	November 3, 2020
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<b>Completed By:</b>	Joanna Ellingson, BKin	<b>Submitted on:</b>	April 6, 2021
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<b>Disclaimer:</b>	The Physical Demands noted in this report may vary depending on company and location. Please contact the company directly to confirm this physical demands analysis is an accurate representation of the specific job title for the specific location.
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<b>Work Schedule:</b>	<b>Shift Duration:</b> 5-6 days/week, 8-10 hours/day <b>Break Schedule:</b> Total of 1 hour break per day / taken when trucks are not on site <b>Shift Rotation:</b> Not applicable <b>On call is required:</b> No <b>Overtime required:</b> No; but may be available depending on season (summer vs. winter) and truck volume
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<b>Education / Experience:</b>	<b>Education required:</b> N/A <b>Hours required for position:</b> N/A <b>Tickets that may be required (not limited to):</b> First Aid and Basic Safety Orientation (BSO).
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<b>Labour Provider:</b>	N/A
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<b>Job Overview:</b>	As a Scale Operator the worker is required to check all incoming and outgoing trucks on the site.		
	% of shift	Job Task	Task Description
	4%	Starting shift preparation in office	<ul style="list-style-type: none"><li>Starting computer, opening dispatch, writing notes in book (preparation for the shift).</li></ul>
	35%	Communicate with truck drivers throughout scaling process	<ul style="list-style-type: none"><li>Call the trucks via radio to advise them they are able to come check in with scale operator before loading their trucks.</li><li>Communicate through the window what the trucker will be loading into their trucks (type and quantity), providing the truck driver with a slip.</li><li>Confirm the load size and type when the truck driver is done loading the truck. This is done by using the scale and documenting on the slip provided by the truck driver.</li></ul>

	20%	Communicate with coworkers to coordinate schedules and product pickup	<ul style="list-style-type: none"> <li>• Use the phone provided to discuss the schedules of trucks arriving (quantity and frequency) with fellow employees.</li> <li>• Coordinate with coworkers on site as needed for trouble shooting, directions for truck drivers, etc.</li> </ul>
	5%	Cleaning	<ul style="list-style-type: none"> <li>• Cleaning the scale (completed as needed). This includes going to the scale and using broom to sweep the scale clean.</li> <li>• Cleaning the office site as necessary with appropriate cleaning supplies.</li> </ul>
	32%	Paperwork	<ul style="list-style-type: none"> <li>• Filling out scale slips, documenting truck drivers, truck description (name, product taken, etc.).</li> <li>• Documenting on computer the events of the shift as necessary, using electronic system.</li> </ul>
	4%	Closing shift preparation in office	<ul style="list-style-type: none"> <li>• Finish documentation from the shift, close dispatch, shut down computer.</li> </ul>

<b>Equipment/ Tools:</b>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Printer</li> <li>• Radio</li> <li>• Book (2 lbs.)</li> <li>• Pens</li> <li>• Phone (1 lbs.)</li> <li>• Paper for tickets (3 lbs.)</li> <li>• Scale ticket box (20 lbs. full)</li> <li>• Scale (fixed to site)</li> <li>• Cleaning supplies (up to 11 lbs.)</li> </ul>
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<b>Exposures / Environment:</b>	<ul style="list-style-type: none"> <li>• Outdoor elements (heat, cold, wind, snow, rain, etc.)</li> <li>• Noise exposure</li> </ul>
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<b>Personal Protective Equipment Required:</b>	<ul style="list-style-type: none"> <li>• Hard hat</li> <li>• Steel toed boots</li> <li>• Safety glasses</li> <li>• Safety vest or high visibility stripes</li> <li>• Long sleeves and pants</li> </ul>
<b>Personal Protective Equipment as Required:</b>	<ul style="list-style-type: none"> <li>• </li> </ul>

NOC STRENGTH LEVEL KEY	
Strength Level	Definition
Limited (Lim)	Up to 5 kg (11 pounds)
Light (L)	5 kg to 10 kg (11 – 22 pounds)
Medium (M)	10 kg to 20 kg (22 – 44 pounds)
Heavy (H)	Greater than 20 kg (44 pounds plus)

*\*Strength Level Key based on the National Occupational Classification*

FREQUENCY KEY		
Frequency	% of Workday	Hours – Based on 8 hour Workday
Not Required (N/R)	0%	0
Rarely (R)	1 – 5%	<25 min/day
Occasionally (O)	6 – 33%	25 min to 2 hours 40 min/day
Frequently (F)	34 – 66%	2 hours 41 min to 5 hours 17 min/day
Constantly (C)	67 – 100%	5 hours 18 min to 8 hours/day

*\*Frequency Key based on WCB Alberta Recommendations*

Job Demand	Frequency / NOC Strength Level					Details/ Measurements
	N/R	R	O	F	C	
Material Handling:						
Floor to Waist Level Lifting		L	Lim			Paper from scale tickets from bottom shelf (3 lbs.), cleaning supplies as required (up to 11 lbs.), box of scale tickets (empty or full-up to 20 lbs.).
Knee to Waist Level Lifting		L	Lim			Paper from scale tickets from shelf (3 lbs.), box of scale tickets (empty or full-up to 20 lbs.).
Waist to Waist Level Lifting		L	Lim			Paper from scale tickets from desk to printer (3 lbs.), cleaning supplies as required (up to 11 lbs.), box of scale tickets (empty or full-up to 20 lbs.), book (2 lbs.).
Waist to Chest Level Lifting	X					Not required.
Waist to Shoulder Level Lifting	X					Not required.
Waist to Overhead Level Lifting	X					Not required.
Front Carry		L				Carrying scale tickets (20 lbs.).
Right / Left-handed Carry (Dominant Hand)		Lim				Carrying cleaning supplies (11 lbs.).
Shoulder Carry	X					Not required.

<b>Static Pushing/Pulling (Force)</b>	X					Not required.
<b>Dynamic Pushing/Pulling (Force)</b>				Limited NOC Level		Mopping, sweeping the office or scale, opening closing window and door to office, operating radio.

Job Demand	Frequency					Details/Measurements
	N/R	R	O	F	C	
Upper Extremity Work:						
Hand Gripping				X		Gripping mouse for computer, operating radio and phone, writing, cleaning, opening/closing door or window to office.
Pinch Gripping				X		Handling scale tickets, switching traffic light control, passing ticket to truck driver.
Upper Extremity Coordination					X	Computer work, paperwork, opening/closing door or window to office, handling scale tickets, operating scale and dispatch, radio, phone, presenting tickets to truck driver, retrieving for ticket from printer.
Reaching Forward				X		Reaching for computer/mouse, window of office, paperwork, paper for scale tickets on shelves, passing tickets to truck drivers, reaching for phone/radio.
Overhead Shoulder Level Reaching			X			Reaching to open window to communicate with truck driver, reaching for office supplies, providing directions to truck drivers for site access.
Below Shoulder Level Reaching					X	Computer work, paperwork, cleaning scale and office, reaching for phone, radio, retrieving and processing tickets, providing directions to truck drivers for site access.
Throwing	X					Not required

Job Demand	Frequency					Details/Measurements
	N/R	R	O	F	C	
Positional Work:						
Trunk Flexion (Bending)		X				Mopping/sweeping when cleaning office/scale.
Trunk Rotation (Twisting)		X				Mopping/sweeping when cleaning office/scale.
Kneeling		X				Cleaning office.
Crawling	X					Not required.
Crouching		X				Cleaning office.
Squatting	X					Not required.

<b>Neck Flexion</b>				X		Checking surroundings, keyboarding, reviewing documentation, completing paperwork, processing scale tickets, cleaning office and scale, during start up and closing of office.
<b>Neck Extension</b>			X			Checking surroundings, communicating with truck drivers, cleaning office.
<b>Neck Rotation</b>				X		Checking surroundings, communicating with truck drivers, reviewing documentation, completing paperwork, processing scale tickets, cleaning office and scale, during start up and closing of office.

<b>Job Demand</b>	<b>Frequency</b>					<b>Details/Measurements</b>
	<b>N/R</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	
<b>Static Work:</b>						
<b>Sitting</b>				X		Completing computer work and paperwork, processing scale tickets, communicating with truck drivers, coworkers.
<b>Static Standing</b>			X			Communicating with truck drivers, coworkers, cleaning office.
<b>Balancing</b>		X				Cleaning scale, walking on site as necessary.

<b>Job Demand</b>	<b>Frequency</b>					<b>Details/Measurements</b>
	<b>N/R</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	
<b>Ambulation:</b>						
<b>Walking: Level Surfaces</b>			X			Throughout office.
<b>Walking: Uneven Surfaces</b>		X				Cleaning scale, walking on site as necessary.
<b>Walking: Slopes</b>		X				To access scale (mild slope).
<b>Jumping</b>	X					Not required.
<b>Running</b>		X				Communicate with truck driver when they are driving away (seldom; not daily).

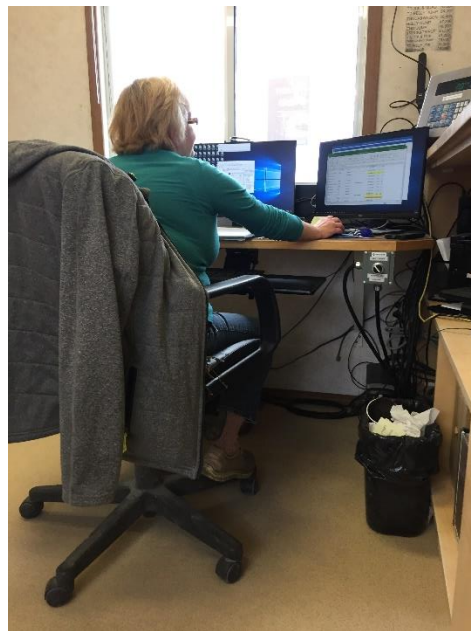
<b>Job Demand</b>	<b>Frequency</b>					<b>Details/Measurements</b>
	<b>N/R</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	
<b>Climbing:</b>						
<b>Stairs</b>		X				To access office.
<b>Ladder</b>	X					Not required.
<b>Other</b>	X					Not required.

**PHOTOS OF TASKS AND WORK ENVIRONMENT**

**Figure 1: Workstation of Scale Operator.**



**Figure 2: Scale operator inputting data to the computer.**



**Figure 3: Passing a scale ticket through the window to a truck driver.**



Physical Demands Analysis  
Job Title: Scale Operator  
Date Prepared: January 8, 2021  
Prepared for: Alberta Construction Association



If you have any questions, and/or would like to discuss this assessment and report further, I can be reached at (780) 429-4761.

Sincerely,

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**Joanna Ellingson, BKin**  
**Kinesiologist**

**SITE SPECIFIC JOB DEMAND ADDITIONS:**

Job Demand	Frequency					Details/Measurements
	N/R	R	O	F	C	
Site Specific Job Demand:						
Keyboarding				X		To operate computer and dispatch system.
Writing				X		Documenting notes from coworkers and truck drivers.



### Validation Agreement

<b>Job Title:</b>	Scale Operator
<b>Data Collection Date:</b>	November 3, 2020

We the undersigned have reviewed the Physical Demands Analysis for this position and agree that the physical demands documented in this report are representative of the true demands of the tasks associated with the job title as assessed on the date listed above.

<b>Completed by:</b>	Joanna Taets Von Amerongen, BKin	Lifemark Clinician Name and Credentials
<b>Approved by:</b>		Management Representative
<b>Approved by:</b>		Worker Representative
<b>Approved by:</b>		Labour Provider Representative