

ESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

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| 1. Complete necessary paperwork/documentation. (See attached description) | 0-33% |
| 2. Drive to and from assigned accounts on route for product delivery and pickup. | 0-33% |
| 3. Unload / merchandise product at any assigned locations (includes rotating product, picking up product, picking up empties, setting up displays and merchandising as needed). | 33-66% |
| 4. Maintain general orderliness of vehicle and designated area for drop at destinations. | 0-33% |
| 5. Vehicle pre-trip inspection. (See attached detailed description) | 0-33% |

NONESSENTIAL JOB REQUIREMENTS

PERCENT OF SHIFT*

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| 1. Other miscellaneous job tasks as assigned. | 67-100% |
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PHYSICAL REQUIREMENTS

LIFTING/CARRYING

(Department of Labor terminology categorizes occasional as 1-33% of the shift, frequent as 34-66% of the shift, and constant as 67-100% of the shift.)

<u>OBJECT</u>	<u>WEIGHT</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Units of bottled and canned product	Variable; approximately 10-50 lbs. See description for specific examples.	Frequent	Handled at variety of heights from floor to overhead. May be handled while balancing on a pallet, other cases of product; or lowered through trap doors at bar stops. May be carried up to approximately 10 feet. Examples of product/weights include: 12 pack of cans (11 lbs.); 18 pack of cans (18 lbs.); tray/case of 6 packs (26 lbs.); 30 pack of cans (25 lbs.); case of 16 oz cans (30 lbs.); case of 6 packs NR (32 lbs.); 48 pack of cans (37 lbs.); case of 40 oz bottles (47 lbs.).
Handcart/dolly	34 lbs.	Occasional	Off and onto back of truck at ~ 48", at each stop.
Sixth barrel	56 lbs.	Occasional	Generally handled at chest level (48") or lower, or lowered through trap doors at bar stops.
Quarter barrel	85 lbs.	Occasional	Generally handled at chest level (48") or lower, or lowered through trap doors at bar stops.
Half barrel	170 lbs.	Up to 30 barrels at one stop	Handled from a pallet stacked up to 2 barrels high (i.e. lifted to ~ 30"). Also, may be handled from floor and stacked onto second half barrel (on end). May be handled off the back of a box truck (48"). Barrel may be pushed instead of carried. May be lowered through trap doors at bar stops

PUSHING/PULLING

(Measured by the required force to move the object; not the weight of the object [s])

<u>OBJECT</u>	<u>FORCE</u>	<u>FREQUENCY</u>	<u>DESCRIPTION</u>
Pallet jack	Described as "heavy"	Occasional	Loaded with pallet of product pulled for up to several hundred yards. Pushed for several feet to position pallet.
Bay door	Estimated at 35 lbs.	Occasional	From 18" to overhead.

OTHER PHYSICAL REQUIREMENTS

<u>ACTIVITY</u>	<u>FREQUENCY*</u>	<u>DESCRIPTION</u>
Standing	Occasional	At various stops; completing paperwork, counting product.
Walking	Occasional	On level surfaces. May be snow-covered or wet/slippery. Includes back of box truck, in bays of delivery truck, on ramps.
Sitting	Occasional	Less than ½ hour between stops.
Bending/Twisting	Occasional	Can be minimized with the use of proper body mechanics. Handling cases and quarter barrels, half barrels, etc.
Kneeling	Occasional	For up to several minutes at one time, stocking coolers at liquor stores, stores.
Squatting	Occasional	For up to several minutes at one time, stocking coolers at liquor stores, stores and with lifting/lowering product.
Crouching	Occasional	Stocking coolers at liquor stores, stores.
Crawling	N/A	N/A
Climbing	Occasional	Onto back of truck, on stack of pallets or up stairs.
Balancing	Occasional	On pallets, cases to stack product.
Reaching Vertically	Occasional	Up to several minutes at one time to handle product/merchandising. Cases of product may be stacked overhead.
Reaching Horizontally	Frequent	Driving, handling product to merchandise and unload trucks.
Handling	Frequent	Product including half barrels, quarter barrels, cases, etc.
Fingering	Occasional	Paperwork, use of keys for truck.
Hand / Eye Coordination	Frequent	Driving, handling product.

SENSORY REQUIREMENTS

Near Acuity:	Required for paperwork.
Far Acuity:	Required for driving/CDL.
Color Vision:	Required for CDL.
Depth Perception:	Required for driving/CDL, operation of pallet jack, hand carts.
Hearing:	Required for driving/CDL.
Feeling:	Required for handling product, driving.

ENVIRONMENTAL CONDITIONS

Inside:	50%
Outside:	50%
Extreme Heat:	Seasonal dependent.
Extreme Cold:	Seasonal dependent and with working in coolers.
Humidity:	Seasonal dependent.
Noise Intensity Level:	Allows for conversation.
Vibration:	N/A
Proximity to Moving / Mechanical Parts:	During vehicle inspections, when under hood of truck with engine running.
Atmospheric Conditions:	Exhaust from trucks.
Exposure to Electrical Shock:	Any electrical equipment (i.e. elevators)
Elevated Surfaces:	Cases, pallets, back of box truck, ramps, lift gates, etc.
Exposure to Chemical Hazards:	Motor oil, gasoline, brake and transmission fluids, antifreeze.
Lighting:	Adequate.
Sharp Objects:	Broken glass
Confined Work Spaces:	No OSHA defined confined spaces however space may be very limited within coolers, within storage areas, etc. Must be able to maneuver product in tight spaces.
Other Environmental Conditions:	Rain, snow, sleet.

EQUIPMENT

Safety Equipment: None required. May use gloves and steel-toed safety shoes at discretion of employee.
Tools / Other Equipment Pallet jack, pallets, hand carts.
Used:

Janet Palmatier, PT, MHS, CHT

Date

APPENDIX

PHYSICAL DEMAND LEVEL:

Sedentary work	Exerting up to 10 lbs. of force occasionally (up to 1/3 of the time) and / or a negligible force frequently (1/3 to 2/3 of the time) to move objects. May involve walking or standing for brief periods of time.
Light work	Exerting up to 20 lbs. of force occasionally, and / or 10 lbs. of force frequently, and / or a negligible force constantly (more than 2/3 of the time) to move objects. May involve walking or standing to a significant degree.
Medium work	Exerting 20 to 50 lbs. of force occasionally, and / or 10 to 25 lbs. of force frequently, and / or greater than a negligible force up to 10 lbs. constantly to move objects.
Heavy work	Exerting 50 to 100 lbs. of force occasionally, and / or 25 to 50 lbs. of force frequently, and / or 10 to 20 lbs. constantly to move objects.
Very Heavy work	Exerting in excess of 100 lbs. of force occasionally, and / or in excess of 50 lbs. of force frequently, and / or in excess of 20 lbs. constantly to move objects.

EQUIVALENT MET LEVEL:

Metabolic equivalents (METs) are used to compare the energy cost of various activities to the resting state. Various activities can be assigned MET levels to reflect the approximate amount of energy that may be expended performing that activity. Individual variability plays a role in how an activity is accomplished, thus affecting the amount of energy used to perform that activity. MET levels, therefore, should be considered guidelines.

PERCENT OF SHIFT OR FREQUENCY:

Department of Labor terminology categorizes the percent of shift an activity is performed using the following categories:

<u>Category</u>	<u>Percent of shift</u>	<u>Minutes per 8 hour shift</u>
Rarely	0 to 1%	0 to 5 minutes
Infrequently	1.25 to 6%	6 to 25 minutes
Occasionally	6.25 to 32%	26 minutes to 2.5 hours
Frequently	32.5 to 65%	2.6 to 5.25 hours
Constantly	65 to 100 %	5.26 to 8 hours