

<p>STATE OF NORTH CAROLINA</p> <p>Department of Health and Human Services</p>	<p>ADA Checklist</p>
<p>Current Employee's Name</p>	<p>Position No.</p>
<p>PHYSICAL ACTIVITY</p>	
<p>Insert an "X" in the space to the left of EACH physical skill listed below that is routinely required to perform the job.</p>	
<p><input type="checkbox"/></p>	<p>Climbing: Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.</p>
<p><input type="checkbox"/></p>	<p>Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.</p>
<p><input type="checkbox"/></p>	<p>Stooping: Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles.</p>
<p><input type="checkbox"/></p>	<p>Kneeling: Bending legs at knee to come to a rest on knee or knees.</p>
<p><input type="checkbox"/></p>	<p>Crouching: Bending the body downward and forward by bending legs and spine.</p>
<p><input type="checkbox"/></p>	<p>Crawling: Moving about on hands and knees or hands and feet.</p>
<p><input type="checkbox"/></p>	<p>Reaching: Extending hand(s) and arm(s) in any direction.</p>
<p><input type="checkbox"/></p>	<p>Standing: Particularly for sustained periods of time.</p>
<p><input type="checkbox"/></p>	<p>Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.</p>
<p><input type="checkbox"/></p>	<p>Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.</p>
<p><input type="checkbox"/></p>	<p>Pulling: Using upper extremities to exert force in order to drag, haul, or tug objects in a sustained motion.</p>
<p><input type="checkbox"/></p>	<p>Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.</p>
<p><input type="checkbox"/></p>	<p>Fingering: Picking, pinching, typing, writing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.</p>
<p><input type="checkbox"/></p>	<p>Grasping: Applying pressure to an object with the fingers and palm.</p>
<p><input type="checkbox"/></p>	<p>Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of the fingertips.</p>

<input type="checkbox"/>	Talking: Expressing or exchanging ideas by means of the spoken word. Those activities in which are conveyed detailed or important spoken instructions to other workers accurately, loudly or quickly.
<input type="checkbox"/>	Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make fine discriminations in sound.
<input type="checkbox"/>	Repetitive Motions: Frequent movements (motions) of the wrists, hands, and/or fingers.
<input type="checkbox"/>	Smelling

PHYSICAL REQUIREMENTS

Insert an "X" in the space to the left of the **ONE** description listed below that BEST covers the work performed.

<input type="checkbox"/>	Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the subject's own body. Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
<input type="checkbox"/>	Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
<input type="checkbox"/>	Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
<input type="checkbox"/>	Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently and/or in excess of 10 pounds of force constantly to move objects.

VISUAL ACUITY REQUIREMENTS

Insert an "X" in the space to the left of the **ONE** description listed below that BEST covers the work performed.

<input type="checkbox"/>	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures, transcribing; viewing a computer terminal; extensive reading; visual inspections involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
<input type="checkbox"/>	The worker is required to have visual acuity to perform an activity such as: operate machines such as lathes, drill presses, power saws and mills where the seeing job is at or within arm's reach; perform mechanical or skilled trades tasks of a non-repetitive nature such as those performed by carpenters, technicians, service people, plumbers, painters, mechanics, etc.
<input type="checkbox"/>	The worker is required to have visual acuity to operate motor vehicles or heavy equipment.
<input type="checkbox"/>	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (e.g., custodial, food services, general laborer) OR to make general observations of facilities or structures (e.g., as a security guard, inspector).

WORKING CONDITIONS

Insert an "X" in the space to the left of **EACH** condition listed below that is found on the job.

<input type="checkbox"/>	Inside Environmental Conditions: The worker is protected from weather conditions but not necessarily from temperature change.
<input type="checkbox"/>	Outside Environmental Conditions: The worker has no effective protection from weather.
<input type="checkbox"/>	Extreme Cold: The worker is subject to temperatures typically below 12 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
<input type="checkbox"/>	Extreme Heat: The worker is subject to temperatures above 100 degrees for periods of more than one hour. Consideration should be given to the effect of other environmental conditions such as wind and humidity.
<input type="checkbox"/>	Noise: There is sufficient noise to cause the worker to shout in order to be heard above the noise level.
<input type="checkbox"/>	Vibration: The worker is subject to exposure to oscillating movements of the extremities or whole body.
<input type="checkbox"/>	Hazards: The worker is subject to one or more of a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals, extreme brightness, radiation, acidic substances, and allergens.
<input type="checkbox"/>	Atmospheric Conditions: The worker is subject to one or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dusts, mists, gases or poor ventilation.
<input type="checkbox"/>	Oils: The worker is subject to oils. There is skin exposure to oils and other hazardous fluids.
<input type="checkbox"/>	Respirator Requirement: The worker is required to wear a respirator.
<input type="checkbox"/>	Claustrophobic Conditions: The worker is frequently in close quarters, crawl spaces, shafts, manholes, small enclosed rooms, small sewage and water line pipes, and other confined areas.
<input type="checkbox"/>	Narrow Aisles or Passageways: The worker is required to function in narrow aisles or passageways.
<input type="checkbox"/>	Infectious Diseases: The worker is exposed to infectious diseases.
<input type="checkbox"/>	Prisoners or Mental Patients: The worker is required to function around prisoners or mental patients.
<input type="checkbox"/>	None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).
<input type="checkbox"/>	Bloodborne Pathogens: The worker is exposed to HIV/AIDS, Hepatitis B, and/or Hepatitis C.
COGNITIVE/MENTAL CAPABILITIES	
Insert an "X" in the space to the left of the ONE description listed below that BEST covers the work performed.	
Comprehension	
<input type="checkbox"/>	The worker understands and applies routine verbal and/or written instructions.
<input type="checkbox"/>	The worker understands and applies non-routine verbal and/or written instructions.
<input type="checkbox"/>	The worker understands complex problems and collaborates to explore alternative solutions.
Organization	
<input type="checkbox"/>	The worker organizes actions to complete sequential and/or routine tasks.

<input type="checkbox"/>	The worker organizes and prioritizes his/her individual work schedule to manage multiple tasks and/or projects.		
<input type="checkbox"/>	The worker organizes and prioritizes the work schedules of others to manage multiple tasks and/or projects.		
Decision Making			
<input type="checkbox"/>	The worker makes decisions that have an impact on the individual's work.		
<input type="checkbox"/>	The worker makes decisions that have an impact on the immediate work unit's operations and/or services.		
<input type="checkbox"/>	The worker makes decisions that have significant impact on a department's credibility, operations and/or services.		
Communication			
<input type="checkbox"/>	The worker communicates and exchanges routine/basic information.		
<input type="checkbox"/>	The worker communicates and explains a variety of information.		
<input type="checkbox"/>	The worker communicates in-depth information for the purpose of interpreting and/or negotiating.		
EMPLOYEE AND MANAGEMENT SIGNATURES			
I have reviewed the contents of this Position Description and confirm that it is an accurate and complete description of the duties and responsibilities.			
Position	Title	Name	Date
Employee			
Supervisor			