

POSTION TITLE:	EMPLOYEE NAME:
LOCATION:	DATE COMPLETE/UPDATED:
I. PURPOSE OF JOB (Describe in terms of the reason the position exists)	
II. JOB FUNCTIONS* A. Describe each task in order of frequency performed. What is required to do the job? B. Indicate primary physical, mental and environmental demands required to perform each function.	
A. Job Functions	B. Physical Demands
1.	
2.	
3.	
4.	
5.	
(*Job Functions may change over time and may include other duties as assigned by management.)	
III. REQUIRED PRODUCTIVITY (Describe production rate including quantity & quality of work required)	
IV. WORK SCHEDULE REQUIREMENTS (Describe specific shifts {including rotating} and/or hours, travel or overtime)	
PHYSICIAN COMMENTS (Complete the appropriate box below and provide comments as necessary)	
<input type="checkbox"/> I release the employee to this job as above described.	
<input type="checkbox"/> I release the employee to this job under the following conditions:	
<input type="checkbox"/> I cannot release the employee to any part of his job at this time.	
The medical rationale is:	
An appointment to review the employees condition further is schedule for:	
Physician's Signature:	Date:

How to Complete the Georgia Activity Analysis

Position Title: “What do you call the job?” “Housekeeper”, “Equipment Operator”, etc.

Employee’s Name: Include the name of the injured employee.

Date Completed/Updated: Give the date this form was completed. If this form was simply updated, put that date next to the date it was originally completed.

Location: Name of the agency/department and the location of this position.

I. Purpose of Position: The goal is to describe this job in terms of why it exists. Be sure to describe the reason for the job.

II. Job Functions:

- A) Describe each task of this position, starting with those tasks that are most frequently performed. For instance, “delivering lunches to patients on the ward.”
- B) Describe briefly the primary physical, mental and environmental demands of each task. Example: Six hours of standing/walking. Lifting ten pounds twenty times a day.

Physical Demands may include:

- Lifting or carrying required (what, how much does it weigh and how often lifted/carried)
- Sitting, standing and/or walking required (1/3, 1/2, 2/3 or all day)
- Pushing, pulling, gripping, bending, twisting, stooping, kneeling, squatting, climbing and any other physical demands. Be sure to say how often the employee has to bend, etc. and whether there is any overhead reaching, for example.

Mental Demands may include:

- Intellectual or memory requirements. For example, it is necessary to keep track of a lot of things at one time.
- Ability to concentrate and make fine discriminations. For instance, would it be dangerous to work there if you could not think straight? Do you have to have a steady hand?
- Aptitudes such as form perception, good understanding of mechanics, need to read blueprints, or understand how to figure the amount of materials needed to do a job.

Environmental Conditions include a description of the general environment in which this job is completed. Specific conditions may include: temperature range, vibration, radiation, fumes, ventilation, chemical and related hazards.

III. Required Productivity: Describe the output required of an employee in his/her position, including quality and quantity of work. In a production position, this might include a specified number of assemblies completed, with a specific percentage of acceptable errors, or it may mean that all patients have to get their meals by 1:00, or all reports need to be typed within three working days.

IV. Work Schedule Requirements: Describe the typical work shift requirements, such as the hours per day, shift work, travel or overtime.