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JOB DESCRIPTION – EMPLOYER FORM

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Employee name: \_\_\_\_\_ Policy No.: \_\_\_\_\_

Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Describe in detail what the job involves including shift work, week-ends, supervisory responsibilities and whether job is dependent upon others or whether their job depends on this Employee.

List of all types of machines, tools, office equipment and other special equipment used.

What functions are required or considered necessary to perform this job?

Describe the work environment with regards to presence of respiratory irritants, noise, humidity, heat, cold, hazards, etc.

Review the job ratings below and indicate the appropriate category of this job.

Sedentary  Light  Medium  Heavy  Very Heavy

**Sedentary Work** Exerting up to 10 pounds (4.5 kg) of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

**Light Work** Exerting up to 20 pounds (9.1 kg) of force occasionally and/or up to 10 pounds (4.5 kg) of force frequently, and/or negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Sedentary Work. Light Work usually requires walking or standing to a significant degree. However, if the use of the arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most the time, the job is rated Light Work.

**Medium Work** Exerting up to 50 (22.7 kg) pounds of force occasionally, and/or up to 25 pounds (11.3 kg) of force frequently, and/or up to 10 pounds (4.5 kg) of forces constantly to move objects.

**Heavy Work** Exerting up to 100 pounds (45.4 kg) of force occasionally, and/or up to 50 pounds (22.7 kg) of force frequently, and/or in excess of 20 pounds (9.1 kg) of force constantly to move objects.

**Very Heavy** Exerting in excess of 100 pounds (45.4 kg) of force occasionally, and/or in excess of 50 pounds (22.7 kg) of force frequently, and/or in excess of 20 pounds (9.1 kg) of force constantly to move objects.



### JOB DESCRIPTION

Please mark off (x) in the applicable spaces below, those physical activities REQUIRED in this job.

PHYSICAL ACTIVITIES REQUIRED	TOTAL HOURS PERFORMED DAILY				
	Less than 1	1 - 2	3 - 4	5 - 6	7 - 8
<b>LIFTING</b>					
Under 10 lbs/(0.5-4.5 kg)					
10 - 20 lbs/ (5.0-9.1 kg)					
20 - 50 lbs/ (9.5-22.7 kg)					
Over 50 lbs/ (22.8kg)					
<b>CARRYING</b>					
Under 10 lbs/(0.5-4.5 kg)					
10 - 20 lbs/ (5.0-9.1 kg)					
20 - 50 lbs/ (9.5-22.7 kg)					
Over 50 lbs/ (22.8kg)					
<b>REACHING</b>					
Above shoulder height					
At shoulder height					
Below shoulder height					

In the normal work day, how long would an employee be in the following positions.

Sitting \_\_\_\_\_ hours \_\_\_\_\_      Seeing \_\_\_\_\_ hours \_\_\_\_\_  
 Standing \_\_\_\_\_ hours \_\_\_\_\_      Pushing/Pulling \_\_\_\_\_ hours \_\_\_\_\_  
 Walking \_\_\_\_\_ hours \_\_\_\_\_      Gripping \_\_\_\_\_ hours \_\_\_\_\_  
 Talking \_\_\_\_\_ hours \_\_\_\_\_      Pinching \_\_\_\_\_ hours \_\_\_\_\_  
 Hearing \_\_\_\_\_ hours \_\_\_\_\_      Overhead Lifting \_\_\_\_\_ hours \_\_\_\_\_

Regular hours of work: \_\_\_\_\_ Days of work week:  Mon.  Tues.  Wed.  Thursday  Fri.  Sat.  Sun.

#### COGNITIVE DEMANDS

please check Yes or No in the applicable spaces below

Comprehension  Yes  No      Information processing  Yes  No  
 Visual perception  Yes  No      Memory  Yes  No  
 Attention  Yes  No      Other  Yes  No

Please indicate what (if any) modified duties and/or hours are available for this Employee:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Authorized Employee \_\_\_\_\_ Date: \_\_\_\_\_

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