

JOBSITE 2

Software



JTECH MEDICAL
MEASURING HUMAN PERFORMANCE



JOBSITE 2

Software

USER'S MANUAL



JTECHMEDICAL
MEASURING HUMAN PERFORMANCE

7633 S. Main St.
Midvale, UT 84047

800 985-8324
385 695-5000

Fax 385 695-5001
www.jtechmedical.com

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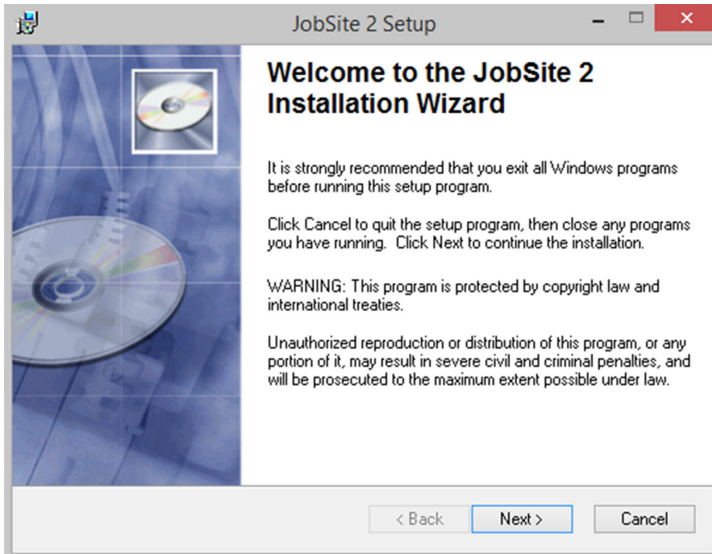
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Installation



Installing JobSite 2 Software

NOTICE: To open and run JobSite 2 Software on your computer requires a site key, which is only issued for legally purchased and registered copies. Please call JTECH Medical Customer Service for assistance in installing and registering your JobSite 2 Software.

Installation

1. Insert the JobSite 2 USB drive into one of your computer's USB slots. Your computer should launch a window giving you the option to view the folder on the USB drive.
2. Double-click on the setup.msi file to launch the installer.
3. Follow the easy on-screen instructions to complete the install.

If your computer does not launch a window giving you the option to view the folder on the USB drive, use the following instructions to begin the install.

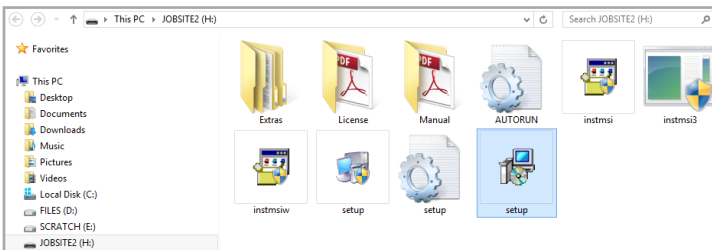
1. With the JobSite 2 USB drive mounted to your computer, go to the "START" Menu and click on "This PC". Double-click on the drive labeled "JOBSITE2 (H:)". Double-click on the windows installer package labeled "setup" to launch the installer.

Follow the on-screen prompts to complete the installation.

2. Go to "Run" from the window menu and type in the following:

H:\setup.exe

Click "OK" then follow the on-screen prompts to complete the installation.



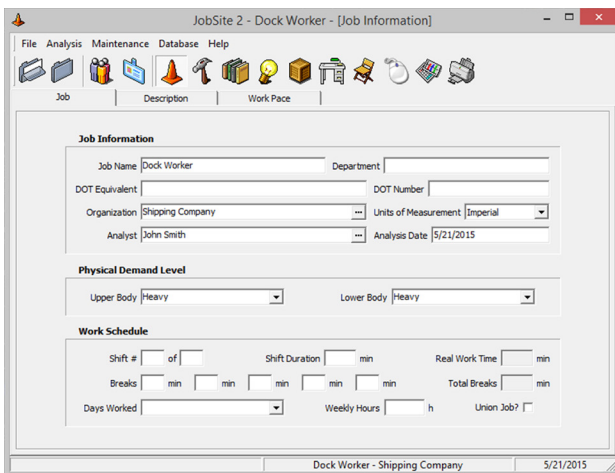
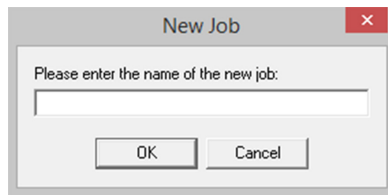
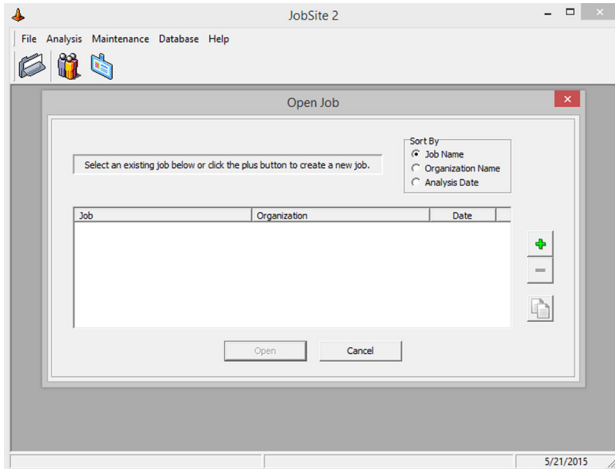
Registration and Site Key

You will perform the following steps to register your JobSite 2 Software and enter your site key while talking to our Customer Service Representative.

1. Click on the JobSite 2 icon on your desktop or open the software through your Program Menu.
2. A "Registration" screen will appear.
3. Our Customer Service representative will ask you to read the "Site Code" displayed on the screen.
4. Once the Site Code is confirmed, our Customer Service representative will read you a "Site Key." Type the numbers and letters exactly as provided by the Customer Service Representative into the "Site Key" field.
5. Click the "Register" button to complete the registration and activate your Site Key.
6. Click "Close" and you can begin running your JobSite 2 Software.



Getting Started



The menu near the top of the screen is used to navigate through the data collection forms.



The Job Information form is accessed using the button on the left.

When you open the software for the first time, the screen to the left is displayed with the Open Job form open. From here you have two options:

1. Use the Open Job form to create a new job evaluation file.
2. Close the Open Job form and use the menu items to edit an organization or analyst profile or manage software options.

Creating a Job File

We will begin this tutorial by creating a new job file. Menu item functions will be described in following sections of this manual.

The Open Job form is used to create new jobs for analysis and to open existing job files. To create a new job analysis file:

1. Click on the button to display the New Job Form.
2. At the New Job form, Type in a name for the job and click "OK." You can have multiple jobs with the same name.

After entering a job name, the Job Information form is displayed. This form has three tabs that are used to enter organization information about the job, create a job description and define work pace criteria.

Job Tab

This section divided into three parts: Job Information, Physical Demand Level and Work Schedule.

Job information Department

DOT Equivalent, and DOT Number a simple text boxes that you click on and enter data.

The Organization and Analyst fields are completed by clicking on the buttons and selecting from the item lists. If an organization or analyst has not be created, you can create one from the selection form. See the Create Organization and Create Analyst sections of this manual for more information.

Organization Shipping Company Units of Measurement Imperial

Units of Measurement is a drop-down list that allows you to select Imperial (feet/pounds) or Metric (meters/kilograms).

Upper Body Heavy Lower Body Heavy

Physical Demand Level

These are drop-down list fields. Click on the arrow to display and select from the list. The lists are editable using the Maintenance menu item at the top of the screen. See the Maintenance section of this manual for more information.

Work Schedule

Use this area to define the work schedule for the job. Enter shift duration and breaks in minutes, such as 480 for an 8-hour shift. The software displays Real Work Time (shift duration less breaks) and total break time.

Days Worked allows you to select from the drop-down list or enter the days. You can edit the drop-down list using the Maintenance menu item (see Maintenance section later in this manual). Items entered in the field are not added to the list and are only saved for the current job.

Description Tab

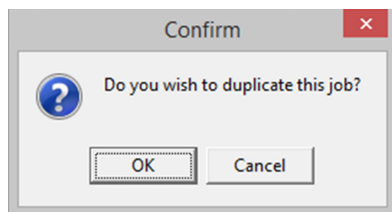
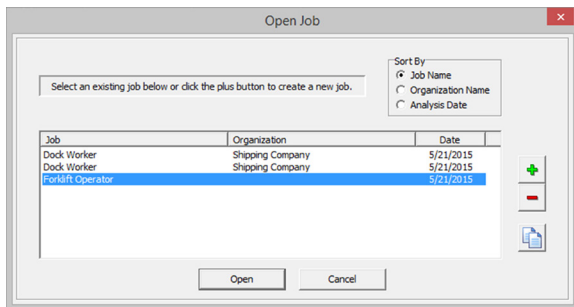
This area of the Job Information form is to identify job related tasks and write a brief job description. It is comprised of three text box areas for defining Primary Tasks, Secondary Tasks and a Functional Job Description. To complete the areas, place the cursor in text box and begin typing. Use the ENTER key to create new lines.

Work Pace Tab

This area of the Job Information form is used to define the pacing requirements of the job. The software only allows you to select one of the pacing radio buttons. You can add comments about the pacing system, affect on workers, etc. using the Comments field. Click on the field and type in data. Use the ENTER key to create new lines.



Open Job Form



Once you have created more than one job file, the Job Selection form has a number of features you can use.

Sort

These radio buttons make finding a job file easier by sorting the job items list by job name, organization name or analysis date.

Add (+) Button

This button is used to open the New Job dialog and create a new job file.

Delete (-) Button

This button is used to delete job files. Once a file is deleted it cannot be restored, so use this button with caution.

1. Highlight the file in the list.
2. Click the - button.
3. Click OK at the warning dialog or click CANCEL to exit without deleting the file.

Copy Job Button

This button allows you to duplicate a job file when you have similar jobs within an organization or in a different organization.

1. Highlight the job file for duplication in the list.
2. Click Copy Job button.
3. Answer OK at the Confirm dialog. CANCEL exits without duplicating the job.
4. After duplicating the job, open it from the list and edit the necessary information, such as job name, organization or other data.

Creating an Organization



The Organization Information form can be opened from several locations in the software: 1) clicking the Organization button in the icon menu, 2) clicking the Organization field button in the Job Information form, or 3) selecting Edit Organizations from the Maintenance menu item.

The Organization Information form has three tabs for organizing data: Organization, Employees and Injury Incidence.

Organization Tab

This part of the form is divided into three areas for entering the organization name and address, the primary contact information and the secondary contact information.

The State/Province and Title drop-downs allow you to select from defined lists or to type in the information. Information typed into the form is only saved for this organization and is not selectable for other organizations. See the Maintenance section of this manual for information on defining lists.

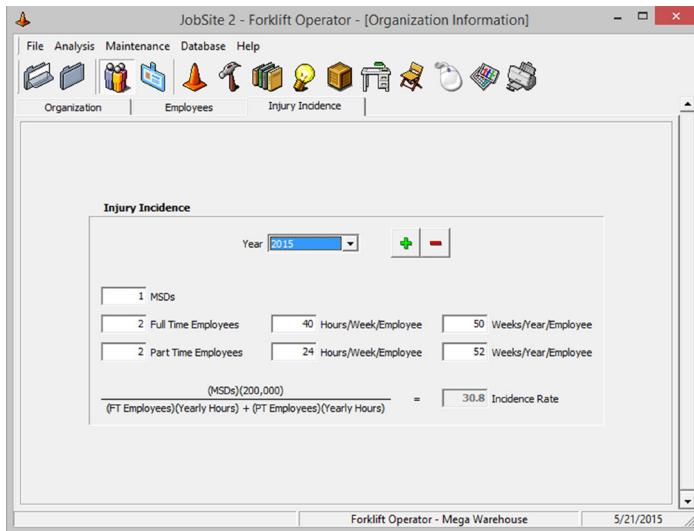
Department	Employees	% Male	% Female	Avg. Age	Turnover
Inventory	4	50	50	29	0

Employees Tab

This part of the form is used to enter general employee and department demographic information. If there are no separate departments within the organization, you can use the company name as the department name.

1. Click the button to open the New Department dialog.
2. Enter a name in the dialog and click OK. Click CANCEL to exit without creating a new department.


Once the department is created, you can edit the demographic information. The "per" field for Mandatory Overtime allows you to select from a defined list or to enter text. See the Maintenance section of this manual for information on defining lists.



Editing Departments



You can edit a department within an organization by highlighting it in the list and changing the name or demographic information.

Deleting Departments

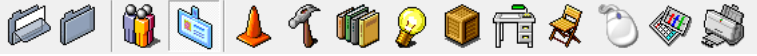
Highlight the department in the list and click the  button. Answer OK at the Warning dialog or click CANCEL to exit without deleting the department.


Injury Incidence Tab

This form is used to calculate and the injury incident rate for the organization.


1. Click the  button to enter the year for the incident rate calculation. If a year has been entered, click the drop-down to select from the list.
To delete a year from the list, use the drop-down menu to highlight it and click the  button.
2. Enter the number of musculoskeletal injuries in the MSDs box. Complete the other text boxes based on number of employees, average hours per week and average weeks per year worked.
3. When all fields are completed, the software displays the incident rate for the organization.

Creating an Analyst






The Analyst Information form can be opened from several locations in the software: 1) clicking the Analyst field  button in the Job Information form, 2) clicking the Analyst button in the icon menu, or 3) selecting Edit Analysts from the Maintenance menu item.


Opening Analyst through Job Information Form

When the Analyst  button is used in the Job Information form, the Select Analyst form is displayed. This form is used to select an analyst from the existing list, add a new analyst to the list, edit analyst information and delete analysts from the list.

Analyst	Job Title
[None]	
Jane Deer	
John Smith	

1. In the Job Information form, click the Analyst  button.
2. At the Select Analyst screen:
 - Use the  button to add a new analyst to the list.
 - Highlight an analyst and click the Select button to return to the Job Information form with the analyst displayed.
 - Highlight an analyst and click the Edit button.
 - Highlight the analyst and click the  button to delete the analyst from the list.

New Analyst Form

When you select the  button to add a new analyst, the New Analyst form is displayed. Enter the first and last name in the text fields and click OK to open the Analyst Information form.



The Analyst Information Form is divided into two sections: Analyst and Organization. The Analyst section includes fields for Last Name (Smith), First Name (John), Position, Title (a drop-down menu), Telephone, Fax, and E-Mail. The Organization section includes fields for Name (Job Analysis Company), Address, City, State/Province (a drop-down menu), and Zip/Postal.

Analyst Information Form

The Analyst Information form has two sections: Analyst and Organization. Complete the Analyst section with all the pertinent information. You can enter text in the Title field or select from the drop-down list. If you enter a title, it is only available for the current analyst. (See the Maintenance section of this manual for information on editing lists.)

Analyst Organization

The organization for the analyst must be selected or created using the Name button in the Organization section. Additional Organization fields are inactive until an organization is selected.

1. Click the Name button.
2. Use the button to create a new organization. For an existing organization, highlight the organization and click Select. Use the button to delete highlighted organizations.

NOTE: This form only applies to analyst organizations and does not affect Job-related organizations.

3. If you clicked the button, type in the name of the analyst's organization or company and click OK.
4. Complete the Organization section of the Analyst Information form.

The Select Organization dialog box contains a text area with the instruction: "Select an existing organization below or click the plus button to create a new one." Below this is a table with columns for Organization, Address, City, and State. The table lists "[None]" and "Job Analysis Company" (which is highlighted). To the right of the table are a plus button and a minus button. At the bottom are "Select" and "Cancel" buttons.

The New Organization dialog box has a text input field with the prompt: "Please enter the name of the new organization:". Below the input field are "OK" and "Cancel" buttons.


Equipment Form



The Equipment form is used to document various types of gear, tools, vehicles and machinery used on the job. The form includes five tabs for documentation: Protective, Tools, Vehicles, Machines, Work Aids. Click on the tab for type of equipment you want to document.




Equipment Tabs

All the tabs within the Equipment form use a standard list form for entering data.

1. Click the  button to open the New Item form.
2. Either enter a name for the item in the New Item form or select from the drop-down list.

Items typed into the form are only entered for the current job.

Drop-down list items are very useful for equipment that is used with multiple jobs at an organization or at other organizations. See the Maintenance section of this manual for more information on defining lists.

3. If you typed in an item name, complete the item description.
4. Use the  button in each tab to add as many items as necessary to the Equipment item lists.
5. Use the  button to delete highlighted items from the Equipment items lists. Using the  button in this form does remove the item from the Maintenance lookup table.



Job Qualifications Form



General Requirements Perception Skills Traits

1. General Education Development

Reasoning

Deal with abstract and concrete variables, define problems, collect data, establish facts, and draw valid conclusions.

Interpret instructions furnished in written, oral, diagrammatic or schedule form.

Deal with problems from standard situations.

Carry out single one or two step instructions.

Carry out detailed but uninvolved written or oral instructions.

Mathematics

Add, subtract, multiply and divide, write numbers and fractions, make change, calculate time, calculate simple measurements.

Shop math or statistics.

Business math, algebra, geometry.

Reading

English at the sixth grade level (tested), comprehend simple instructions or notations from a log book.

Comprehend newspapers, manuals, journals, instructions in use and maintenance of shop tools and equipment, safety rules and procedures, and drawings.

Writing

English sentences containing subject, verb, and object, names and addresses, complete job application, or notations in a log book.

Prepare business letters, summaries, or reports using prescribed format and conforming to all rules of spelling, punctuation, grammar, diction and style.

The Job Qualifications form is used to define the types of education, skills and other traits necessary for the job. Information is organized under five tabs: General, Requirements, Perception, Skills and Traits. Each tab section operates differently because of the type of information documented.

General Tab

This tab is divided into four categories related to general educational development: Reasoning, Mathematics, Reading, and Writing.

1. Click the check boxes under each category that best describe the requirements of the job.

General Requirements Perception Skills Traits

2. Educational Achievement

Required Education:

High School / GED Doctorate

Associate's Degree Trade School

Bachelor's Degree Other

Master's Degree None

3. Experience/Knowledge Desired

4. License/Certification

Driver's License Required

Requirements Tab

This tab includes three sections: Educational Achievement, Experience/Knowledge, and License/Certification.

Educational Achievement - Click on the radio button associated with the job's educational requirement. Only one button can be selected.

Experience/Knowledge - This is a simple text field for entering information. Use the Enter key to add line breaks.

License/Certification - Use the check box to identify if a driver's license is required. Additional licenses or certifications are entered in the text field. Use the Enter key to add line breaks.

General Requirements Perception Skills Traits

5. Perception

Spatial

Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blueprint reading and solving geometry problems. Frequently described as the ability to "visualize" objects of two or three dimensions, or to think visually of geometric forms.

Required

Form

Ability to perceive pertinent detail in object or in pictorial or graphics material. To make visual comparisons and discriminations and see light differences in shapes and shadings of figures and widths and lengths of lines.

Required

Clerical

Ability to perceive pertinent detail in verbal or tabular materials. To observe differences in copy, to proofread words and numbers, and to avoid perception errors in arithmetic computation.

Required

Perception Tab

This tab is divided into three categories: Spatial, Form and Clerical. It uses a single check box with each category for you to identify if the ability is required by the job. If you do not check a box, the software assumes that perception ability is not required.

General | Requirements | Perception | Skills | Traits

6. Data

Information, knowledge, and conceptions related to data, people, or things obtained by observation and mental creation. Data is intangible and includes numbers, words, symbols, ideas, concepts, and oral verbalization.

- Synthesizing
- Coordinating
- Analyzing
- Compiling
- Computing
- Copying
- Comparing

7. People

Human beings; also animals dealt with on an individual basis as if they were human.

- Mentoring
- Negotiating
- Instructing
- Supervising
- Directing
- Persuading
- Speaking/Signaling
- Serving
- Taking Instructions/Helping

8. Things

Inanimate objects, as distinguished from human beings, substances, or materials; machines, tools, equipment, and products. A thing is tangible and has shape, form, and other physical characteristics.

- Setting Up
- Precision Working
- Operating/Controlling
- Driving/Operation
- Manipulating
- Tending
- Feeding/Offbearing
- Handling

Skills Tab

This tab documents required skills related to data, people and things.

1. Click the check boxes under each category that best describe the requirements of the job.

General | Requirements | Perception | Skills | Traits

9. Personal Traits

<p><input type="checkbox"/> I. Ability to comprehend and follow instructions.</p> <p><input type="checkbox"/> II. Ability to perform simple and repetitive tasks.</p> <p><input type="checkbox"/> III. Ability to maintain a work pace appropriate to a given work load.</p>	<p><input type="checkbox"/> IV. Ability to relate to other people beyond giving and receiving instructions.</p> <p><input type="checkbox"/> V. Ability to influence people.</p> <p><input type="checkbox"/> VI. Ability to perform complex or varied tasks.</p>	<p><input type="checkbox"/> VII. Ability to make generalizations, evaluations, or decisions without immediate supervision.</p> <p><input type="checkbox"/> VIII. Ability to accept and carry out responsibility for direction, control, and planning.</p>
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Traits Tab

This tab is used to identify personal traits required by the job.

1. Click the check boxes that best describe the personal traits required by the job.

Environment Form



Temperature | Humidity | Lighting | Noise | Air Flow | Electricity | Radiation | Explosives | Exposure | Senses

Temperature

Level	Range	Daily Exposure	Exposure Level
Low	< 55° F	<input type="text"/> min	<input type="text"/>
Medium	55° F - 75° F	<input type="text"/> min	<input type="text"/>
High	> 75° F	<input type="text"/> min	<input type="text"/>

Inside Temperature: °F
 Outside Temperature: °F
 Measured With:
 Seasonal Variation

Comments:

The Environment form is used to document the type of environmental factors affecting the job. Environment has 10 tabs for documenting temperature, humidity, lighting, noise and more.

Temperature to Explosives Tabs

These tabs function in essentially the same manner. They segment exposure to the environmental factor into low, medium and high category levels.

1. Select the tab corresponding to the environmental factor.
2. Click on the Daily Exposure box and enter the number of minutes for the appropriate level.
3. Either enter an Exposure Level or select from the drop-down list. You can edit the items available in the list using the Maintenance menu item (for more information see the Maintenance section of this manual).

Temperature | Humidity | Lighting | Noise | Air Flow | Electricity | Radiation | Explosives | Exposure | Senses

Explosives

Level	Daily Exposure	Exposure Level
Low	<input type="text"/> min	<input type="text"/>
Medium	<input type="text"/> min	<input type="text"/>
High	<input type="text"/> min	<input type="text"/>

Measured With:

Comments:



4. Complete additional documentation options, such as inside and outside humidity percentages for humidity, by clicking on the boxes and entering the values.
5. Enter the type of device used to measure the environmental factor or select from the drop-down list. You can edit the items available in the list using the Maintenance menu item (for more information see the Maintenance section of this manual).

Type	Daily	Exposure	Essential	Critical
------	-------	----------	-----------	----------

Type: Daily Exposure: min Essential Function
Exposure Level: Critical Demand

Comments:

Exposure and Senses Tab

These tabs use item lists to document the worker exposure.

Both tabs function in the same manner.

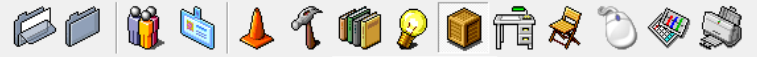
1. Click the button to add a new exposure-type item to the list.
2. Enter the Type or Sense in the field or select from the drop-down list. For information on editing the Type and Sense drop-down lists, see the Maintenance section of this manual.
3. Click on the Daily Exposure field and type in the highest number of minutes per day the worker is exposed to the environmental factor.
4. For Exposure Level, either type it in or select from the drop-down menu. For information on editing the Exposure Level list, see the Maintenance section of this manual.
5. Use the check boxes to identify if the exposure or sense used are essential functions or critical demands.
6. To remove an item from the list, highlight it and click the button.

Sense	Daily	Exposure	Essential	Critical
-------	-------	----------	-----------	----------

Sense: Daily Exposure: min Essential Function
Exposure Level: Critical Demand

Comments:

Material Handling Form



Material Handling Form Interface - Lift Tab

Object Name: NIOSH Lift:

Maximum Weight: lb Exposure: Essential Function:

Start Hand Height: in Handle Quality: Critical Demand:

End Hand Height: in

Description/Comments:

Object Name	Weight	Exposure	Essential	Critical

The Material Handling form has four tabs: Lift, Carry, Push/Pull and NIOSH Lift Equation. The first three tabs are used to document material handling activities encountered on the job. The NIOSH tab is used to conveniently calculate safe lifting parameters according to the Revised NIOSH Lifting Equation.

Lift Tab

1. Click the button to add a new item to the list.
2. Enter the object's name into the New Object dialog and click OK.
3. Click in the weight and height fields to enter the object's weight and the starting and ending heights for the lift.
4. Either click on the Exposure Level field and type in the level or click the drop-down and select from the list. To edit the list, see the Maintenance section of this manual.
5. Either click on the Handle Quality field and type in the information or click the drop-down and select from list. To edit the list, see the Maintenance section of this manual.
6. Click the check boxes if the lift is an essential function or critical demand.
7. To perform a NIOSH Lift Equation calculation with a lift, highlight the lift in the item list and click the NIOSH button. See the NIOSH Tab section for more information.
8. To remove item from the list, highlight it and click the button.

Carry Tab

The Carry tab uses a item list to document objects that are carried from place to place on the job.

1. Click the button to add a new carry to the list.
2. Maximum Weight and Distance Carried are text boxes for entering the numerical values.
3. Exposure, Handle Quality and Ground Surface allow you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on editing dropdown lists.
4. Click the check boxes to identify if the carry is a essential function or critical demand.
5. To remove item from the list, highlight it and click the button.

Push/Pull Tab

While Lift and Carry tabs deal with actual weight, the Push/Pull tab uses force. This is an important distinction. The amount of force necessary to push an object, especially if it is on a cart with wheels, is not equal to the object's weight. The amount of force necessary to start an object moving is usually greater than that required to keep an object moving.

1. Click the button to add a new push or pull to the list.
2. Initial Force, Sustained Force, Distance Moved and Hand Height are text boxes for entering numerical values.
3. Exposure and Ground Surface allow you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on editing drop-down lists.
4. Click the check boxes on the right to identify essential function, critical demand, motion type and whether the object had casters or wheels.
5. To remove item from the list, highlight it and click the button.

Lift | Carry | Push/Pull | NIOSH Lift Equation

NIOSH Lift Equation

Object	Weight	RWL (O)	Index (O)	RWL (D)	Index (D)
Small Box	20.0	0.0	0.0	0.0	0.0

Object Name: Object Coupling:

Maximum Weight: lbs Frequency: lifts/min Duration:


Measurements	Origin	Destination	Other Variables
Horizontal Hand Location	<input type="text"/> in HM = 0.00	<input type="text"/> in HM = 0.00	L = 20.0
Vertical Hand Location	<input type="text" value="34"/> in VM = 0.97	<input type="text" value="34"/> in VM = 0.97	LC = 51.0
Asymmetry Angle	<input type="text"/> ° AM = 0.00	<input type="text"/> ° AM = 0.00	CM = 1.00
Recommended Weight Limit	<input type="text" value="0.0"/> lbs	<input type="text" value="0.0"/> lbs	FM = 0.94
Lifting Index	<input type="text" value="0.0"/>	<input type="text" value="0.0"/>	DM = 1.00

Recommended Weight Limit (RWL) = LC x HM x VM x AM x CM x FM x DM Lifting Index (LI) = L ÷ RWL

NIOSH Lift Equation Tab


This tab is used to calculate safe lifting parameters using the Revised NIOSH Lifting Equation. If you imported a lift using the NIOSH button in the Lifting tab, the lift is open with the entered data displayed. Complete the remaining data to perform the calculations.

NOTE: Drop-down boxes in this form are not editable because they control variables used in the calculations.

1. Complete the form for an imported lift or use the  button to add a new item to the list.
2. Complete the drop-down selections for Object Coupling, Frequency and Duration. Note that Object Coupling is entered for imported lifts with a Handle Quality of Good, Fair or Poor.
3. Enter the lift parameters in the Origin and Destination columns and software calculates the Recommended Weight Limits and Lifting Indexes.

NOTE: Horizontal Location must be between 10 and 25 (25-63 metric) and the Asymmetry Angle must be between 0 and 135.

For more information see the *Application Manual for the Revised NIOSH Lifting Equation*, NIOSH Publication No. 94-110, which is available at the CDC.gov web site.

4. If the lift does not fall within the recommended NIOSH guidelines, you can change parameters to help you determine a more appropriate lift.
5. To remove an item from the list, highlight it and click the  button.



Workstation Form



Name	Height	Length	Depth	Surface	Floor
Shipping Desk	36	60	32	Wood	Vinyl

Name: Shipping Desk

Height: 36 in
Length: 60 in
Depth: 32 in

Surface Type: Wood
Floor Type: Vinyl

Debris:

Description/Comments:

The Workstation form has two tabs: One for documenting the actual workstations used on the job, the other for documenting ergonomic risks encountered while working at the stations.

Workstations Tab

This tab uses a standard item list format to document stations used as part of the job. Workstations can range from a simple desk to a counter to work bench to a position in an assembly line.

1. Click the button to add a new carry to the list.
2. Height, Length and Depth are text boxes for entering numerical values.
3. Surface Type and Floor Type allow you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on editing drop-down lists.
4. Debris is a text field. Click in the field and type in information.
5. To remove an item from the list, highlight it and click the button.

Ergonomic Risks

Awkward Posture

Static Posture

Localized Mechanical Stress

Forceful Exertion

Repetition

Extreme Cold

Vibration

Description/Comments:

Risks Tab

The Risks tab allows you to quickly document ergonomic risks encountered at the job's workstations.

1. Use check boxes to identify ergonomic risks.
2. Click on the text field to add a description of the risk.

Posture Form



Sitting | Standing | Walking | Driving | Movement

Sitting

Location	Sustained	Daily	Exposure	Essential	Critical
Shipping Desk				No	No

Location: Essential Function
 Critical Demand
 Possible Change

Max Sustained Demand: min Exposure:

Total Daily Demand: min

Seat Surface: Floor Surface:

Chair Quality Options:

<input type="checkbox"/> Contoured Cushion	<input type="checkbox"/> Armrests	<input type="checkbox"/> Castors
<input type="checkbox"/> Height Adjustable	<input type="checkbox"/> Adjustable Armrests	<input type="checkbox"/> Swivel
<input type="checkbox"/> Tilt Adjust	<input type="checkbox"/> Lumbar Support	<input type="checkbox"/> Footrest

Description/Comments:

New Sitting Location [X]

Please enter the location of the posture:

OK Cancel

The Posture form has five tabs for documenting Sitting, Standing, Walking, Driving and Movement. The Movement tab is used to document postures and activities like reaching, bending, kneeling, etc.

All the tabs use a standard item list format with the same basic elements. Each tab also include additional documentation elements specific to the posture.

1. Select the posture tab and click the button to add a new item to the list.
2. Max Sustained Demand, and Total Daily Demand are text boxes for entering numerical values and are included with all postures.
3. Exposure is included with all postures and allows you to enter text data or to select from the dropdown list. See the Maintenance section of this manual for information on editing drop-down lists.
4. Essential Function and Critical Demand are check boxes included with all tabs. The Possible Change check box is available for all tabs except Movement.
5. To remove an item from any item list, highlight the item and click the button.

Sitting Tab

1. Seat Surface and Floor Surface allow you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on editing drop-down lists.
2. Chair Quality Options allows you to check any or all boxes necessary to describe features of the chair that improve the posture.



Sitting | **Standing** | Walking | Driving | Movement

Standing

Location	Sustained	Daily	Exposure	Essential	Critical
Desk				No	No

Location: Essential Function
 Critical Demand
 Possible Change

Max Sustained Demand: min Exposure: Dynamic Standing
Total Daily Demand: min Step Available

Floor Surface: Description/Comments:

Standing Tab

1. Floor Surface allows you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on 17 editing drop-down lists.
2. Dynamic Standing and Step Available are check boxes that indicate if the employee can move around, instead of standing in a static posture, and if a foot rest or riser is available.

Sitting | **Walking** | Walking | Driving | Movement

Walking

Location	Sustained	Daily	Exposure	Essential	Critical
Loading Zone				Yes	Yes

Location: Essential Function
 Critical Demand
 Possible Change

Max Sustained Demand: min Exposure: Dynamic Standing
Total Daily Demand: min Step Available

Floor Surface: Max Distance: ft
Description/Comments:

Walking Tab

1. Floor Surface allows you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on editing drop-down lists.
2. Max Distance is a text field for entering the longest distance the job requires the employee to walk.

Sitting | **Driving** | Walking | Driving | Movement

Driving

Vehicle	Sustained	Daily	Exposure	Essential	Critical
Pickup Truck				Yes	No

Vehicle: Essential Function
 Critical Demand
 Possible Change

Max Sustained Demand: min Exposure: Dynamic Standing
Total Daily Demand: min Step Available

Seat Surface: Contoured Cushion
 Height Adjustable Automatic Transmission
 Lumbar Support Power Steering
 Air Ride Equipped

Description/Comments:

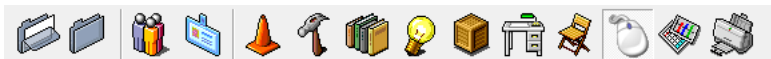
Driving Tab

1. Adding a new vehicle to the item list has a unique feature built in. If a vehicle was entered in the Equipment form, it is available in the drop-down list of the New Item dialog. If no vehicle was entered in the Equipment form you must type in vehicle to add an item to the Driving item list.
2. Seat Surface allows you to enter text data or to select from the drop-down list. See the Maintenance section of this manual for information on editing drop-down lists.
3. Seat Quality Options and Vehicle Options are check boxes that allow you check as many items as necessary.

New Vehicle

Please enter the vehicle name:

CDT Form



Work Organization | Shoulder | Forearm | Wrist | Hand | Fingers | Neck | Vibration

Upper Extremity Cumulative Trauma Risk Assessment

Do any of the following conditions exist?

- Machine-paced tasks
- Incentive pay
- Routine overtime
- Electronic monitoring of employees
- Little ability to affect daily decisions
- Monotonous work

Work Organization Score (WOS)

Work Organization Factor (WOF)

The CTD form allows you to perform cumulative trauma disorder risk assessments based on work organization and vibration and for specific upper extremity anatomical locations.

Work Organization Tab

This tab features check boxes related to work organizational factors that contribute to the risk of upper extremity cumulative trauma. Checking a box in this tab adjusts the Work Organization Score (WOS) and the Work Organization Factor (WOF). As these scores increase, so does the cumulative trauma risk for the job.

Work Organization | Shoulder | Forearm | Wrist | Hand | Fingers | Neck | Vibration

Shoulder

	Extreme Posture	Velocity	Repetitions Per Hour	Duration	Force	Psychosocial Score
Flexion	<input type="radio"/> 0° - 45° <input type="radio"/> 45° - 90° <input type="radio"/> > 90° <input checked="" type="radio"/> Extension	<input type="radio"/> Static <input type="radio"/> Slow <input type="radio"/> Moderate <input checked="" type="radio"/> Rapid	<input type="radio"/> 0 - 90 <input type="radio"/> 90 - 150 <input checked="" type="radio"/> > 150	<input type="radio"/> < 1 Hour <input type="radio"/> 1 - 4 Hours <input checked="" type="radio"/> > 4 Hours	<input type="radio"/> None <input type="radio"/> Support Body Part <input checked="" type="radio"/> Apply Force	9.0
Abduction	<input type="radio"/> 0° - 45° <input type="radio"/> 45° - 90° <input checked="" type="radio"/> > 90°	<input type="radio"/> Static <input type="radio"/> Slow <input type="radio"/> Moderate <input checked="" type="radio"/> Rapid	<input type="radio"/> 0 - 90 <input type="radio"/> 90 - 150 <input checked="" type="radio"/> > 150	<input type="radio"/> < 1 Hour <input type="radio"/> 1 - 4 Hours <input checked="" type="radio"/> > 4 Hours	<input type="radio"/> None <input type="radio"/> Support Body Part <input checked="" type="radio"/> Apply Force	10.0

Red psychosocial scores indicate potential risk. Additional ergonomic analysis should be performed.

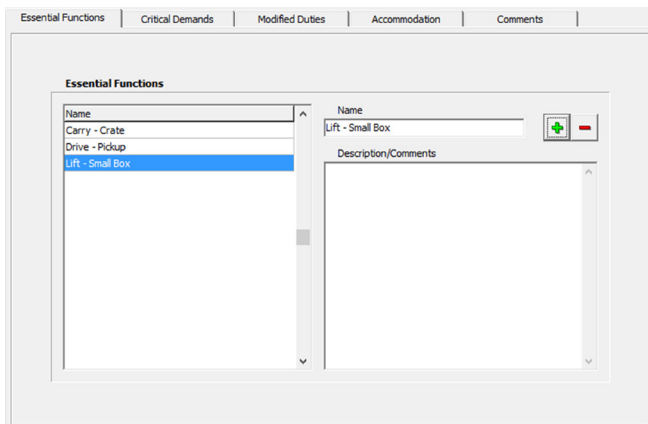
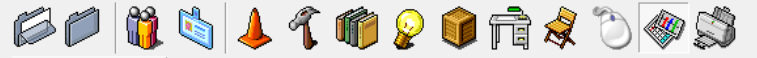
Anatomical Tabs

The remainder of the CDT tabs include tables with radio buttons and check boxes. Clicking the radio buttons across a row displays a Psychosocial Score. Only one radio button can be clicked within a region of the table, such as Shoulder Flexion Extreme Posture. Use the Clear Selection button to clear all the radio buttons turned on in the currently displayed tab.

When the combination of radio buttons clicked for a row present a potential risk, the psychosocial score is displayed in red.



Analysis Summary Form



The Analysis Summary form is used to review, add, and remove essential functions and critical demands identified for the job. It also provides areas for documenting modified duty opportunities, reasonable accommodation options and analyst comments.

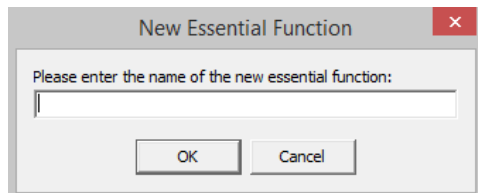
Essential Functions Tab

This tab displays a list of the essential functions marked during the analysis by checking the Essential Functions box in environment, material handling and posture forms.


The tab displays three elements: Essential Functions list, Name and Description/Comments.

Managing Essential Functions

The Essential Functions list displays all the identified essential functions. You can use the list to add essential functions, edit an item's name, and remove an item.



Adding Essential Functions to the list

1. Click the  button and enter a name for the essential function. Adding an essential function in this manner does not affect check boxes in analysis forms.
2. Return to the evaluation form and click the Essential Function check box.

Changing an Essential Function's Name

1. Highlight the item in the Essential Function list.
2. Edit the text in the name field.

Using Description/Comments

Descriptions and comments are tied to specific essential functions.

1. Highlight an essential function in the list.
2. Click on the Description/Comments field and enter information.

Essential Functions | **Critical Demands** | Modified Duties | Accommodation | Comments

Critical Demands

Material Handling

Category	Object	Weight/Force	Distance	Exposure
Lifting	Box	20 lbs	34 in - 34 in	Frequent

Activities/Postures

Category	Location/Posture	Sustained	Daily	Exposure
Walking	Loading Zone			

Exposures/Senses

Category	Name	Daily	Exposure

Essential Functions | Critical Demands | **Modified Duties** | Accommodation | Comments

Modified Duty Opportunities

Essential Functions | Critical Demands | Modified Duties | **Accommodation** | Comments

Reasonable Accommodation

Reasonable accommodations which can be provided for the disabled:

-
-
-
-

Essential Functions | Critical Demands | Modified Duties | Accommodation | **Comments**

Comments/Recommendations

This analyst recommends that this job be evaluated by a certified ergonomic evaluator.

This analyst recommends that this job be evaluated by an industrial hygienist.

Deleting Essential Functions from the List

1. Highlight the essential function and click the - button.
2. Click OK at the warning prompt.

Critical Demands Tab

This tab displays all the critical demands identified during the analysis for material handling, activities/postures and exposure/senses. Items displayed cannot be edited or changed in this tab.

1. To add, remove or edit a critical demand, return to the appropriate form, such as Material Handling.
2. Edit demand parameters in the form, such as Maximum Weight for a material handling lift.

Modified Duties Tab

This tab provides a standard text field for entering modified duty opportunities. Click on the field and type in data. Use the enter key for hard returns and line spaces.

Accommodation Tab

This tab provides four fields for entering reasonable accommodation options. Click in the field and enter data. Use the Enter key for hard returns and line spaces.

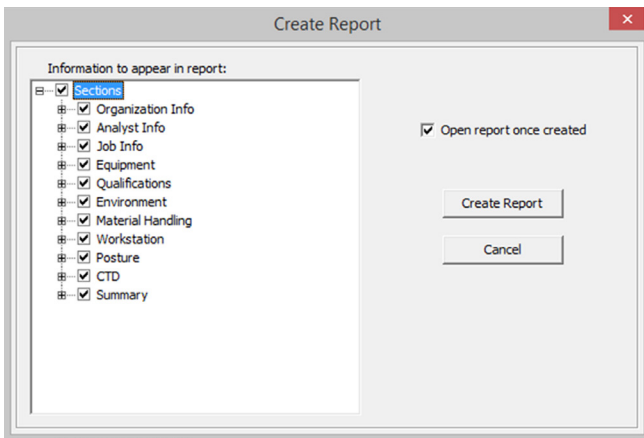
Comments Tab

This tab provides a text field for entering your comments and recommendations. Click on the field and type in data. Use the Enter key for hard returns and line spaces.



The two check boxes below the text field allow you to add recommendations for further analysis of the job by a certified ergonomic evaluator or an industrial hygienist. Checking these boxes adds their recommendation to your report.

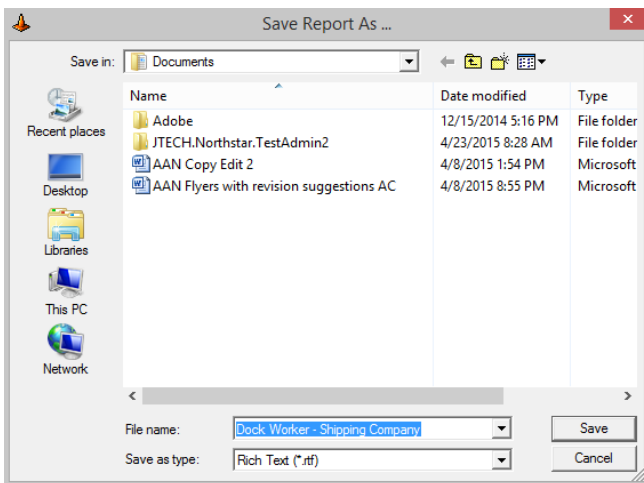


Create Report Form



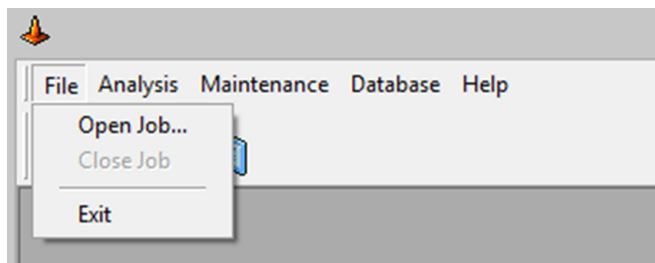
JobSite 2 creates standardized reports, but gives you the flexibility to decide which elements to include.

1. When the form opens, all report sections are selected.
2. A  button beside an item indicates the item can be expanded to display subcategories. Click the  button to see subcategories.
3. A check in the box beside an item means it is selected. To deselect an item, click the check box. Clicking the Sections box selects or deselects all report items. Clicking a category header box selects or deselects all the items in that category. Clicking a subcategory item box selects or deselects just that item. Note: If a subcategory item is selected (box checked) the category header and Sections boxes are automatically selected.
4. The Open Report check box is automatically selected. If you prefer to create and save a report without viewing it, unclick the box.
5. Click the Create Report button
6. At the Save Report dialog, choose a location for saving the report file. You can also edit the report name.



Top Menu

File Analysis Maintenance Database Help



Top menu items provide additional access to open and close files, navigate the software, manage drop-down menu items and set license access.

File

This menu item has three selection options:

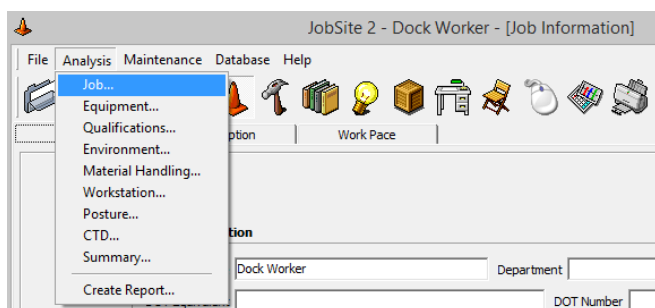
Open Job - Displays the Open Job form so you can select an existing job file or create a new one.

Close Job - This option closes the current job file.

Exit - This selection closes JobSite 2 software.

Analysis

This menu item provides access to the JobSite job analysis forms for the currently open job file. Menu selections are disabled if a job file is not open.

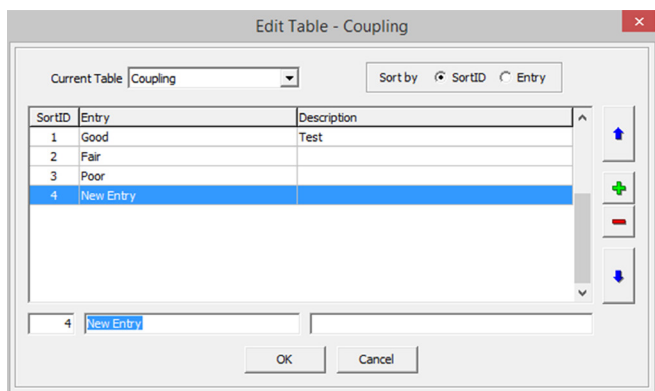
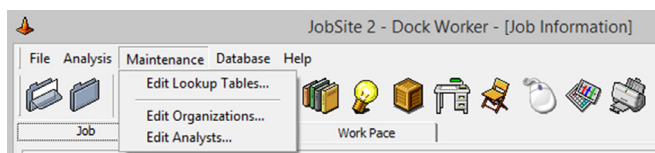



Maintenance

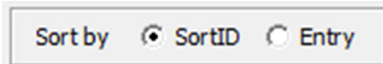
This menu item is used primarily to manage the lookup tables that control items in drop-down lists. It is also used to add, edit, or delete organizations and analysts.

Edit Lookup Tables

When this menu item is selected, the Edit Table form is displayed. The form uses a standard list item format for displaying and editing tables.



1. Click the Current Table drop-down to select a lookup table for editing. (See table definitions below.)
2. To add a new item, click the  button.
3. Complete the entry name and description fields located below the table. The entry name field displays "New Entry."



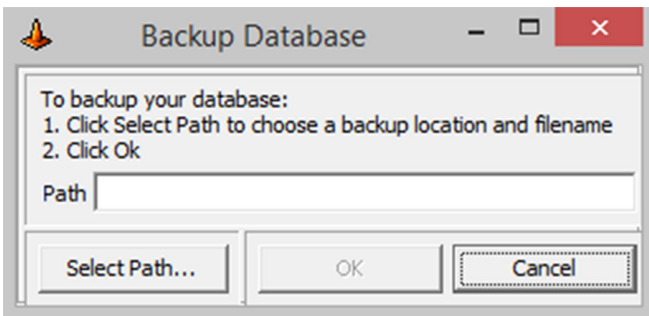
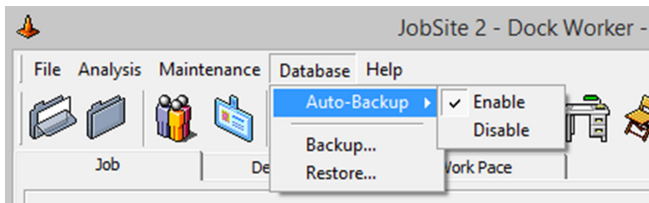
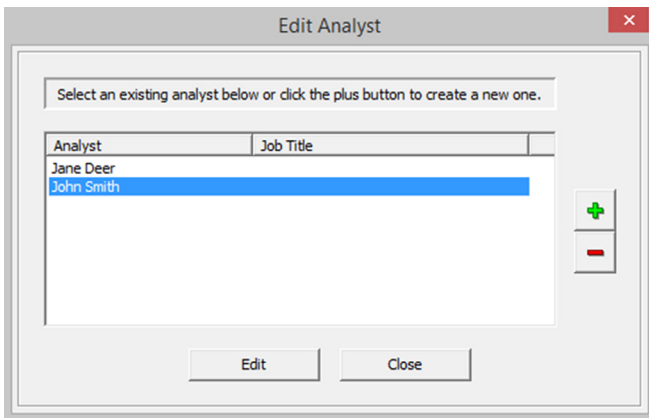
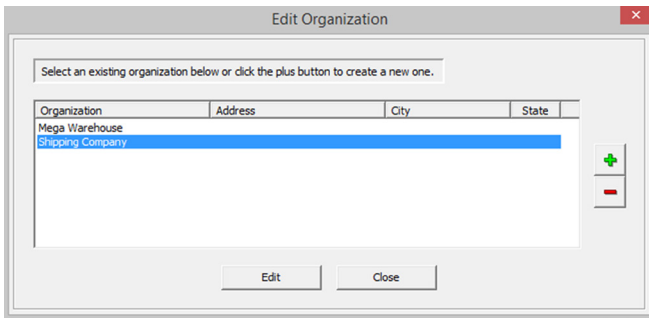
- After the entry is complete, you can move it up in the list using the up arrow button. The arrows up and down arrows can be used to move any highlighted item up or down in the list.
- The Sort By radio buttons allow you to sort the table list in two ways:

Sort Id - Sorts the list by the Sort ID number. The Sort Id number is controlled by the order items are entered into the list and position adjustments made using the up and down arrow.

Entry - Sorts the list alphabetically. Resorting the list alphabetically does not change the Sort ID numbers for items.

Lookup Table Definitions

Lookup Table	Drop-Down Forms	Forms
Coupling	Handle Quality	Material Handling
Exposure	Type	Environment
Floor	Ground Surface Floor Type Floor Surface	Material Handling Workstation Posture
Frequency	Exposure Exposure Level	Material Handling Posture Environment
Machine	Machines	Equipment
Material	Surface Type	Workstation
Meter	Measured With	Environment
Movement	Movement Type	Posture
Overtime	Mandatory Overtime	Organization
PDL	Upper Body Lower Body	Job information
Protective	Personal Protective Equipment	Equipment
Seat	Seat Surface	Posture
Sense	Sense	Environment
State	State	Organization Analyst
Tool	Tools	Equipment
Vehicle	Vehicles	Equipment
Work Aid	Work Aids	Equipment
Work Days	Job Information	Days Worked



Edit Organizations and Edit Analysts

These Maintenance menu items access the Edit Organization and Edit Analyst forms. From there you can add, edit and delete items.

Database

This menu item is used to backup and restore JobSite 2 database files. JobSite 2 software includes an automatic backup feature that you can enable or disable using the Database drop-down menu.

IMPORTANT NOTE: If you have any questions or concerns about backing up or restoring your Job-Site 2 database, contact JTECH Customer Service before attempting either operation.

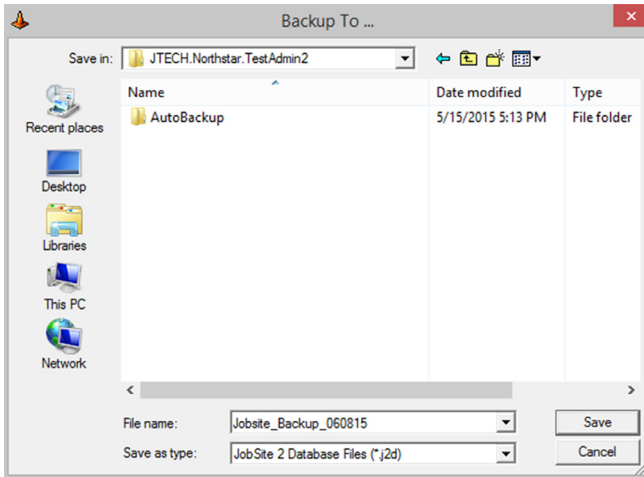
Auto-Backup

1. To enable automatic backup, click the Database menu item, highlight Auto-Backup and select enable. When Auto-Backup is enabled, JobSite 2 Software places a backup database file in you JobSite 2 program folder under Data/AutoBackup every time you close the program. The file location cannot be changed.
2. To disable automatic backup, click the Database menu item, highlight Auto-Backup and select enable.

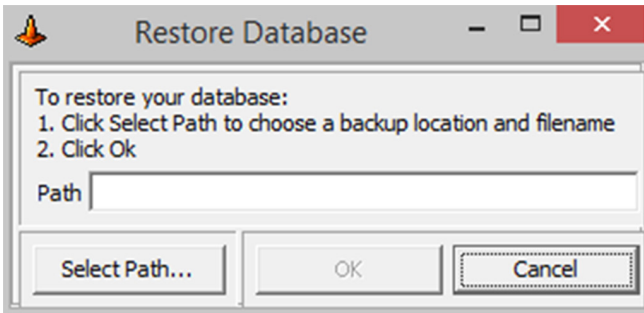
Backup

JobSite 2 Software gives you an option to manually save a backup of your database file. With this option you can choose the location and name for your backup file.

1. Click the Database drop-down item and select Backup from the list.
2. When the Backup Database dialog is displayed, click the Select Path button.
3. When the Backup To... form is displayed, use the Save In drop-down to identify the location for your backup file.



4. Enter a name for the backup file by typing it into the File Name field, selecting from options in the drop-down list or highlighting a file from the displayed file list. Selecting a file from the list or a file name from the drop-down list will overwrite the file when the backup is saved. The File Type drop-down option cannot be changed.
5. Click the Save button to save a backup copy of the JobSite 2 database file. If a backup copy already exists, you will be asked if you want write over the existing copy.
6. Click OK at the Backup Database dialog to complete the backup operation.

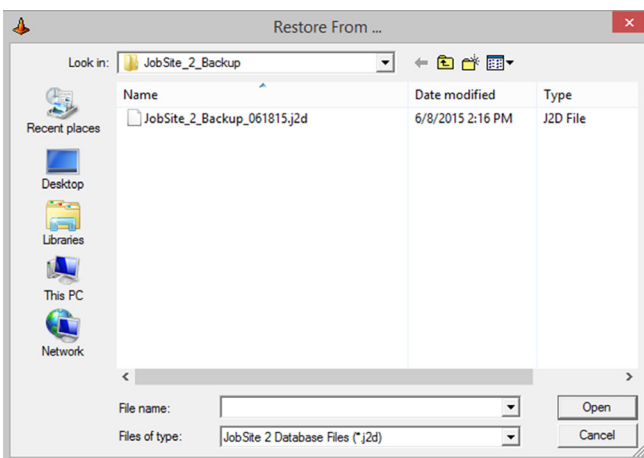


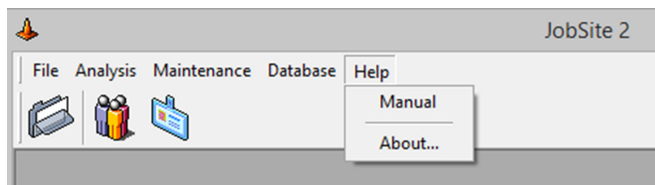
Restore

The Restore function should be used with caution as it will overwrite the current JobSite 2 database. If you are unsure or have any questions, please contact JTECH Customer Service before attempting to restore a backup database file.

1. Click the Database drop-down item and select Restore from the list.
2. When the Restore Database dialog is displayed, click the Select Path button.
3. When the Restore From... form is displayed, click the File Name drop-down and browse for your backup file: C:\Program Files\JobSite 2\Data\AutoBackup\JobSite 2 AutoBackup 958241476.j2d. The File Type option cannot be changed.
4. Click the Open button to complete the file selection process.
5. At the Restore Database dialog, click OK to complete the restore operation.

NOTE: Once the restore operation is completed it cannot be undone.





Help

These Maintenance menu items access the Edit Organization and Edit Analyst forms. From there you can add, edit and delete items.

Manual

Clicking the Manual item from the Help drop-down displays the JobSite 2 User Guide. Viewing the manual requires Adobe Acrobat Reader, which is a free program distributed by Adobe Systems Incorporated. To obtain a copy of Adobe Acrobat Reader go to www.adobe.com.

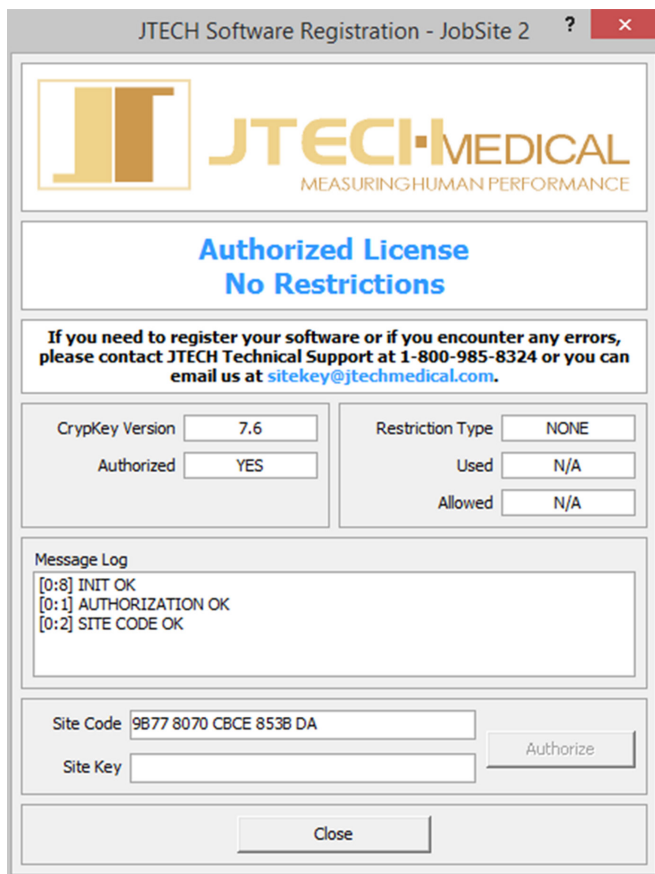
To view the manual, the **JobSite 2 Manual.pdf** file must be located in the JobSite program folder on your hard drive. If you receive an error message when trying to open the manual, contact JTECH Customer Service for assistance with loading the file into your program folder.

License

IMPORTANT NOTE: Never attempt to edit or modify anything in this form without direct assistance from JTECH Customer Service.

You will access this form to initialize or update your software license.

1. You will be asked by JTECH Customer Service to provide your site code. This is a unique number that identifies your computer. You cannot switch site codes between computers.
2. In the Site Key field, you will enter the unique code for your computer provided by JTECH Customer Service.



JOBSITE 2

Software



JTECH MEDICAL
MEASURING HUMAN PERFORMANCE

JTECH MEDICAL

7633 S. Main St.
Midvale, UT 84047

800 985-8324

385 695-5000

Fax 385 695-5001

www.jtechmedical.com