

# Respondent Reference Guide

## Occupational Requirement Survey (ORS)

### Overview

ORS captures durations for some physical demands and environmental conditions based on the ranges below:

Duration Category	Overall Range	8-Hour Day	40-Hour Week
Seldom	Up to 2%	Less than 10 minutes	Less than 45 minutes
Occasionally	2% up to 1/3	10 minutes up to 2 1/2 hours	45 minutes up to 13 hours
Frequently	1/3 up to 2/3	2 1/2 hours up to 5 1/2 hours	13 hours up to 3 1/2 days
Constantly	2/3 or more	5 1/2 hours or more	3 1/2 days or more

For each of the selected jobs, please provide the following information:

### Job Information

- The number of full-time and part-time workers
- The typical or average work schedule (e.g., 8 hours a day, 40 hours a week)
- The below hiring requirements, when applicable:
  - Educational requirements (e.g., high school diploma, college degree)
  - Other special training requirements (e.g., certificates, licenses, vocational training)
  - Related, professional work experience

### Job Function and Tasks

- What are the most important things this job does for your organization?
- What is the purpose of this job?
- What do workers in this job do in a regular day?

### Supervisory Information

- Does this job supervise anyone?
- Is their supervisor in the area where they typically work?
- How does their supervisor check the quality of their work?

### Cognitive Demands

- How fast work is performed?
- How often must this job verbally interact with others?
- How closely the job is supervised?

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## Physical Demands

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**Pushing/Pulling** – Do workers push or pull anything that requires a significant amount of force?



**Reaching/Manipulation** – Do any tasks require gross manipulation (e.g., seizing, holding, grasping, turning, or otherwise working with the hand)?



Do any of tasks require fine manipulation? Fine manipulation includes touching, picking, pinching, keyboarding, or otherwise working primarily with fingers rather than with the whole hand or arm, as in gross manipulation.



**Postural** – Do any tasks requires workers to use low postures (e.g., stooping, crouching, kneeling, or crawling)?



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## Environmental Conditions

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Do workers encounter any of the following while performing the job?

- Outdoors
- Extreme Heat (non-weather related)
- Extreme Cold (non-weather related)
- Wetness
- Humidity
- Heavy Vibration
- Hazardous Contaminants\*
- Proximity to Moving Mechanical Parts\*
- High, Exposed Places\*
- Noise Intensity Level\*

\*Is personal protective equipment (PPE) used (e.g., ear plugs, hearing protection, safety harnesses)?