

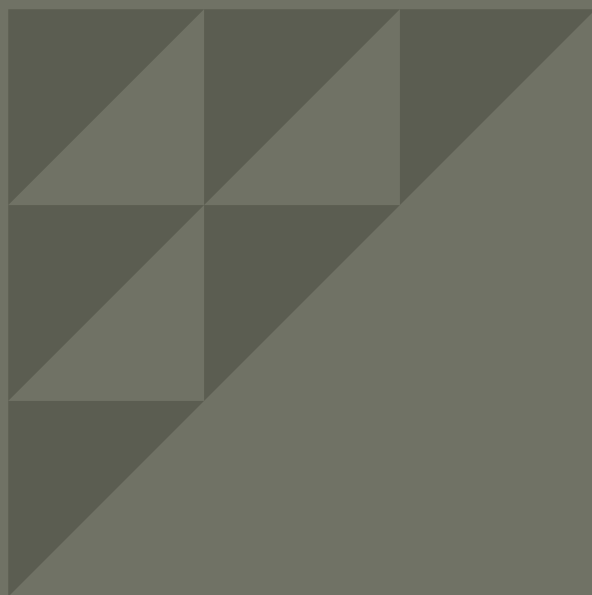
OCCUPATIONAL
HEALTH AND
SAFETY DIVISION



**GUIDELINES FOR EXPERT OPINIONS
PRESENTED TO THE
TRIBUNAL ADMINISTRATIF DU TRAVAIL**

Work analysis
further to
musculoskeletal
disorder







INTRODUCTION

The Tribunal administratif du travail (the Tribunal) needs to be informed of work requirements in many cases, particularly those dealing with the occupational nature of a musculoskeletal disorder and a worker's ability to return to work or carry on a suitable employment. A description of the work must be provided, as well as information on the circumstances and physical demands of the job.

The Tribunal has prepared this guide in order to present the information most relevant to our assessment of the work requirements and help the parties, their representatives and experts better prepare their evidence and make it easier to understand.

The Tribunal needs information on the method used by the expert in conducting the work analysis, the results obtained, a summary and an interpretation of the results, as well as the expert's conclusions on the risks associated with the performance of the work and the significance of such risks.

The Tribunal is aware that an in-depth work analysis is not always appropriate. The Tribunal relies on the parties, their representatives and experts to provide enough quality information so that it can render an informed decision. The intent of this guide is not to limit the amount of information that may be provided, or impose a procedure to be followed.

The fact that only work requirements are covered in this document does not lessen the importance of the other elements that are analyzed when ruling on the admissibility of an employment injury or the worker's ability to work.

This guide supplements the document entitled *Standards for Experts*, which can be consulted on the Tribunal's website, at www.tat.gouv.qc.ca.



WORK ANALYSIS

1. Information on the worker

- Relevant physical characteristics (for example, age, gender, height, handedness, distinguishing features);
- Relevant information on the injury and the site of the injury;
- Job title and seniority (training, experience);
- Work history (if applicable).

2. Work analysis procedure

- Overview of the data collection process;
- Identification of the persons consulted (name and position);
- Description of the type of data collected (as applicable);
- When observations are carried out, the following information must be noted:
 - The type of observation (visit of the work premises, analysis based on a video or a photograph, etc.);
 - Simulation or actual performance of job duties;
 - Identification and physical characteristics of the person performing the duties (if the person is not the claimant);
 - Identification of the persons present;
 - Time and duration of the observation period;
 - Data collection method.







3. Work analysis results (factual data)

3.1 Work description

- Work goals and objectives;
- Description of the workstation;
- List and brief description of all the tasks performed by the worker;
- Time devoted to each task;
- Work schedule, including breaks and any overtime, shift work, etc.;
- Tools and equipment used in performing the work;
- Personal protective equipment (as applicable).

3.2 Work conditions

- Production requirements (productivity and/or quality goals);
- Mode of remuneration and incentives (such as bonuses and piece work);
- Worker's degree of autonomy (for example, pace of work set by a machine, possibility for the worker to set the pace of work or determine the output, dependence on the work of one or more co-workers);
- Changes in work context (such as workload, the types of products being manufactured, the number of persons assigned to the same duties as the worker);
- Psychosocial risk factors, as applicable (for example, perception of the physical and cognitive requirements of the job, working atmosphere with colleagues and supervisors, clarity of the worker's role).



3.3 Description of physical demands

- Task identification and justification, if only certain tasks were analyzed;
- Description of the physical actions involved in performing each task (such as grasping, lifting, carrying, pushing and pulling, or using tools);
- Description of the main physical requirements:
 - Analysis of movement and posture (for example, description of postures adopted, joint angles) and identification of the anatomical structures involved;
 - Assessment of strength and effort (such as the weight and a description of the object handled or tool used); description of handling conditions (distance from the worker's body, use of gloves, strength applied to a lever, material's resistance to effort, etc.);
 - Evaluation of movement frequency and the duration of static postures;
 - Identification of recovery periods and assessment of their length;
 - Identification of other risk factors (for example, exposure to hand-arm or whole-body vibrations, mechanical pressure caused by an external object such as a tool, exposure to cold temperatures or the handling of cold materials).



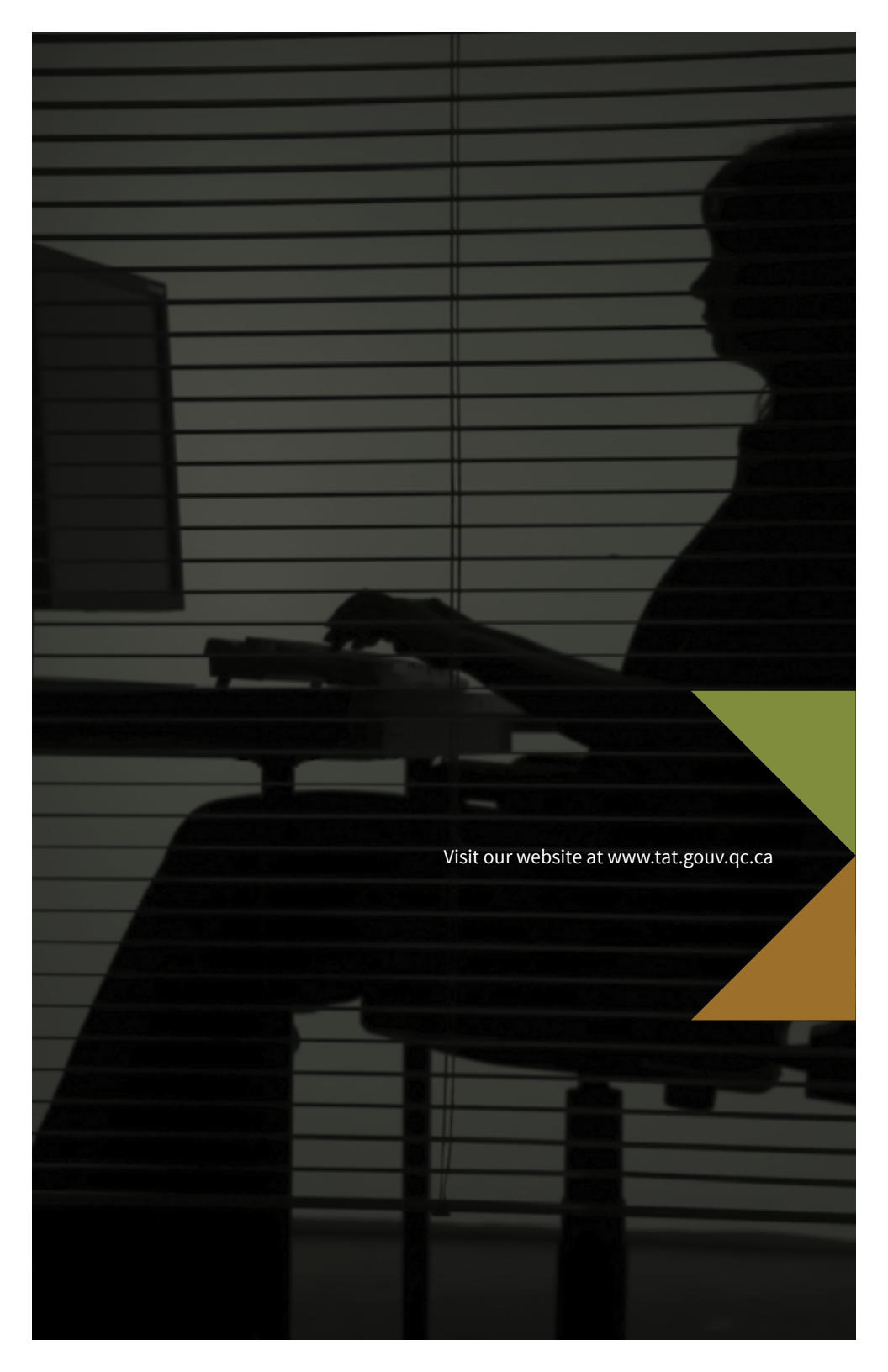
4. Discussion of results

- Based on relevant documentation, identification of the major risk factors contributing to the onset of the disorder;
- Summary of the results of the work analysis;
- Interpretation of the results and identification of the parameters on which the conclusions are based;
- Identification of the limitations or constraints of the method used, where they may have an impact on the results;
- List of relevant documentation, as applicable.

5. Conclusion

- Substantiated opinion on the work-related risks associated with the performance of the work, and their significance.



A dark, high-contrast silhouette of a person sitting at a desk, working at a computer. The person is positioned on the right side of the frame, facing left. Their hands are on a keyboard. In the background, horizontal window blinds are visible, creating a series of parallel lines across the scene. On the left, a portion of a computer monitor is visible. The overall lighting is very low, emphasizing the shapes of the person and the desk against the slightly lighter background of the blinds. In the bottom right corner, there are two overlapping triangular shapes: a light green one on top and a light orange one on the bottom.

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Québec 

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