



## How to Complete A PDA/JDA

This hands-on workshop provides a step-by-step approach on how to complete thorough, accurate and multi-use Physical Demand and Job Demands Analysis reports. Videos, photographs, mock job scenarios and group discussions will provide practice opportunities for interviewing and job observation techniques. Registration is limited.

Date (Early Registration Deadline)	Course Fee (Early Registration Fee)	Time	Location
March 2 <sup>nd</sup> , 2010 (February 2 <sup>nd</sup> )	\$395 + GST (\$325 + GST) Group discounts available	8 AM – 4:00 PM (1 hr lunch on own)	SafeTech Office 12126-90 Street, Edmonton

Course Objectives:	Course Content:
<ol style="list-style-type: none"> <li>To provide participants with the necessary tools to prepare accurate and relevant documentation of physical and psychosocial demands.</li> <li>To learn how to accurately identify, measure and document shift exposures (frequencies, durations) and effort requirements.</li> <li>To provide guidance in identifying red flags by comparing against ergonomic guidelines and standards.</li> </ol>	<p>Participants will learn to record the following task elements:</p> <ul style="list-style-type: none"> <li>Workshift schedules and practices</li> <li>Environmental conditions</li> <li>Personal protective equipment requirements</li> <li>Psychosocial and cognitive requirements</li> <li>Posture and mobility requirements</li> <li>Material handling requirements – lifting/lowering, pushing/pulling, carrying</li> <li>Repetitive motion requirements</li> <li>Frequency, duration, and effort levels</li> </ul>

### Registration Form: (Fax to 1-780-414-6435)

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_

Payment by Visa, MasterCard or cheque must be received prior to course date to secure a spot in the workshop. Invoicing is available with the provision of a purchase order number. **Please Note: Refunds are as follows,**

- Cancellations one to six business days prior will be refunded at 50%.
- There are NO refunds for no-shows.

### Method of Payment:

Please invoice me with the following Purchase Order #: \_\_\_\_\_

**OR,**

Visa or  MasterCard Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_