Instructions for Completion of Employee’s Description of Job Duties (DWC RU-91)

Please take the time to fill out the form to the best of your ability. This information will be provided to the physician. A glossary of some of the terms taken from the Dictionary of Occupational Titles and other sources are included to help you. Please forward the completed DWC Form RU-91 form to the Workers’ Compensation Coordinator, Human Resources, WA 615 at (510) 885-3634.

Glossary

**Balancing:** Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces; or maintaining body equilibrium when performing gymnastic feats.

**Bending:** Forward motion of the upper body from the waist.

**Carrying:** Transporting an object, usually holding it in the hands or arms, or on the shoulder.

**Climbing:** Ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms.

**Controls:** Entail the use of one or both arms or hands and/or one or both feet or legs to move controls on machinery or equipment. Controls include, but are not limited to, buttons, knobs, pedals, levers, and cranks.

**Fine Manipulation:** Picking, pinching, or otherwise working with the fingers primarily (rather than with the whole hand or arm as in handling).

**Kneeling:** Bending the legs at the knees to come to rest on the knee or knees.

**Lifting:** Raising or lowering an object from one level to another (includes inward pulling).

**Power grasping:** Use of fingers, palm and wrist to hold and/or manipulate objects (hammers, saws, etc.) the instrument cannot be easily pulled from the grasp.

**Pulling:** Exerting force upon an object so that the object moves toward the force (includes slapping, striking, kicking, and treadle actions).

**Simple grasping:** Use of the fingers primarily to hold and/or manipulate objects (pencils, pens, etc.)

**Sitting:** Remaining in a seated position.

**Squatting:** Bending the body downward to rest the buttocks on the heels of the feet or back of the legs.

**Standing:** Remaining on one’s feet in an upright position at a workstation without moving about.

**Twisting:** Movement of the body in a sideways motion either seated or standing.

**Walking:** Moving about on foot.