



Congratulations on receiving a conditional offer of employment for PG&E's Materials Handler position.

PG&E is committed to upholding the highest standards in workplace safety. As part of that commitment, we require that all new-hires in the Materials Handler jobs participate in a WorkSTEPS Post-Offer Physical Assessment to ensure they can capably perform the job for which they are hired. The test will be administered by a licensed, trained and certified clinician in the WorkSTEPS network. Please review this Guide carefully as it includes information about Physical Assessment requirements.

This preparation guide will educate you on the components of the WorkSTEPS Post-Offer Physical Assessment, and help you prepare for the test.

Below you will find general test preparation guidelines:

1. Bring a photo ID, as it is required to participate in the Assessment.
2. Wear loose-fitting, comfortable clothing (preferably shorts) and tennis shoes if possible, as this is a Physical assessment.
3. Do not use nicotine (cigarettes or chewing tobacco) for approximately 30 minutes before the test, as your blood pressure will be taken and nicotine can negatively affect blood pressure.
4. Do not drink any caffeine (coffee, sodas, energy drinks) for approximately 30 minutes before the test because caffeine products can negatively affect heart rate readings.
5. Try to eat something light 30 minutes to an hour before the test.
6. Do not drink ANY alcoholic beverages the day of the test.
7. If you have been ill, please notify the facility administering the test, as it may be necessary to reschedule you for a date when you are well.
8. Please notify PG&E in advance if you anticipate any accommodation to perform the physical requirements of this test.

We also recommend you incorporate regular exercise into your daily routine in the weeks and months leading up to the test. Walking, running, or biking for 20-to-30 minutes a day will greatly improve your general conditioning and your ability to complete the test successfully.

Components of the Physical Assessment

Dynamic Lifting

You will be required to participate in a progressive lifting sequence to ensure that you are strong enough to participate in the Job Specific Testing component of the test, which simulates the essential functions of the position for which you are being considered.



Pre-Test Requirement:

Cardiovascular Step Test:

You will be asked to participate in a three-minute step-test where you will be asked to step on and off an 8-inch step, alternating between left and right feet, to measure your baseline cardiovascular fitness.

Tips to prepare:

Walking, running or biking for 20-to-30 minutes increments

Job Specific Testing

Task 1. Lifting and carrying product materials

Equipment Used: shelf or surface at 4" and 48" shelf or surface, NIOSH box weighted to equal 75#

You will demonstrate the ability to lift a NIOSH box weighted to 75# from a 4" shelf or surface without using handles, carry it 25 feet and place onto a 48" shelf. This is one repetition. You will then repeat this sequence for a total of 4 repetitions. You may take short rest breaks between repetitions as needed.

Task 2. Placing materials onto different height racks

Equipment Used: shelf or surface at 48", NIOSH box weighted to equal 75#

You will demonstrate the ability to lift a NIOSH box weighted to 75# from the floor and place onto a 48" shelf without using handles. This is one repetition. You will then repeat this sequence for a total of 3 repetitions. You may take short rest breaks between repetitions as needed.

Task 3. Placing materials onto different height racks

Equipment Used: shelf or surface at 48", NIOSH box weighted to equal 75#



**Preparation Guide:
Post-Offer Physical Assessment -
Materials Handler**

You will demonstrate the ability to lift a NIOSH box weighted to 75# from the 48" shelf and place it onto the floor (starting position of task 2) without using handles. This is one repetition. You will then repeat this sequence for a total of 3 repetitions. You may take short rest breaks between repetitions as needed.



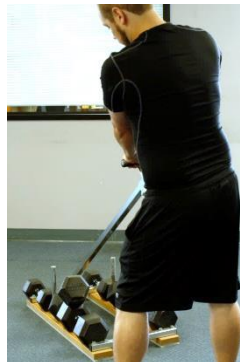
Tips to prepare for Tasks 1-3:

This task requires significant shoulder and upper back strength, a strong grip, as well as stomach strength. The following exercises will help strengthen the muscle groups used in the simulation:

- ***Squats, lunges and leg presses to increase leg strength***
- ***Ankle stretching exercises***
- ***Curl-ups or sit-ups to build stomach strength***
- ***Elbow curls and arm raises with weights to build arm strength***
- ***Hand and wrist strengthening exercises***

Pushing and pulling a cart loaded with materials

You will demonstrate the ability to push and pull a sled weighted to equal 68 ft./lbs. of force to move for a distance of 25 feet each way. You will first push the sled 25 feet, then turn it 180 degrees, and push for another 25 feet in a slow and controlled manner. This constitutes one repetition. You will then proceed to pull the sled in the same sequence, distance and repetition. This task is concluded when the sled is moved 100 feet. Rest is allowed between reps.



Tips to prepare:

This lift primarily requires good strength in your legs, stomach, back and arms.

The following exercises will help strengthen the muscle groups used in the simulation:

- ***Squats, lunges and leg presses to increase leg strength***
- ***Plank exercises to build strength in the stomach, back and arms***
- ***Arm curls and arm raises to build strength in the arms***
- ***Hand grip exercises to increase control of the sled.***

Getting onto and off of a forklift

You will demonstrate the ability to climb onto the 4th rung of an A-frame ladder. You will skip the first rung of the ladder stepping up onto the second rung initially and then the 4th rung. You will then descend the ladder in the same manner, skipping the 1st rung. This constitutes one repetition and you will perform a total of 4 repetitions. You may incorporate short rest breaks between repetitions as needed.



Tips to prepare:

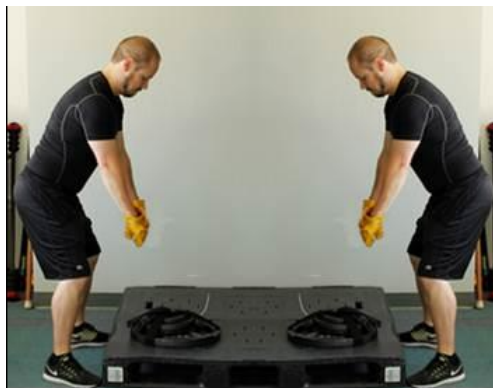


This task requires chest, shoulder and arm capability, stomach strength, and endurance. Some exercises that will help strengthen the muscle groups used in this simulation include:

- *Versaclimber, or stair stepping machine*
 - *Practice single-limb balance with each leg, increasing the time up to 30 seconds*
 - *Squats and lunges for hip flexors*
-

Sliding and positioning steel banding

You will demonstrate the ability to move a NIOSH box weighted or plate weight to 98# across a 4" shelf or surface. You will first push/scoot or slide the box or plate weight for 1 foot away from yourself on the surface. You may take a rest break as needed. You will then pull the box or plate weight back 1 foot toward yourself, then slide it from the shelf or surface over to the other platform on the right. This is one repetition and the task is considered completed at this point.



Push 1' then Pull 1' then slide to the right

Tips to prepare:

This task requires balance, leg strength, foot and ankle stability. Some exercises that will help strengthen the muscle groups used in this simulation include:

- *Planks, quadruped balance*
 - *Ankle and foot stretching exercises*
 - *Curl-ups or sit-ups to build stomach strength*
 - *Superman, back extensions*
-