

Physical Requirements Matrix

Role	Chapel Off Chapel Sound and Lighting Technician
-------------	--

Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing						✓	Constant standing required to complete all listed tasks
Sitting			✓				Intermittent requirement to sit completing the role. Note: none of the tasks analysed have a requirement for sitting, but other tasks done by this role do.
Forward Reaching				✓			Occasional requirement to reach forward using upper limbs including tasks such as stacking and unstacking chairs, use chair trolley, move furniture, use seat release lever and adjust lighting
Neck flexion / extension / rotation						✓	Constant neck movements required to complete all listed tasks
Reaching above shoulder height			✓				Intermittent requirement to reach above shoulder height to adjust lighting on ladder, assist with lowering handrails and stocking fridges
Stooping & bending forward from standing position				✓			Occasional requirement to stoop and bend from standing position whilst: <ul style="list-style-type: none"> • Lifting • Using seat release lever • Moving furniture • Lifting/lowering seats • Vacuuming/mopping/sweeping • Picking up rubbish • Opening dishwasher and inserting trays of dishes
Kneeling / squatting				✓			Occasional requirement to kneel / squat whilst: <ul style="list-style-type: none"> • Lifting • Attaching clamps
Trunk rotation					✓		Frequent requirement to assume rotation in the upper body whilst completing all listed tasks.

Mobility

Mobility	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform			✓				Intermittent requirement to climb steps / platforms when moving seating banks and accessing the Mezzanine
Walking					✓		Frequent requirement to walk completing all listed tasks
Walking over uneven surfaces		✓					Rare requirement to walk over uneven surfaces to access outside areas
Ladder climbing			✓				Intermittent requirement for ladder climbing when adjusting lights

Manual Handling

Manual Handling	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting				✓			Occasional requirement to lift using one upper limb.
Bilateral carrying				✓			Occasional requirement to carry items using both upper limbs which includes items such as courtyard furniture, lights, stage equipment, rostra, tables and chairs

NR = Not Required within this range of duties; **R** = Rarely (less than 1 x weekly); **I** = Intermittently (1 x every 2.5 hours);

O = Occasional (1 x every 30 minutes); **F** = Frequent (1 x every 2 minutes); **C** = Constant (1 x every 15 seconds)

Lifting with weight away from body <10kg			✓			Intermittent lifting of weights <10kg away from body which includes furniture and lights.
Lifting with weight away from body >10kg			✓			Intermittent lifting >10kg away from body. This extends to lighting, rostra and speakers
Lowering a vertical distance > 25cm from waist to floor				✓		Occasional lowering of items a vertical distance >25cm from waist to floor
Lifting a vertical distance > 25cm from waist to shoulder height				✓		Occasional requirement to raise a vertical distance >25cm from waist to shoulder height. This extends to lighting, chairs, bins and drinks.
Lifting 0kg - 4.5kg				✓		Occasional lifting of items weighing 0-4.5kg. This extends to seat release lever, chairs, drinks and drinks trays
Lifting 4.5kg - 9kg				✓		Occasional lifting of items weighing 4.5-9kg. This extends to courtyard furniture, lights, handrails and boxes of drinks
Lifting 9kg - 22kg			✓			Intermittent requirement to lift 9-22kg. This extends to lights, rostra segments and speakers
Lifting 22kg - 45kg		✓				Rare requirement to lift 22-45kg which extends to couches
Lifting 45kg+	✓					Lifting 45kg+ not required
Handling unstable objects			✓			Intermittent requirement to handle unstable objects. This extends to umbrella stand, trestle tables and rostra segments
Carrying				✓		Occasional requirement to carry items and equipment listed above
Pushing / pulling				✓		Occasional requirement to push and pull items. This extends to moving trolley, piano trolley, piano, foyer furniture, chair lifter, ladder and bins
Sustained/repetitive hand grip					✓	Frequent requirement to sustain hand grip whilst: <ul style="list-style-type: none"> Lifting / carrying as per above Pushing / pulling as per above
Tool use		✓				Rare tool use required when attaching clamps
Exposure to vibration	✓					Exposure to vibration not required

Psychosocial Demands			
Personal	Concentration	✓	Concentration required completing all listed tasks
	Patience	✓	Chapel Off Chapel Front Of House Officers are required to possess patience whilst attending to all tasks
	Emotional stability	✓	Chapel Off Chapel Front Of House Officers are required to have a developed emotional stability whilst completing all tasks
	Judgement	✓	Chapel Off Chapel Front Of House Officers are required to possess good judgement whilst completing all aspects of their role
	Reasoning	✓	Chapel Off Chapel Front Of House Officers are required to exercise sound reasoning whilst completing all aspects of the role
Social	Isolation	-	Chapel Off Chapel Front Of House Officers work in teams of two or three, as such they do not work in isolation
	Autonomy	✓	Chapel Off Chapel Front Of House Officers are able to utilise autonomy with respect to the processes in which they complete a task, however have no autonomy with respect to the work which is allocated to them by Supervisor
	Peer support	✓	Chapel Off Chapel Front Of House Officers work within an environment which contains high levels of peer support
	Social network	✓	A social network is available for all Chapel Off Chapel Front Of House Officers through the City of Stonnington
	Production demands	✓	Chapel Off Chapel Front Of House Officers are required to complete certain tasks allocated to them under time pressures

NR = Not Required within this range of duties; **R** = Rarely (less than 1 x weekly); **I** = Intermittently (1 x every 2.5 hours);
O = Occasional (1 x every 30 minutes); **F** = Frequent (1 x every 2 minutes); **C** = Constant (1 x every 15 seconds)

	Stress	✓	Chapel Off Chapel Front Of House Officers may be exposed to stressful situations when dealing with patrons
--	--------	---	--

Appendix A

TASK ANALYSIS

Frequency of physical demands

The frequency of the physical demands required as part of the jobs assessed is defined under the following categories:

- (NR): Not required is defined as being not within this range of duties
- (R): Rarely is defined as less than one performance per week
- (I): Intermittently is defined as one performance every 2.5 hours
- (O): Occasional is defined as one performance every 30 minutes
- (F): Frequent is defined as one performance every 2 minutes
- (C): Constant is defined as one performance every 15 seconds

Classification of Physical Demands:

The following are the classifications used to categorise specific jobs based on their physical demands, as adapted from the Dictionary of Occupational Titles.

Sedentary

- Lifting 4.5kgs maximum and occasionally lifting and carrying such articles as docket, ledgers and small tools.
- Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out the job duties.
- Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Light

- Lifting 9kgs maximum with frequent lifting and/or carrying of objects weighing up to 4.5kgs.
- Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree; or when it requires sitting most of the time with a degree of pushing and pulling of arm or leg controls; and/or when the job requires working at a production rate pace entailing the constant pushing and/or pulling of materials even though the weight of those materials is negligible.
- Physical demand requirements are in excess of those for sedentary work.

Medium

- Lifting 22kgs maximum with frequent lifting and/or carrying of objects weighing up to 11kgs.
- Physical demand requirements are in excess of those for Light work.

Heavy

- Lifting 45kgs maximum with frequent lifting and/or carrying of objects weighing up to 22kgs.
- Physical demand requirements are in excess of those for Medium work.

Very Heavy

- Lifting objects in excess of 45kgs with frequent lifting and/or carrying of objects weighing 22kgs or more.
- Physical demand requirements are in excess of those for Heavy work.

NR = Not Required within this range of duties; **R** = Rarely (less than 1 x weekly); **I** = Intermittently (1 x every 2.5 hours);

O = Occasional (1 x every 30 minutes); **F** = Frequent (1 x every 2 minutes); **C** = Constant (1 x every 15 seconds)