

### Physical Requirements Matrix

<b>Role</b>	<b>Community Bus Driver Role</b>
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<b>Body Posture</b>	<b>Not required</b>	<b>Rare</b>	<b>Intermittent</b>	<b>Occasional</b>	<b>Frequent</b>	<b>Constant</b>	<b>Comments</b>
Standing					✓		Frequent requirement to stand whilst completing all listed tasks not including driving
Sitting					✓		Frequent requirement to sit whilst driving. In addition, constant sitting is required for the purposes of completing administrative tasks utilising computer based equipment.
Forward Reaching					✓		Frequent requirement to reach forward whilst: <ul style="list-style-type: none"> <li>• Entering and exiting the driver's seat</li> <li>• Opening driver's and hoist doors</li> <li>• Securing wheelchairs, four wheeled walking frames and shopping trolleys with straps</li> <li>• Securing passengers seatbelts</li> <li>• Washing bus</li> </ul>
Neck flexion / extension / rotation						✓	Constant movements of the neck in all directions required whilst completing all listed tasks including rotation (left and right) whilst performing head checks when driving
Reaching above shoulder height				✓			Occasional reaching above shoulder height required to enter and exit the driver's seat and reach for driver's seatbelt
Stooping & bending forward from standing position					✓		Frequent requirement to stoop and bend from a standing position when: <ul style="list-style-type: none"> <li>• Washing the bus with the broom</li> <li>• Securing wheelchairs and shopping trolleys with straps</li> <li>• Securing passengers seatbelts</li> </ul>
Kneeling / squatting	✓						Kneeling/squatting not required
Trunk rotation					✓		Frequent trunk rotation required (left and right) whilst completing all tasks

### Mobility

Climbing step / platform					✓		Frequent requirement to climb a step / platform when entering the driver's seat
Walking					✓		Frequent walking required whilst completing all tasks not involving driving
Walking over uneven surfaces				✓			Occasional walking over uneven surfaces required
Ladder climbing	✓						Ladder climbing not required

### Manual Handling

Unilateral lifting				✓			Occasional requirement to lift items using one upper limb including broom, four wheeled walking frames and shopping trolleys
Bilateral carrying	✓						Bilateral carrying not required
Lifting with weight away from body <10kg	✓						Lifting <10kg away from body not required
Lifting with weight away from body >10kg	✓						Lifting >10kg away from body not required

Lowering a vertical distance > 25cm from waist to floor	✓						Lowering a vertical distance > 25cm from waist to floor not required
Lifting a vertical distance > 25cm from waist to shoulder height	✓						Lifting a vertical distance >25cm from waist to shoulder height not required
Lifting 0kg - 4.5kg			✓				Intermittent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> <li>• Broom</li> <li>• Shopping trolley</li> <li>• Four wheeled walking frame</li> <li>• Pre-packed shopping trolleys</li> </ul>
Lifting 4.5kg - 9kg	✓						Lifting 4.5kg – 9kg not required
Lifting 9kg - 22kg	✓						Lifting 9kg – 22kg not required
Lifting 22kg - 45kg	✓						Lifting 22kg – 45kg not required
Lifting 45kg+	✓						Lifting 45kg+ not required
Handling unstable objects	✓						Handling unstable objects not required
Carrying				✓			Occasional requirement to carry items listed above
Pushing / pulling					✓		Frequent requirement to push / pull which extends to: <ul style="list-style-type: none"> <li>• Wheelchairs</li> <li>• Doors</li> <li>• Four wheeled walking frames</li> <li>• Shopping trolleys</li> </ul>
Sustained/repetitive hand grip					✓		Frequent requirement to sustain hand grip whilst: <ul style="list-style-type: none"> <li>• Washing bus with water/soap sprays and broom</li> <li>• Securing straps</li> <li>• Steering bus</li> </ul>
Tool use	✓						Tool use not required
Exposure to vibration	-				✓		Community Bus Drivers are exposed to consistent low-level, whole body vibration through the driver's seat, though the seating is purpose built for this operation and reduces vibration sources considerably..

### Psychosocial Demands

Personal	Concentration	✓	High levels of concentration required while completing all listed tasks
	Patience	✓	Community Bus Drivers are required to possess high levels of patience whilst driving and dealing with passengers, and members of the public
	Emotional stability	✓	Community Bus Drivers are required to have developed emotional stability whilst completing all tasks
	Judgement	✓	Community Bus Drivers are required to exercise sound judgement whilst completing all aspects of the role
	Reasoning	✓	Community Bus Drivers are required to exercise sound reasoning whilst completing all aspects of the role
Social	Isolation	✓	Whilst Community Bus Drivers work individually they do interact with their passengers and other Council staff, and as such are not exposed to isolation
	Autonomy	✓	Community Bus Drivers are able to utilise some autonomy with respect to the ways in which they complete a task (within the requirements of the Safe Work Procedures), however they have no autonomy with respect to the work which is allocated to them by their Supervisor
	Peer support	✓	Peer support is available whilst Community Bus Drivers complete their designated duties. Peer support is generally requested should the circumstances require it.

	Social network	✓	A social network is available for all Community Bus Drivers through the City of Stonnington
	Production demands	✓	Community Bus Drivers are required to complete jobs within specified deadlines
	Stress	✓	Community Bus Drivers could be exposed to stressful situations such as meeting specified deadlines, driving in heavy traffic or congested narrow streets, exposure to other motorist's behaviour and the safety of the passengers

## 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 dockets, 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.