

Combined Physical Demand Matrix

Role	Corporate Information Officer
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Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Standing				√			Occasional requirement to stand whilst completing all listed tasks that are not desk – based.
Sitting					√		Frequent requirement to sit whilst completing computer and desk – based tasks.
Forward Reaching					√		Frequent requirement to reach forward whilst: <ul style="list-style-type: none"> Obtaining documents from laminator and sliding cutter at the rear of the laminator Folding plans Placing or collecting files from pigeon holes and desks Inserting and collecting documents from printer/scanner/ mailing machine Placing files, folders or archive boxes onto shelves
Neck flexion / extension / rotation						√	Constant movements of the neck in all directions required whilst completing all listed tasks.
Reaching above shoulder height			√				Intermittent reaching above shoulder height required to access pigeon holes and shelves in the Record store.
Stooping & bending forward from standing position					√		Frequent requirement to stoop and bend from a standing position when shelving, processing mail and scanning.
Kneeling / squatting			√				Intermittent requirement to kneel and squat whilst shelving and lifting archive boxes from the ground.
Trunk rotation					√		Frequent rotation required (left and right) whilst completing all tasks.

Mobility

Climbing step / platform			√				Intermittent requirement to climb a step / platform to access scanners and printers at Prahran Town Hall location.
Walking					√		Frequent walking required whilst completing all tasks that are not desk – based.
Walking over uneven surfaces			√				Intermittent requirement to walk over uneven surfaces when walking along the street to collect the DX mail.
Ladder climbing	√						Ladder climbing is not required.

Manual Handling

Unilateral lifting					√		Intermittent requirement to lift items such as letters using one upper limb.
Bilateral carrying				√			Occasional requirement to lift items such as archive boxes of documents and files using both upper limbs.
Lifting with weight away from body <10kg				√			Occasional requirement to lift <10kg away from the body to place files and folders on / off desks, over- desk shelving and shelving or pigeon holes at or above shoulder height.

Lifting with weight away from body >10kg		√					Rare requirement to lift archive boxes weighing up to 15kg away from the body when placing on shelves for storage.
Lowering a vertical distance > 25cm from waist to floor			√				Intermittent requirement to lower items from waist to floor when placing items on lower shelves, placing mail in lower pigeon holes, and placing archive boxes onto the ground for collection.
Lifting a vertical distance > 25cm from waist to shoulder height				√			Occasional requirement to raise a vertical distance >25cm from waist to shoulder height when placing items on higher shelves or pigeon holes.
Lifting 0kg - 4.5kg						√	Constant requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> Files / documents Archive boxes Miscellaneous hand held equipment such as stapler and hold punch.
Lifting 4.5kg - 9kg			√				Intermittent requirement to lift archive boxes weighing up to 9kg.
Lifting 9kg - 22kg			√				Intermittent requirement to lift archive boxes weighing up to 15g.
Lifting 22kg - 45kg	√						Lifting 22kg - 45kg is not required.
Lifting 45kg+	√						Lifting 45kg+ is not required.
Handling unstable objects	√						Corporate Information Officers are not required to handle unstable objects.
Carrying						√	Constant requirement to carry items such as files / documents and archive boxes.
Pushing / pulling				√			Intermittent requirement to push / pull which extends to the trolley, tables and furniture.
Sustained/repetitive hand grip					√		Frequent requirement for sustained hand grip whilst completing duties as a Corporate Information Officer.
Tool use	√						Tool use not required.
Exposure to vibration	√						Corporate Information Officers are not exposed to vibration.

Psychosocial Demands

Personal	Concentration	√	High levels of concentration is required when completing all aspects of the role.
	Patience	√	Corporate Information Officers are required to possess high levels of patience whilst completing all listed tasks, especially when dealing with other staff members.
	Emotional stability	√	Workers are required to have developed emotional stability whilst completing Corporate Information Officer tasks.
	Judgement	√	Workers are required to exercise good judgement whilst completing Corporate Information Officer tasks.
	Reasoning	√	Corporate Information Officers are required to exercise sound reasoning whilst completing all aspects of the role.
Social	Isolation	-	Corporate Information Officers are not required to work in isolation.
	Autonomy	-	Corporate Information Officers are able to utilise autonomy with respect to the processes in which they complete a task, however they have no autonomy with respect to the work which is allocated to them by their supervisor.
	Peer support	√	All Corporate Information Officer duties are completed with the availability of peer support.
	Social network	√	A social network is available for all Corporate Information Officers through the City of Stonnington.

	Production demands	√	Corporate Information Officers are required to complete jobs within specified deadlines and this is more important in some areas of the organisation than in others.
	Stress	√	Corporate Information Officers could be exposed to stressful situations such as meeting specific deadlines and production demands and general workload demands.

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.