

Physical Requirements

Role	Office Based Role
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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						✓	Constant requirement to sit whilst completing computer and desk-based tasks
Forward Reaching				✓			Occasional requirement to reach forward whilst: <ul style="list-style-type: none"> Obtaining documents from laminator and sliding cutter at the rear of laminator (see Image 6) Folding plans (see image 3) Placing or collecting files from pigeon holes and desks Inserting and collecting documents from printer/scanner/mailing/machine Placing files or folders onto shelving at desk or in compactus
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 storage areas and pigeon holes
Stooping & bending forward from standing position			✓				Intermittent requirement to stoop and bend from a standing position when: <ul style="list-style-type: none"> Lifting file boxes Collecting document from underneath laminator Replacing printer paper tray Replacing plan printer paper rolls
Kneeling / squatting		✓					Rare requirement to kneel and squat whilst accessing file boxes from underneath desks, or replacing paper in photocopier trays
Trunk rotation				✓			Occasional trunk rotation required (left and right) whilst completing all tasks

Mobility

Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Climbing step / platform		✓					Rare requirement to climb a step / platform
Walking				✓			Occasional walking required whilst completing all tasks that are not desk-based
Walking over uneven surfaces	✓						Walk over uneven surfaces not required
Ladder climbing	✓						Ladder climbing not required

Manual Handling

Body Posture	Not required	Rare	Intermittent	Occasional	Frequent	Constant	Comments
Unilateral lifting				✓			Occasional requirement to lift items using one upper limb including paper files of varying sizes
Bilateral carrying			✓				Intermittent requirement to lift and carry using both upper limbs. This task is completed whilst lifting (and carrying) paper ream boxes, plan paper rolls and larger files
Lifting with weight away from body <10kg			✓				Intermittent requirement to lifting <10kg away from body to place files and folders on/off desks, over-desk shelving, shelving at or above shoulder height and in a compactus or similar filing structure

Lifting with weight away from body >10kg	✓					Lifting >10kg away from body not required
Lowering a vertical distance > 25cm from waist to floor			✓			Intermittent requirement to lower items from waist to floor
Lifting a vertical distance > 25cm from waist to shoulder height			✓			Intermittent requirement to raise a vertical distance >25cm from waist to shoulder height
Lifting 0kg - 4.5kg				✓		Occasional requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> Files Paper reams File boxes Office equipment
Lifting 4.5kg - 9kg			✓			Intermittent requirement to lift up to 9kg; this extends to: <ul style="list-style-type: none"> File boxes
Lifting 9kg - 22kg		✓				Rare requirement to lift 9kg – 22kg; this extends to: <ul style="list-style-type: none"> File boxes (see Image 1) Plan paper rolls
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 as listed above is required
Pushing / pulling		✓				Rare requirement to push / pull which extends to: <ul style="list-style-type: none"> Storing and removing file boxes from underneath desks Pushing document trolley
Sustained/repetitive hand grip					✓	Frequent requirement to sustain hand grip whilst: <ul style="list-style-type: none"> Using mouse Lifting and carrying all items Writing Using stationary items including but not limited to hole punchers, staplers, and stamps
Tool use	✓					Tool use not required
Exposure to vibration	✓					Office Based Role workers are not exposed to vibration.

Psychosocial Demands			
Personal	Concentration	✓	High levels of concentration required while completing all listed tasks
	Patience	✓	Office Based Role workers are required to possess medium levels of patience whilst completing all listed tasks
	Emotional stability	✓	Office Based Role workers are required to have a developed emotional stability whilst completing all tasks
	Judgement	✓	Office Based Role workers are required to exercise sound judgement whilst completing all aspects of the role
	Reasoning	✓	Office Based Role workers are required to exercise sound reasoning whilst completing all aspects of the role
Social	Isolation	-	Office Based Role workers work in a team and are not exposed to isolation
	Autonomy	✓	Office Based Role workers 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	✓	Peer support is available whilst Office Based Role workers complete their designated duties. Peer support is generally requested should the circumstances require it.
	Social network	✓	A social network is available for all Office Based Role workers through the City of Stonnington

	Production demands	✓	Office Based Role workers are required to complete jobs within specified deadlines and this is more important in some areas of the organisation than in others.
	Stress	✓	Office Based Role workers could be exposed to stressful situations such as meeting specified deadlines and production demands, dealing with aggressive or upset clients, taking abusive or aggressive phone calls, 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 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.