

| Combined Physical Requirements |                 |
|--------------------------------|-----------------|
| Role                           | Swim Instructor |

| Body Posture                                      | Not required | Rare | Intermittent | Occasional | Frequent | Constant | Comments   |
|---|--------------|------|--------------|------------|----------|----------|--|
| Standing  |              |      |              |            |          | ✓        | Constant requirement to stand whilst completing all listed tasks   |
| Sitting   | ✓            |      |              |            |          |          | Sitting not required whilst completing listed tasks  |
| Forward Reaching                                  |              |      |              | ✓          |          |          | Intermittent requirement to reach forward whilst: <ul style="list-style-type: none"> <li>Collecting equipment off Pool Deck</li> <li>Placing and removing platforms(plastic platforms sit on the bottom of the pool for children to stand on during class)</li> <li>Supporting children as required</li> </ul> |
| Neck flexion / extension / rotation               |              |      |              |            |          | ✓        | Constant movements of the neck in all directions required to scan the pool area to ensure the safety of all class participants.  |
| Reaching above shoulder height                    |              | ✓    |              |            |          |          | Rare requirement to reach above shoulder height to collect equipment from storage and/or return of equipment to storage as required.   |
| Stooping & bending forward from standing position |              |      |              |            | ✓        |          | Intermittent requirement to stoop and bend from a standing position when: <ul style="list-style-type: none"> <li>Communicating with children</li> </ul>  |
| Kneeling / squatting                              |              |      |              |            | ✓        |          | Intermittent requirement to kneel when: <ul style="list-style-type: none"> <li>Communicating with children</li> <li>Picking up equipment at start and end of class</li> </ul>  |
| Trunk rotation                                    |              |      |              |            |          | ✓        | Constant movements of the neck in all directions required to scan the pool area to ensure the safety of all class participants.  |

| Mobility                     |   |  |  |   |   |  |  |
|------------------------------|---|--|--|---|---|--|--|
| Climbing step / platform     |   |  |  | ✓ |   |  | Occasional requirement to climb a step / platform-to get in and out of pools of various depths |
| Walking                      |   |  |  |   | ✓ |  | Frequent walking required whilst completing all tasks  |
| Walking over uneven surfaces | ✓ |  |  |   |   |  | Not required   |
| Ladder climbing              |   |  |  | ✓ |   |  | Occasional ladder climbing required  |

| Manual Handling                          |  |   |   |  |  |  |   |
|--|--|---|---|--|--|--|---|
| Unilateral lifting                       |  | ✓ |   |  |  |  | Rare requirement to lift items using one upper limb   |
| Bilateral carrying                       |  |   | ✓ |  |  |  | Intermittent requirement to carry items with both upper limbs which extends to moving of equipment, platforms & children. |
| Lifting with weight away from body <10kg |  |   | ✓ |  |  |  | Intermittent requirement to lift with weight away from body <10kg which extends to lifting of equipment & children.       |
| Lifting with weight away from body >10kg |  | ✓ |   |  |  |  | Intermittent requirement to lift >10kg away from body which extends to children requiring immediate assistance.           |

|  |   |   |   |  |   |  |  |
|--|---|---|---|--|---|--|--|
| 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  |   |   |   |  | ✓ |  | Frequent requirement to lift up to 4.5kg; this extends to: <ul style="list-style-type: none"> <li>• children</li> <li>• Equipment</li> </ul>                               |
| Lifting 4.5kg - 9kg  |   |   | ✓ |  |   |  | Intermittent requirement to lift 4.5kg – 9kg which may include assisting children out of the pool.   |
| Lifting 9kg - 22kg   |   |   | ✓ |  |   |  | Intermittent requirement to lift 9kg -22kg which may include assisting children out of the pool.   |
| Lifting 22kg - 45kg  |   | ✓ |   |  |   |  | Rare requirement to potentially 22kg - 45 kg during an assisted rescue or medical emergency of a class participant.  |
| Lifting 45kg+  |   | ✓ |   |  |   |  | Rare requirement to potentially lift more than 45 kg during an assisted rescue or medical emergency of a class participant.  |
| Handling unstable objects  |   |   | ✓ |  |   |  | Intermittent requirement to handle unstable objects which includes: <ul style="list-style-type: none"> <li>• children</li> <li>• platforms</li> <li>• equipment</li> </ul> |
| Carrying   |   |   | ✓ |  |   |  | Intermittent requirement to carry items listed above   |
| Pushing / pulling  |   |   | ✓ |  |   |  | Intermittent requirement to push / pull which extends to: <ul style="list-style-type: none"> <li>• Platforms</li> </ul>  |
| Sustained/repetitive hand grip                                   |   |   | ✓ |  |   |  | Intermittent requirement to sustain hand grip whilst completing all listed tasks.  |
| Tool use   | ✓ |   |   |  |   |  | Tool use not required  |
| Exposure to vibration  | ✓ |   |   |  |   |  | Swim instructors are not exposed to vibration.   |

| Psychosocial Demands |                     |   |   |
|----------------------|---------------------|---|---|
| <b>Personal</b>      | Concentration       | ✓ | High levels of concentration required while completing all listed tasks   |
|                      | Patience            | ✓ | Swim Instructors are required to possess high levels of patience  |
|                      | Emotional stability | ✓ | Swim Instructors are required to have developed emotional stability whilst completing all tasks   |
|                      | Judgement           | ✓ | Swim Instructors are required to exercise sound judgement whilst completing all aspects of the role   |
|                      | Reasoning           | ✓ | Swim Instructors are required to exercise sound reasoning whilst completing all aspects of the role   |
| <b>Social</b>        | Isolation           | - | Swim Instructors work as part of a team and as such are not exposed to isolation  |
|                      | Autonomy            | ✓ | Swim Instructors are able to utilise autonomy with respect to the processes in which they complete a task (whilst following safe work procedures), however have no autonomy with respect to the work which is allocated to them by their Supervisor |
|                      | Peer support        | ✓ | Peer support is available whilst Swim Instructors complete their designated duties. Peer support is generally requested should the circumstances require it.  |
|                      | Social network      | ✓ | A social network is available for all Swim Instructors through the City of Stonnington  |
|                      | Production demands  | ✓ | Swim Instructors are required to complete jobs within specified deadlines (eg, Classes need to run on time as per the schedule)   |
|                      | Stress              | ✓ | Swim Instructors could be exposed to stressful situations such as pool accidents and injuries to 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.