



YWCA CANBERRA

Job demands checklist

This checklist describes the physical, environmental (including work environment), sensory and psychological requirements for the following role:

Position	
Team	
Portfolio	
Location	

Frequency definitions

Letter	Meaning	Definition
NA	Not applicable	Doesn't apply to this job.
O	Occasional	The activity exists for up to 1/3 of the time when performing tasks within this role.
F	Frequent	The activity exists for between 1/3 and 2/3 of the time when performing tasks within this role.
C	Constant	The activity exists for more than 2/3 of the time when performing tasks within this role.
R	Repetitive	The activity involves repetitive movements.

Checklist

Demands	Description	Frequency				
		NA	O	F	C	R
Physical demands of position tasks						
Kneeling and squatting	Tasks involve flexion or bending at the knees and ankle and possibly at the waist to work at low levels.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leg and foot movements	Tasks involve use of the leg or foot to operate machinery or equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hand and arm movement	Tasks involve use of hands and arms (such as stacking, mopping, sweeping, sorting, inspecting, personal care).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bending and twisting	Tasks involve forward or backward bending or twisting at the waist.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standing	Tasks involve standing in an upright position without moving about.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demands	Description	Frequency				
		NA	O	F	C	R
Sitting	Tasks involve sedentary work that primarily involves sitting at a workstation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving	Tasks involve driving a vehicle for work purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	Tasks involve reaching overhead with arms raised above shoulder height or forward reaching with arms extended.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking	on even surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	on uneven surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	up steep slopes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	while pushing or pulling or holding objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	Tasks involve climbing up or down stairs, ladders, scaffolding, platforms, trees, play equipment, vehicles, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working at heights	Tasks involve using ladders, foot stools, etc. (where the person stands on an object rather than the ground).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting and carrying and throwing	Tasks involve raising or lowering or moving objects from one level or position to another, usually holding the object in arms or hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Light lifting/carrying/throwing (up to nine kgs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Moderate lifting/carrying/throwing (ten to 15 kgs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Heavy lifting/carrying/throwing (16kgs and above).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pushing and pulling	Tasks involve pushing or pulling objects away from or towards the body. May include jerking movements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasping	Tasks involve gripping, holding, clasping with fingers or hands.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual dexterity	Tasks involve fine finger movements (such as keyboard operations, handwriting, issuing medication).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demands	Description	Frequency				
		NA	O	F	C	R
Sensory demands of position's tasks						
Sight	Tasks involve the use of eyes (sight) as an integral part of task performance (such as looking at a screen, keyboard or mobile device, working in a dark environment, reading writing in documents).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing	Tasks involve being able to hear when working in a noisy area (such as a workshop, around equipment, many children)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smell	Tasks involve the use of smell as an integral part of the task performance (such as working with chemicals).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Taste	Tasks involve the use of taste as an integral part of task performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Touch	Tasks involve the use of touch as an integral part of task performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Psychological demands						
Interaction with people	Tasks involve interacting with distressed and emotional people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks involve interacting with people with mental illness, mental health issues or a disability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks involve witnessing or learning about disturbing or distressing personal circumstances and domestic violence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks require communicating with others (children or adults) to exchange information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks require giving direction and feedback on work undertaken by others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks require receiving direction and feedback on work undertaken to meet required work standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasoning	Tasks require interpreting process documents, following plans and quality standards documentation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Responsibilities	Tasks involve being responsible for a group of children or vulnerable adults.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Demands	Description	Frequency				
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Working requirements	Tasks require work to be conducted out of hours (such as overnight).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks are undertaken in a busy, demanding and dynamic work unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Tasks for the position require individual resilience and adaption to workplace change.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working environment						
Liquids and powder	Tasks involve working with liquids and/or powders that may cause skin irritation if contact is made with skin.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunlight	Tasks involve working outside with exposure to sunlight and require the application of sunscreen and insect repellent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme temperature	Tasks involve working in temperature extremes (such as cool room, working outdoors, boiler rooms, kitchens).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Biological hazards	Tasks involve working with biological products (such as blood, blood products or body fluids like urine, faeces or mucus).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lighting	Tasks involve working in lighting that is considered inadequate in relation to task performance (such as glare, not enough natural light).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional information about the role	
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Job demands checklist completed by:

Name	
Position	
Date	