



TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p><b>1. Plan daily work routine/schedule</b></p> <ul style="list-style-type: none"> <li>Interpret work schedules</li> <li>Perform weekly inspections</li> <li>Liaise with supervisor/manager regarding work schedule as required</li> </ul> <p><b>2. Transporting and preparing equipment</b></p> <ul style="list-style-type: none"> <li>Conduct site assessment</li> <li>Perform pre-operational inspections</li> <li>Select, organize, assemble and prepare materials, equipment and tools</li> </ul> <p><b>3. Perform manual grounds tasks</b></p> <ul style="list-style-type: none"> <li>Carry out routine maintenance of lawns and gardens</li> <li>Operation of gardening tools, equipment and machinery</li> <li>Prepare and use appropriate chemicals/products and equipment in garden bed and lawn management</li> <li>Perform weeding, trimming, fertilising, watering, mowing and weed-spraying (certified only) wearing appropriate equipment</li> <li>Operation of lawn mowing equipment, whipper snipper and edger</li> </ul> <p><b>4. General cleaning and maintenance duties</b></p> <ul style="list-style-type: none"> <li>Rubbish collection (e.g. using long handled reacher)</li> <li>Disposal of green waste using bin lifter</li> <li>Use ride on machinery and hand held equipment</li> </ul> <p><b>5. Develop and update knowledge and follow company procedures</b></p> <ul style="list-style-type: none"> <li>Participate in internal training opportunities</li> <li>Update skills, knowledge, qualifications and licenses</li> <li>Utilise isolation procedures and equipment</li> <li>Complete permits and logs where required</li> <li>Adhere to health, safety and security procedures</li> </ul>	<p><b>Material handling</b></p> <ul style="list-style-type: none"> <li><b>Lifting:</b> Frequent 5kg to 15kg; Occasional 20kg; Overhead lift (generally light items)</li> <li><b>Push/pull:</b> Pushing/guiding trolley and waste containers</li> <li><b>Carrying:</b> Up to 15kg independently</li> </ul> <p><b>Mobility</b></p> <ul style="list-style-type: none"> <li><b>Walking:</b> Variable distances and on uneven ground and walking with load (e.g. whipper snipper)</li> <li><b>Standing:</b> Dynamic standing</li> </ul> <p><b>Posture – Upper limbs</b></p> <ul style="list-style-type: none"> <li><b>Reaching:</b> Forward reach</li> <li><b>Dynamic movement:</b> Bilateral upper limb movements</li> </ul> <p><b>Hand activity</b></p> <ul style="list-style-type: none"> <li><b>Grasp:</b> Hand tools and vibratory equipment, grip strength</li> </ul> <p><b>Posture – Back</b></p> <ul style="list-style-type: none"> <li><b>Bending:</b> Bending/ forward flexion of the trunk and stooping</li> </ul> <p><b>Posture – Lower limbs</b></p> <ul style="list-style-type: none"> <li><b>Squatting/crouching/kneeling:</b> Semi-squat/full squatting, kneeling and crawling</li> </ul> <p><b>Other demands</b></p> <ul style="list-style-type: none"> <li><b>Driving:</b> Occasional</li> <li><b>Climbing:</b> Ladders/stairs</li> </ul>	<ul style="list-style-type: none"> <li>Maintain personal presentation standards</li> <li>Attention to detail</li> <li>Mental calculations</li> <li>Alertness</li> <li>Organisation and time management skills</li> <li>Ability to do multiple tasks concurrently</li> <li>Comprehension of plans</li> <li>Ability to work in a team</li> <li>Problem solving skills</li> <li>Follow instructions and take direction</li> <li>Ability to communicate effectively – written and verbal</li> </ul>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Fly-in Fly-out; Drive in Drive out</li> <li>Assistance with heavy lifting from colleagues</li> <li>Possible travel to remote locations</li> <li>Possible working at height and in confined spaces</li> <li>Diving over unsealed roads</li> <li>Possible exposure to extreme heat</li> <li>Possible exposure to chemicals and irritants (for example; dust, cleaning products, etc.)</li> <li>Roster as per site requirements</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>Personal protective equipment as per the ESS Uniform Matrix</li> <li>Protective Clothing <ul style="list-style-type: none"> <li>Long-sleeved shirt</li> <li>Heavy duty drill trousers</li> <li>Cap/headwear</li> <li>Steel-capped boots</li> <li>Gloves</li> </ul> </li> <li>Ladders (rarely)</li> <li>Vehicle</li> <li>Trolleys</li> <li>Blower vacuum/whipper sniper/ shovels</li> <li>Walk behind and ride on mower</li> <li>Fertilising equipment/weed sprayer</li> </ul>

PHYSICAL DEMANDS						
		NR	R	O	F	C
Material handling	<b>Lifting</b> Floor to waist (FW) Waist to shoulder (WS) Above shoulder (AS)			✓ 20kg, Overhead lifting	✓ 5kg to 15kg (FW)	
	<b>Push/Pull</b>			✓ Laden trolley		
	<b>Carrying</b>			✓ 15kg over 5 to 10m		
Mobility	<b>Walking</b>			✓ Walking under load – whipper snipper	✓ Variable distance and on uneven ground	
	<b>Running</b>	X				
	<b>Standing</b>				✓ Outdoors, uneven ground, indoors for varying periods (e.g. 1 hour)	
Back/neck	<b>Bending</b> Forward Lateral/twisting			✓ Sustained and repeated forward bending	✓ Lateral bending/twisting at trunk; Flexion and extension at neck	
Upper limbs	<b>Reaching</b> Below shoulder/waist Forward Above shoulder Above head				✓ Repeated forward reach	
	<b>Dynamic movement</b> Shoulders Arms/elbow/ wrists				✓ Flexion/extension at elbow; Wrist rotation/ flexion/ extension; Shoulder flexion	
Hand activity	<b>Grasp</b> Power Precision				✓ Power grasp (hand held equipment, weeding) and grip strength	
	<b>Hand dexterity</b> Keying/mousing Coordination			✓ Coordination and manual dexterity – bilaterally and unilaterally (e.g. weed spraying, ride on lawn mower)		
Lower limbs	<b>Squatting/crouching/kneeling</b>			✓ Crouching/squatting – access low levels, kneeling and crawling		
Other	<b>Driving</b> Automatic Manual			✓ Generally utility vehicle - manual vehicles, arm/leg controls, climbing in/out vehicle		
	<b>Climbing</b>			✓ Ladders and stairs		

COGNITIVE/PSYCHOSOCIAL DEMANDS					
	NR	R	O	F	C
<b>Communication</b>				✓ Peers/customers – resolve conflicts/ negotiate	
<b>Decision-making</b>			✓		
<b>Problem solving</b>			✓		
<b>Time management</b>				✓ Multiple tasks concurrently	
<b>Working in teams</b>				✓	
<b>Attention to detail</b>				✓ High quality task completion	
<b>Literacy/ Numeracy</b>			✓		
CONTEXTUAL DEMANDS					
	NR	R	O	F	C
<b>Indoors/outdoors</b>				✓ Predominantly outdoors	
<b>Dust</b>				✓	
<b>Excessive temperatures</b>				✓	
<b>Vibration</b>				✓ Equipment (whipper snipper, lawn mowers)	
<b>Chemical exposure</b>				✓	

KEY					
FREQUENCY DEFINITIONS	NON-MATERIAL HANDLING				MATERIAL HANDLING
	% of 8hr working day	Repetitions per day	Repetitions per minute	Repetitions per hour	Repetitions per day
Rarely = R	1-5%	1-2	1 less than 5	>hourly	1-2
Occasional = O	6-33%	0-100	1 every 5-15	0 to 12	3-32
Frequent = F	34-66%	101-800	1 every 1-5	12 to 63	33-200
Constant = C	67-100%	>800	1 or more	> 63	>200
Not required = NR	-	-	-	-	-

TASK 2



Transporting and preparing equipment

TASK 3



Perform manual grounds tasks –  
Whipper snipper

TASK 3



Perform manual grounds tasks –  
Weed spraying

TASK 3



Perform manual grounds tasks –  
Blower vac

TASK 3



Perform manual grounds tasks –  
Ride on mower

TASK 3



Perform manual grounds tasks –  
Weeding manually