



TASK ANALYSIS

1. Plan daily work routine/schedule

- Interpret work schedules
- Perform weekly inspections
- Liaise with supervisor/manager regarding work schedule as required

2. Transporting and preparing equipment

- Conduct site assessment
- Perform pre-operational inspections
- Select, organize, assemble and prepare materials, equipment and tools

3. Perform manual grounds tasks

- Carry out routine maintenance of lawns and gardens
- Operation of gardening tools, equipment and machinery
- Prepare and use appropriate chemicals/products and equipment in garden bed and lawn management
- Perform weeding, trimming, fertilising, watering, mowing and weed-spraying (certified only) wearing appropriate equipment
- Operation of lawn mowing equipment, whipper snipper and edger

4. General cleaning and maintenance duties

- Rubbish collection (e.g. using long handled reacher)
- Disposal of green waste using bin lifter
- Use ride on machinery and hand held equipment

5. Develop and update knowledge and follow company procedures

- Participate in internal training opportunities
- Update skills, knowledge, qualifications and licenses
- Utilise isolation procedures and equipment
- Complete permits and logs where required
- Adhere to health, safety and security procedures

CRITICAL PHYSICAL DEMANDS

Material handling

- **Lifting:**
Frequent 5kg to 15kg; Occasional 20kg; Overhead lift (geneally light items)
- **Push/pull:**
Pushing/guiding trolley and waste containers
- **Carrying:**
Up to 15kg independently

Mobility

- **Walking:**
Variable distances and on uneven ground and walking with load (e.g. whipper snipper)
- **Standing:**
Dynamic standing

Posture – Upper limbs

- **Reaching:**
Forward reach
- **Dynamic movement:**
Bilateral upper limb movements

Hand activity

- **Grasp:**
Hand tools and vibratory equipment, grip strength

Posture – Back

- **Bending:**
Bending/ forward flexion of the trunk and stooping

Posture – Lower limbs

- **Squatting/crouching/kneeling:**
Semi-squat/full squatting, kneeling and crawling

Other demands

- **Driving:**
Occasional
- **Climbing:**
Ladders/stairs

CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS

- Maintain personal presentation standards
- Attention to detail
- Mental calculations
- Alertness
- Organisation and time management skills
- Ability to do multiple tasks concurrently
- Comprehension of plans
- Ability to work in a team
- Problem solving skills
- Follow instructions and take direction
- Ability to communicate effectively – written and verbal

ENVIRONMENT/ EQUIPMENT

Environment

- Fly-in Fly-out; Drive in Drive out
- Assistance with heavy lifting from colleagues
- Possible travel to remote locations
- Possible working at height and in confined spaces
- Diving over unsealed roads
- Possible exposure to extreme heat
- Possible exposure to chemicals and irritants (for example; dust, cleaning products, etc.)
- Roster as per site requirements

Equipment

- Personal protective equipment as per the ESS Uniform Matrix
- Protective Clothing
 - Long-sleeved shirt
 - Heavy duty drill trousers
 - Cap/headwear
 - Steel-capped boots
 - Gloves
- Ladders (rarely)
- Vehicle
- Trolleys
- Blower vacuum/whipper sniper/ shovels
- Walk behind and ride on mower
- Fertilising equipment/weed sprayer

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

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

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



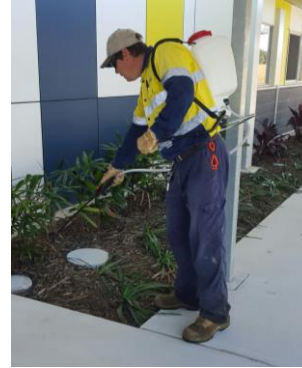
Transporting and preparing equipment

TASK 3



Perform manual grounds tasks –
Whipper snipper

TASK 3



Perform manual grounds tasks –
Weed spraying

TASK 3



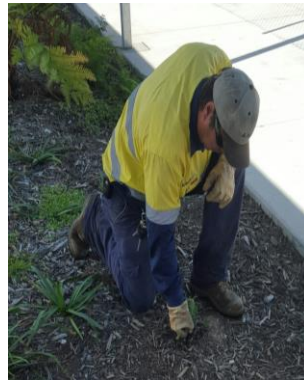
Perform manual grounds tasks –
Blower vac

TASK 3



Perform manual grounds tasks –
Ride on mower

TASK 3



Perform manual grounds tasks –
Weeding manually