

TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Roster and staffing</p> <ul style="list-style-type: none"> Analyse and assess staffing requirements Prepare and review rosters Train and mentor new staff <p>2. Collect and transport linen</p> <ul style="list-style-type: none"> Using a laundry vehicle and/or trolley, collect linen bags from rooms, houses, blocks Transport linen bags to laundry <p>3. Sort and wash laundry</p> <ul style="list-style-type: none"> Empty linen bags of bed sheets, pillow cases, doonas, towels and bathroom/facility linen, and personal apparel Sort laundry into like colours/fabrics then load into washing machines Ensure supply of washing liquid and fabric conditioner is adequate Operate washing machine <p>4. Dry</p> <ul style="list-style-type: none"> Remove laundry from washing machine Transfer laundry to dryer and operate, or hang laundry on clothes line <p>5. Iron, fold, hang and pack</p> <ul style="list-style-type: none"> Iron clothing Fold items including bath towels/sheets, floor towels, fitted and flat sheets, doonas and covers, shower curtains and personal items Hang items on clothes hangers Sort items and pack items into trolley or onto racks <p>6. Re-stocking</p> <ul style="list-style-type: none"> Transfer laundry to rooms, houses, blocks Place laundry articles on shelves in linen rooms Deliver garments to collection point or room <p>7. Use of cleaning agents and starches</p> <ul style="list-style-type: none"> Inspect dispensers and refill if required Where dispenser are not available, add cleaning agents Apply starches where necessary <p>8. Quality assurance</p> <ul style="list-style-type: none"> Ensure items have name tags or ownership is identifiable Wash and hang laundry according to embroidered code Pack in protective clothing bags on hanging racks <p>9. Develop and update knowledge and follow company procedures</p> <ul style="list-style-type: none"> Participate in internal training opportunities Update skills, knowledge, qualifications and licenses Adhere to health, safety and security procedures Abide by prescribed industry standards 	<p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent up to 3kg; Intermittent up to 15kg Push/pull: Trolley on hard and/or carpeted surfaces Carrying: Generally less than 10m <p>Mobility</p> <ul style="list-style-type: none"> Walking: Short distances on even surfaces and on uneven surfaces Standing: Dynamic standing <p>Posture – Back</p> <ul style="list-style-type: none"> Bending: Bending or forward flexion of the trunk <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Below and above shoulder height under load Dynamic movement: Dynamic movements of the upper limb under load <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross and precision grasp Hand dexterity: Dexterity and coordination to operate equipment <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Occasional <p>Other demands</p> <ul style="list-style-type: none"> Driving: As required Climbing: Stairs if required 	<ul style="list-style-type: none"> Maintain personal presentation standards Intermediate reading comprehension skills Intermediate numerical skills Organisation and time management skills Ability to do multiple tasks concurrently Ability to communicate with peers and customers Ability to work in a team Capacity to resolve conflicts and negotiate with others Follow instructions and take direction May be exposed to aggressive customers May be exposed to customers of all ages Guiding, directing, and motivating peers and frontline staff Providing consultation and advice to others Medirest - may be exposed to the passing of residents and their mortal remains 	<p>Environment</p> <ul style="list-style-type: none"> Commercial laundry at remote and/or aged care sites Occasional wet hands Possible travel to remote locations Possible exposure to extreme heat Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.) Possible exposure to body waste (urine, faeces, vomits, etc.) Roster as per site requirements <p>Equipment</p> <ul style="list-style-type: none"> Trolleys/receptacles Personal protective equipment including drill trousers, long sleeved shirt, peaked cap, safety glasses Industrial steam press Domestic steam irons Domestic ironing boards Industrial washers Industrial dryers Hanging racks Clothes-lines Motor vehicle/van

PHYSICAL DEMANDS					
	NR	R	O	F	C
Material handling	Lifting Floor to waist (FW) Waist to shoulder WS Above shoulder (AS)		✓ Intermittently up to 15kg (FW, WS) – linen	✓ 3kg (FW, WS, AS) – Cleaning agents, laundry items	
	Push/Pull		✓ Laden trolley on hard or carpeted surfaces		
	Carrying		✓ Intermittently up to 15kg (FW, WS) – linen	✓ 3kg (FW, WS, AS) – Cleaning agents, laundry items	
Mobility	Walking	✓ Short distances (unsealed paths, gravelled surfaces)		✓ Short distances (tiled floors, carpet, concrete)	
	Running	X			
	Standing			✓ Usually on hard floors for varying periods (e.g. 1 hour)	
Back/neck	Bending Forward Lateral/twisting	✓ Neck and trunk extension	✓ Sustained and repeated forward bending – generally up to 50° lumbar flexion	✓ Lateral bending/twisting at trunk; Forward bending/ flexion at neck	
Upper limbs	Reaching Below shoulder/waist Forward Above shoulder Above head		✓ Repeated above shoulder height under load (e.g. hanging laundry items) – flexion/abduction at shoulders bilaterally	✓ Repeated below shoulder and forward reach under load (e.g. placing items into washing machine/dryer)	
	Dynamic movement Shoulders Arms/elbow/ wrists			✓ Generally under load – Flexion /extension at elbow; Wrist rotation/ flexion/ extension; Repeated flexion at shoulders	
Hand activity	Grasp Power Precision			✓ Precision and power grasp bilaterally/unilaterally for gripping equipment, cleaning agents, laundry items	
	Hand dexterity Keying/mousing Coordination		✓ Coordination – bilaterally and unilaterally to operate equipment/load laundry		
Lower limbs	Squatting/ crouching/ kneeling		✓ Crouching/squatting – access low levels		
Other	Driving Automatic Manual		✓ Bus, utility vehicle, delivery van as required – generally manual arm/leg controls, climbing in/out vehicle		
	Climbing		✓ Dependent upon site – may use step ladders, occasional stairs		

COGNITIVE/PSYCHOSOCIAL DEMANDS					
	NR	R	O	F	C
Communication				✓ Peers/customers – resolve conflicts/ negotiate, Provide direction to staff	
Decision-making				✓	
Problem solving				✓	
Time management				✓ Achieve targets/ multiple tasks concurrently	
Working in teams				✓	
Attention to detail				✓ High quality service	
Literacy/ Numeracy			✓ Intermediate reading and numerical skills		
CONTEXTUAL DEMANDS					
	NR	R	O	F	C
Indoors/outdoors				✓ Peers/customers – resolve conflicts/ negotiate	
Dust			✓		
Excessive temperatures			✓		
Vibration				✓ Achieve targets/ multiple tasks concurrently	
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 1



Collect and transport linen

TASK 2



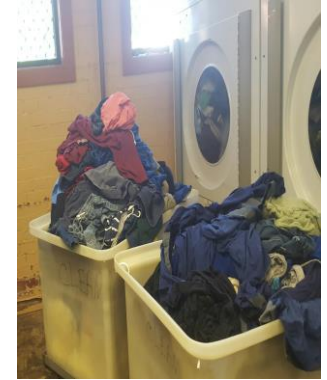
Sort and wash laundry

TASK 2



Dry

TASK 3



Iron, fold, hang and pack

TASK 4



Iron, fold, hang and pack

TASK 5



Sorting laundry

TASK 7



Use of cleaning agents and starches

TASK 8



Quality assurance