

TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Pre-start/hand over</p> <ul style="list-style-type: none"> Conduct pre-start checks Carry out and record handover/takeover briefings Maintain vehicle at a high standard of readiness <p>2. Gatehouse/control room</p> <ul style="list-style-type: none"> Monitor computer alarm and closed circuit television systems Communicate by radio with mobile units Validate all site/authorised visitors, issue passes, give directions Record details of all vehicles and persons entering site Issue personal protective equipment where required Maintain and issue keys Maintain a clean and tidy environment <p>3. Patrol areas</p> <ul style="list-style-type: none"> Conduct foot and vehicular patrols Check doors, gates and windows for signs of unauthorised entry Record times of inspections Check alarm systems and respond to alarms Report serviceability of plant and equipment <p>4. Surveillance</p> <ul style="list-style-type: none"> Provide continuous surveillance and watch for irregularities Report incidents or problems to the appropriate authority <p>5. Emergency response and crowd control</p> <ul style="list-style-type: none"> Immediately respond to and report emergency telephone calls Provide rapid foot or vehicular assistance Liaise with local emergency services as required Respond to antisocial behavioural problems and action in accordance with site requirements, directions and policies <p>6. Security service</p> <ul style="list-style-type: none"> Provide assistance to the public and clients Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive Detect and report fraud, shoplifting and other unlawful acts of employees or patrons <p>7. 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 Adhere to personal hygiene standards 	<p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent up to 3kg; Intermittent up to 15kg Carrying: Occasional less than 10m; Rare more than 10m <p>People handling</p> <ul style="list-style-type: none"> Restraint: Restraint of people (Medirect only) Manual handling: Manual handling of people (Medirect only) <p>Mobility</p> <ul style="list-style-type: none"> Walking: Short distances on even surfaces and uneven surfaces (e.g. patrols) Running: When in pursuit Standing: Dynamic standing Sitting: Less than 1 hour; Occasionally longer than 1 hour <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Close to body, away from body and above shoulder <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross power and prehension Hand dexterity: Workstation use - keyboard use <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: As required (e.g. restraint) <p>Other demands</p> <ul style="list-style-type: none"> Driving: Occasional to frequent Climbing: Stairs and ladders 	<ul style="list-style-type: none"> Maintain personal presentation standards Ability to work in a team Strong verbal and numerical reasoning Strong problem solving and decision making skills Capacity to influence others Ability to communication with senior management, peers, and front line staff Ability to communicate with peers and customers Establishing and maintaining interpersonal relationships Providing consultation and advice to others Ability to respond to emergency situations May be exposed to aggressive customers May be exposed to the moral remains of deceased persons 	<p>Environment</p> <ul style="list-style-type: none"> Office and site based work May drive a variety of vehicles May fly in aircraft Possible travel to remote locations Possible exposure to extreme heat Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.) Roster as per site requirements <p>Equipment</p> <ul style="list-style-type: none"> Ergonomic chairs/workstations Use of computers and ancillary equipment Use of telephone (landline and mobile) Use of CB radio/communications equipment Use of CCTV May operate vehicles (usually cars, vans, etc.) May be required to carry weapons where appropriately licenced

PHYSICAL DEAMANDS						
		NR	R	O	F	C
Material handling	Lifting Floor to waist (FW) Waist to shoulder WS Above shoulder (AS)			✓ Up to 15kg (FW)	✓ 3kg (FW, WS, AS) – equipment (torch)	
	Push/Pull					
	Carrying		✓ More than 10m	✓ Less than 10m		
	People handling			✓ Restraint and manual handling of people		
Mobility	Walking				✓ Short distances even and uneven surfaces (tiled floors, graveled pathways)	
	Running		✓ In pursuit			
	Standing				✓ Usually on hard floors for varying periods (e.g. 1 hour)	
	Sitting			✓ Longer than 1 hour	✓ Less than 1 hour	
Back/ neck	Bending Forward Lateral/twisting			✓ People restraint		
Upper limbs	Reaching Below shoulder/waist Forward Above shoulder Above head			✓ Forward during patrols, security checks and people restraint		
	Dynamic movement Shoulders Arms/elbow/ wrists				✓ Flexion/extension at elbow; Wrist rotation/ flexion/ extension; Repeated flexion at shoulders	
Hand activity	Grasp Power Precision			✓ Precision gripping for writing	✓ Power grasp bilaterally/unilaterally for gripping equipment/people restraint	
	Hand dexterity Keying/mousing Coordination			✓ Dexterity – bilaterally and unilaterally at workstation, security checks		
Lower limbs	Squatting/ crouching/ kneeling			✓ Crouching/squatting – access low levels (e.g. restraint)		
Other	Driving Automatic Manual		✓ Varied durations as required – ute/sedan either auto or manual transmission			
	Climbing		✓ Dependent upon site – stairs			

COGNITIVE/PSYCHOSOCIAL DEAMANDS					
	NR	R	O	F	C
Communication				✓ Peers/customer/clients, negotiating/de-escalation	
Decision-making				✓	
Problem solving				✓	
Time management			✓ Multiple tasks		
Working in teams				✓	
Attention to detail				✓ High quality service, observational skills	
Literacy/ Numeracy			✓ Strong numerical/verbal reasoning		
CONTEXTUAL DEMANDS					
	NR	R	O	F	C
Indoors/outdoors				✓ Predominantly indoors	
Dust		✓			
Excessive temperatures		✓			
Vibration		✓			
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 3



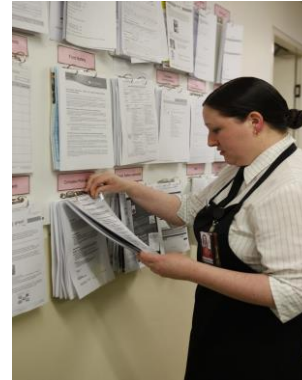
Patrol areas

TASK 4



Surveillance

TASK 7



Develop and update knowledge and follow company procedures