



TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p>1. Assist with warehouse records</p> <ul style="list-style-type: none"> Identify record management databases, storage types and technologies Store warehouse records Use record management systems to retrieve information <p>2. Plan and maintain warehouse layouts and inventory locations</p> <ul style="list-style-type: none"> Identify space requirements Identify safety and security requirements Develop and follow a documentation system Design storage zones Evaluate warehouse utilisation <p>3. Prepare reports for management</p> <ul style="list-style-type: none"> Develop report specifications, if or when required Access report data <p>4. Receive, process and dispatch goods</p> <ul style="list-style-type: none"> Receive and unload stock Pick, receipt and store stock Retrieve stock when required Load order onto dolly/trolley and deliver to location (e.g. department/ward) Unload stock at delivery location <p>5. Operate a forklift</p> <ul style="list-style-type: none"> Perform pre-start checks Operate within permit and procedure requirements Pick and store stock <p>6. Develop/update knowledge and follow company procedures</p> <ul style="list-style-type: none"> Participate in internal training opportunities Update skills, knowledge, qualifications and licenses Complete appropriate logs and permits when required Adhere to health, safety and security procedures 	<p>Material handling</p> <ul style="list-style-type: none"> Lifting: Frequent 1kg to 20kg Push/pull: Fully laden dolly/trolley/cage Carrying: Frequent 1kg to 20kg <p>Mobility</p> <ul style="list-style-type: none"> Walking: Distances on predominantly even surfaces Standing: Dynamic standing Climbing: Step ladder/steps <p>Posture – Back</p> <ul style="list-style-type: none"> Bending: Bending/forward flexion of the trunk <p>Posture – Upper limbs</p> <ul style="list-style-type: none"> Reaching: Below shoulder height and forward reaching under load Dynamic movement: Dynamic movements of the upper limb under load <p>Hand activity</p> <ul style="list-style-type: none"> Grasp: Gross grasp patterns Hand dexterity: Hand dexterity and coordination to operate equipment <p>Posture – Lower limbs</p> <ul style="list-style-type: none"> Squatting/crouching/kneeling: Semi-squatting when loading/unloading <p>Other demands</p> <ul style="list-style-type: none"> Driving: Operating forklift 	<ul style="list-style-type: none"> Maintain personal presentation standards Attention to detail and task Intermediate reading comprehension skills Intermediate numerical skills Organisation and time management skills Ability to communicate with peers and customers Ability to work in a team and autonomously Capacity to resolve conflicts and negotiate with others Follow instructions and take direction May be exposed to the passing of residents/patients and their mortal remains (e.g. Aged care facilities / Hospitals) 	<p>Environment</p> <ul style="list-style-type: none"> Remote and/or Urban locations: <ul style="list-style-type: none"> Remote - possible travel to remote locations (including offshore facilities) Urban – schools, defence barracks, universities Team lifting for items > 20kg Possible exposure to extreme heat (e.g. remote locations) Roster as per site requirements <p>Equipment</p> <ul style="list-style-type: none"> Personal protective equipment as per the site requirements, for example: <ul style="list-style-type: none"> Safety boots Manual handling gloves Mobile phone Dolly/trolley Forklift

PHYSICAL DEMANDS					
		R	O	F	C
Material handling	Lifting Floor to waist (FW) Waist to shoulder (WS) Above shoulder (AS)		✓ Team lifting for items > 20kg	✓ 1kg to 20kg (FW, WS) – stock	
	Push/Pull		✓ Laden trolley/cage/dolly		
	Carrying			✓ 1kg to 20kg – stock	
Mobility	Walking			✓ Variable distances (usually over even surfaces)	
	Running				
	Standing			✓ Intermittently	
	Sitting	✓ Paperwork			
Back/neck	Bending Forward Lateral/twisting	✓ Neck and trunk extension	✓ Stooping to retrieve stock in storage area	✓ Forward bending/ flexion at neck	
Upper limbs	Reaching Below shoulder/waist Forward Above shoulder Above head			✓ Repeated below shoulder and forward reach under load (e.g. loading/unloading stock)	
	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 items	
	Hand dexterity Keying/mousing Coordination			✓ Coordination and manual dexterity – bilaterally and unilaterally	
Lower limbs	Squatting/ crouching/ kneeling			✓ Semi-squatting – loading/ unloading stock	
Other	Driving Automatic Manual		✓ Forklift operation if required – arm/leg controls, climbing in/out equipment		
	Climbing	✓ Step ladders, stairs			

COGNITIVE/PSYCHOSOCIAL DEMANDS				
	R	O	F	C
Communication			✓ Peers/ Management	
Decision-making		✓		
Problem solving		✓		
Time management			✓ Work to deadlines	
Working in teams and autonomously			✓	
Attention to detail and task			✓ Orders and timing correct	
Literacy/ Numeracy			✓ Intermediate level	
CONTEXTUAL DEMANDS				
	R	O	F	C
Indoors/outdoors			✓ Indoors	
Dust		✓ Dust		
Excessive temperatures		✓ Remote locations, walk-in freezer/fridge		
Vibration	✓			
Chemical exposure	✓			
Noise		✓ Delivery dock		

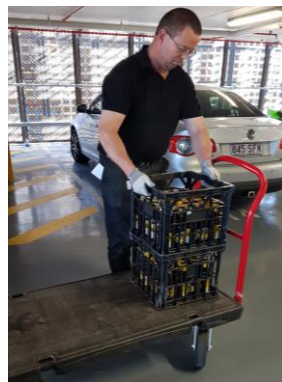
KEY					
FREQUENCY DEFINITIONS	NON-MATERIAL HANDLING				MATERIAL HANDLING
	% of 8hr working day	Repetitions per day	Repetitions per minute	Repetitions per hour	Repetitions per day
Rarely = R	1–5%	1–2	1 less than 5	>hourly	1–2
Occasional = O	6–33%	0–100	1 every 5–15	0 to 12	3–32
Frequent = F	34–66%	101–800	1 every 1–5	12 to 63	33–200
Constant = C	67–100%	>800	1 or more	> 63	>200

TASK 4



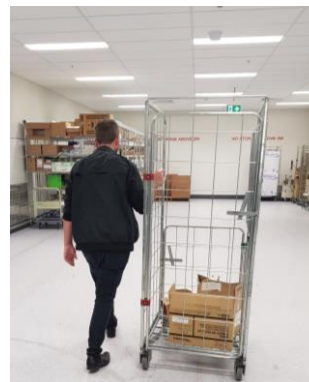
Receive, process and dispatch goods

TASK 4



Receive, process and dispatch goods

TASK 4



Receive, process and dispatch goods