

## Job Demand Analysis

Placement/Job Title:	Environmental Health Officers
Division/Branch:	Planning and Environment / Environmental Control
Date of Assessment:	18 January 2013
Standard Hours:	9.00am to 5.00pm, Monday to Friday
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input type="checkbox"/> On Call <input checked="" type="checkbox"/> Call Outs
Breaks / Rest Periods:	1 hour lunch

### Environmental/Psychosocial Factors

- Approximately 50% of work tasks are performed within an office environment this can include but is not limited to computer data entry and reporting.
- Approximately 50% of tasks are performed on site. This includes site inspections of a variety of different sites ie. Restaurants, kitchens, pools, hair and beauty salons, private property, rural sites etc.
- Environmental Health Officers work autonomously and are required to meet deadlines and service level expectations. If environmental health officers are aware they are heading into a potentially dangerous or abusive situation they are required to take a team member with them.
- To ensure accurate results site inspections are unscheduled. Environmental Health Officers enter peoples businesses unannounced to assess compliance with the relevant regulations. At times this results in business owners that may react disrespectfully, angrily or argue certain points. Environmental Health Officers are required to stay calm, explain problem areas, educate and offer solutions to ensure business owners comply with regulations.
- Is exposed to all weather conditions and may work in uneven/sloped terrain and slippery/muddy ground surfaces (gum boots are available for use). The work area may be surrounded by water and hazards may be present.
- Required to deal with complaints from members of the public and deal with these in an effective and time efficient manner. They may be involved in investigating complaints that are subject of neighbourhood disputes, resulting in aggressive customers and potentially dangerous situations.
- Environmental Health Officers enforce a number of regulations which include: Food safety regulations, public health regulations, swimming pool regulations etc.
- May be required to perform overtime and may be called out for emergency situations. However, this is only required on an intermittent basis.

### Job Descriptions

This position provides a range of services, controls and public education processes for

the protection of the community against physical danger, environmental hazard and discomfort and exposure to health risks. The position aims to protect, preserve and enhance the natural and built environment within the Dubbo Local Government Area. Please see corresponding position description for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing			X		Required when performing office based tasks and when attending site inspections.
Walking			X		Required within the office environment and when performing site inspections and/or taking samples. A variety of terrain is traversed on site, including even, uneven, sloped and inclined surfaces.
Sitting			X		An adjustable ergonomic chair is available for use within the office environment. Sitting in the vehicle is also required when driving to/from site and conducting pool tests.
Climbing	X				May be required to access areas on site, to allow inspection to occur.
Bending / Stooping		X			May be required to access areas on site to allow inspection to occur. Also required when taking water samples.
Squatting / Crouching		X			May be required to access areas on site, to allow inspection to occur and/or when taking samples. Also required when taking water samples.
Kneeling		X			May be required to access areas on site, to allow inspection to occur and/or when taking samples. Also required when taking water samples.
Reaching overhead		X			Overhead reach may be required to access areas on site, to allow inspection to occur and/or when taking samples. Equipment may also need to be pulled down from overhead storage areas to allow inspection to occur.

Reaching at waist level or below.			X		May be required to access areas on site, to allow inspection to occur and/or when taking samples. Also required when performing computer and other office based and driving tasks.
Crawling	X				Rarely required.
Trunk Rotation			X		Required when undertaking inspections in small areas ie. Kitchens. Required when operating the noise metre.
Repetitive Forearm, hand and finger movement			X		Bilateral fine motor actions are required for computer based tasks, manual writing and when driving. Also required when performing site inspections and when taking samples.
Manual dexterity and handling		X			Carrying of equipment may be required when collecting samples. Equipment/materials may also have to be moved on site to allow inspections to occur and samples to be taken.

### Manual Handling

	Weight:	Frequency:	Comments:
Lifting	Up to 10kg	Occasionally	Pool testing equipment is lifted as required.
Carrying	Up to 10kg	Occasionally	Carrying of test kits, equipment and samples is required at times.
Pushing/Pulling	Varied	Occasionally	Equipment may need to be moved when performing inspections.

### Tools Used

Tool:	Weight:	Comments:
Sample bottles	< 1 kg	Sample bottles are carried over short distances.
Gas burner	<1kg	Used to heat taps prior to taking samples.
Noise metre	<1kg	Nil
Pool test kit	5kg	Nil
Torch	<1kg	Used during inspections
Thermometer	<1kg	Nil
Light metre	<1kg	Nil
PH metre	<1kg	Nil
Esky	Up to 10kg	Weight varies dependent on load. Loaded with samples.
Camera / Phone	<1kg	Used to photograph areas of non compliance.

<b>Balance</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Level ground	Yes	Within the office area and when performing inspections of buildings and facilities.
Uneven ground	Yes	When performing site inspections and block inspections and when taking samples.
Unprotected heights or high levels	Yes	May be exposed to when undertaking inspections ie. Cooling towers, pollution complaints.

<b>Environmental Conditions</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Inside work	Yes	When performing office based tasks and when performing site inspections in buildings, factories and facilities.
Outside work	Yes	When performing inspections ie. Quarries, river, public areas.
Night work	Yes	Workers may be called out at night for emergency situation when on call, and when required for investigations but this is required rarely.
Extreme heat	Yes	Exposed to a variety of weather conditions.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	Workers may be exposed to machinery/production noise when performing site visits. They may also be exposed to general traffic and plant noise when on site.
Vibration	No	Not applicable.
Mechanical hazards	Yes	The worker may be exposed to traffic, plant machinery and equipment/machinery when performing site visits.
Electrical hazards	Yes	The worker may be exposed to electrical hazards when performing site visits and/or when inspecting building projects.
Risk of burns	Yes	Taps are heated prior to taking samples and inspecting kitchen/industrial premises.
Radiant energy	Yes	When performing site inspections/visit in outside areas. Sun protection is worn.
Poor ventilation	Yes	Poor ventilation may be experienced when performing inspections on site.
Moving objects	Yes	The worker may be exposed to traffic, plant machinery and moving equipment and/or machinery when performing site visits.
Sharp tools	Yes	Knives
Cluttered or slippery floors	Yes	The worker may be exposed to cluttered/slippery work environments when performing site inspections. They are also required to take water samples and the surrounding area may be muddy and/or slippery.
Elevated surfaces	Yes	The worker may be exposed to elevated surfaces when performing site visits and/or building inspections. Ie. Cooling towers.

<b>Environmental Conditions</b>		
	<b>Exposure to:</b>	<b>Comments:</b>
Lighting	Yes	The level of lighting varies at each site and the area may be either dimly lit or bright.
Exposure to fumes/odours/ dusts/mists/ gases	Yes	Exposure may occur at site visits and/or within emergency situations. However, the worker is trained in this area to ensure safety. May include natural gas, mould garbage.
Exposure to biological hazards	Yes	Exposure may occur at site visits and/or within emergency situations. However, the worker is trained in this area to ensure safety. May include septic tanks and sharps.

<b>Sensory/Communication</b>		
	<b>Required:</b>	<b>Comments:</b>
Vision	Yes	Vision is required when performing computer based and administrative duties. Vision is also required when driving to/from site, when performing inspections and taking samples.
Hearing	Yes	General liaison with other workers and members of the public is required and the worker also needs to be aware of surrounding traffic, plant and equipment when on site.
Speech	Yes	General liaison with other workers and members of the public is required. Skills in dealing with irate customers required.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	High levels of report writing skills required.
Numerical ability	Yes	When calculating samples and for reporting purposes.
Smell	Yes	Required for environmental health ie odour control.

This Job Demand Analysis has been assessed and approved by the relevant Supervisor and corresponding Manager within Dubbo Regional Council. This Job demand Analysis will be implemented on 8 April 2013.