

Job Demand Analysis

Placement/Job Title:	Library Worker
Division/Branch:	Dubbo Regional Council
Date of Assessment:	06 December 2012
Assessment Completed By:	Rochelle Wood, Occupational Therapist (Recovre)
Standard Hours:	<p>Library opening hours are: 10am to 6pm Monday to Friday 10am to 3pm Saturday 11am to 3pm Sunday</p> <p>Library assistants are employed on either a full time or part time basis and are rostered on for shifts appropriately as per their employment contracts.</p>
Variable Hours:	Overtime: occasionally
Breaks / Rest Periods:	Monday to Friday: 60min lunch Saturday to Sunday: 30min lunch

Environmental/Psychosocial Factors

- Exposure to members of the public from various socio economic backgrounds.
- Exposure to loud noises at peak times (3pm – 6pm) or story telling (11am – 12pm: Tuesday-Friday).
- Required to monitor tasks in order to complete the work in expected time frames.
- May have to address the complaints from members of the public and deal in an effective and time efficient manner.

Library staff work in a team environment when undertaking their daily duties in providing services to the public. Library staff in the Dubbo branch library work within a large team while for library staff at the smaller branches it is normally a team consisting of a library assistant and a branch Officer/Coordinator.

Job Descriptions

This position undertakes a range of customer service and operational activities in the Branch Library.

Under the direction of the Manager MRL, ensure the efficient day to day operation of the branch libraries.

Please see corresponding position descriptions for further information.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing				X	Worker is required to stand and walk on even carpeted surface all day.
Walking				X	
Sitting	X				Sit at desk on 5 point castor

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
					office chair when completing office based tasks on computer. or Chair for storytelling.
Climbing ladders, stairs		X			Climb step ladders occasionally to lift boxes/bags of books. Climb 10x stairs (bilateral rails) to lower level of library to access event bags/IT etc.
Bending / Stooping			X		Worker is required to frequently bend/stoop to complete shelving/returning stock from ground to waist.
Squatting / Crouching		X			Occasionally required to squat to lift transfer boxes/shelve books on bottom level.
Kneeling	X				To sort bottom shelf/complete serial tasks.
Reaching overhead			X		Frequently reach overhead to lift boxes/bags of books.
Reaching at waist level or below.				X	Required when shelving books and issuing/returning books at circulation desk.
Trunk Rotation			X		Returning, issuing and shelving books.
Repetitive Forearm, hand and finger movement				X	Continuously throughout the day in all tasks.
Manual dexterity and handling				X	Continuous throughout the day in all tasks.
Fitness					Fair to good fitness is required due to frequent pushing/pulling, and walking required.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	20kg +	Occasional	Lifting bags or boxes of books and transfer boxes from shoulder to waist or ground to waist height.
	0-5kg	Frequent	Frequent lifting books from waist to ground/shoulder height.

	5-10kg	Occasional	Frequent lifting of bags of boxes from overhead to waist.
Carrying	Up to 15kg	Occasional	Carrying bags or boxes of books and activity bags up to 500m.
Pushing/Pulling	Up to 15-20kg	Occasional	Push/pull of books to be returned on various trolleys. Completed for 1 hour 2 times a day. Occasional push of trolley for house bound books up to 500m. Forceful push/pull of overnight chute trolley
This job falls into the medium physical demands category.			

Tools Used		
Tool:	Weight:	Comments:
 <p>Black transport trolley</p>	Push/pull required 0-5kg	Used to transport books for shelving.
 <p>Two handle trolley</p>	Push required 10-15kg	Used to transport and store books for shelving.
 <p>Fold up trolley.</p>	Push required 5-10kg	Used to transport books for house bound deliveries.
	Push required 10-15kg	Used to transport transfer boxes.

		
<p>Moving trolley</p>		
		
<p>Transfer boxes</p>		
	<p>Push/pull required 0-5kg</p>	<p>Used to transport various boxes of books as required.</p>
<p>Flat trolley</p>		
<p>Conveyer belt</p>	<p>Lift up to 5-20kg</p>	<p>Operated by buttons. Used to transport stock from level 1-2 of library.</p>
<p>Office equipment: Computer, laser scanner, 5 point castor chair, pens/paper, photocopier etc</p>		<p>Used throughout the day as required</p>

Balance		
	Exposure to:	Comments:
Level ground	Yes	Even carpeted surface throughout building.
Uneven ground	No	N/A
Unprotected heights or high levels	Yes	Climbing ladders to access high shelves. Lifting boxes/bags of books weighing up to 20kg.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	
Outside work	No	
Night Work	No	
Extreme heat	No	

Environmental Conditions		
	Exposure to:	Comments:
Extreme cold	No	
Humid or wet	No	
Noise	Yes	At peak times (3pm -6pm Monday - Friday) or story telling (11am-12pm: Tuesday-Friday)
Vibration	No	
Mechanical hazards	No	
Electrical hazards	No	
Risk of burns	No	
Radiant energy	No	
Poor ventilation	No	
Moving objects	Yes	When transporting items using conveyer belt.
Sharp tools	No	
Cluttered or slippery floors	Yes	Front door has tiles. Slippery when wet.
Elevated surfaces	No	
Lighting	Yes	
Exposure to fumes/odours/ dusts/mists/gases	No	
Exposure to biological hazards	No	

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Excellent visual perception is required to sort books. Library staff have large customer service and team work components of their roles therefore they require a high level of ability to communicate through vision, hearing and speech.
Hearing	Yes	
Speech	Yes	
Reading	Yes	Excellent reading and numerical ability is required to locate, sort and return books.
Writing	Yes	
Numerical ability	Yes	

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.