

Job Demand Analysis	
Placement/Job Title:	Stores
Division/Branch:	Infrastructure / Fleet and Depot Services
Date of Assessment:	8 November 2012
Assessment Completed By:	Human Resources Advisor 4 Stores Supervisor
Standard Hours:	Shift 1 - 6.30am to 3.30pm, 9 day fortnight. Shift 2 – 7.30am to 4:40pm, 9 day fortnight.
Variable Hours:	<input type="checkbox"/> Overtime <input type="checkbox"/> On Call <input checked="" type="checkbox"/> Call Outs
Breaks / Rest Periods:	30 minute lunch 15 minute morning tea
Environmental/Psychosocial Factors	
<p>The Store Coordinator and Officer primarily work indoors but may be required to source some materials stored outside.</p> <p>These positions have a large manual handling component. They order, receive and issue all Council supplied clothing, equipment and parts to Council employees therefore they may have customer complaints and are required deal with these in an effective and time efficient manner.</p> <p>May be called out for emergency situations. However, this is only required on an intermittent basis.</p>	
Job Descriptions	
<p>To provide effective services to all users of the Store by acquiring goods or services either through direct ordering or through holdings of inventory.</p> <p>Provide services to clients in accordance with Agreed Briefs signed with those clients. Please see corresponding position description for further information.</p>	

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Standing				X	The worker reported that he is on his feet for around 90% of the work day. This includes receiving and allocating stores.
Walking				X	
Sitting		X			Required for office duties such as placing orders.
Climbing ladders, stairs or scaffolding		X			Climbing a staircase ladder. However this is minimal as most stores are located within arms reach. A forklift is used to access higher stored items.

Physical Demands	Rarely 1-5%	Occasional 6-33%	Frequent 34-66%	Continuous 67-100%	Comments
Bending / Stooping			X		Required to lift items off pallets and to reach for parts positioned at lower levels. This will occur more frequently when doing the stocktake.
Squatting / Crouching		X			Required to lift items off pallets and to reach for items positioned at lower levels. Squatting and crouching may occur more regularly when doing stocktake.
Kneeling	X				Not required.
Reaching overhead		X			Required to reach items positioned higher. Repetitive overhead reaching may be required occasionally.
Reaching at waist level or below.				X	Required regularly throughout the day to handle stock and to work on the computer and to do paperwork.
Crawling	X				Not required.
Trunk Rotation	X				Required to pull something off the shelf and into the pallet.
Repetitive Forearm, hand and finger movement			X		Required to handle items. Also required for computer use and manual writing.
Manual dexterity and handling			X		Required to strap down items on the pallets, to do lifting and to do paperwork.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting and carrying	10kg	Frequent	Lifting required repetitively through all ranges between knee and overhead level. This may be required when reaching for tools and equipment. Carrying over distances of up to 50m.
	15-20kg	Occasional	Required to lift and handle heavier tools and supplies, usually positioned between knee and waist level. Carrying over distances of up to 50m.
	20-30kg	Rare	Required when moving heavy tools and supplies. A trolley, however, can usually be used. Lifting usually at waist level.
Pushing/ Pulling	Varied	Occasional	Required when moving the trolleys or when sliding parts onto the pallet.

Tools Used		
Tool:	Weight:	Comments:
Various hand tools	0.5-2kg	Used occasionally, may include hammer, tin snips, stanley knife, screw driver.

Ties	Not measured	Used to tie down pallets.
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Balance		
	Exposure to:	Comments:
Level ground	Yes	The worker usually works on level ground.
Uneven ground	No	Not applicable.
Unprotected heights or high levels	Yes	When working on ladders.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	Working in the store.
Outside work	Yes	Working outside to collect parts for water unit staff.
Night Work	Yes	Required in emergency situations.
Extreme heat	Yes	Rarely exposed to the weather elements.
Extreme cold	Yes	
Humid or wet	No	
Noise	Yes	Encounters noise from the forklift, vehicles and plant within the depot.
Vibration	No	Not applicable.
Mechanical hazards	Yes	Working around moving items such as the forklift.
Electrical hazards	No	Not applicable.
Risk of burns	No	
Radiant energy	No	
Poor ventilation	No	
Moving objects	No	
Sharp tools	Yes	Stanley knife used to cut boxes.
Cluttered or slippery floors	Yes	Cluttered floors on rare occasions when new stock is brought in.
Elevated surfaces	Yes	Working on ladders.
Lighting	N/A	Sufficient.
Exposure to fumes/odours/dusts/mists/gases	Yes	Exposure to dust and fuel fumes (stores located near fuel bowsers).
Exposure to biological hazards	Yes	Sharps disposal.

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Required by worker to locate parts.
Hearing	Yes	Required by worker to interact with other workers and supervisors.
Speech	Yes	
Reading	Yes	Required to do paperwork and stock take.
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.