

Sample Job Analysis: cont'd: Individual Tasks – mental health worker - community participation

Actions	Physical Demands	Frequency	Repetitions	Comments	Considerations for suitable duties
Driving – 60 to 120 minutes per day					
Standing/walking		Occasional	Frequent short distances depending on number of participants collected	To from premises to collect participant	
Operate vehicle	Sitting Bilateral gross hand grip Bilateral forward reach Unilateral ankle/knee flexion/extension Trunk twisting Neck rotation Fine hand manipulation to operate controls	Constant Constant Constant Frequent Occasional Frequent Occasional	Once or twice per shift	Depends on type of vehicle – vary from small automatic to 12 seater bus.	
Cleaning of work areas – 30 minutes per day					
Obtain cleaning products	Walking Squat or crouch/stoop Light lifting/carrying often unilateral	Constant Occasional Occasional	May be several times per shift	Dependent on storage location and support worker technique	Assist with bench height tasks only
Clean cupboard surfaces, benches, etc	Standing Light forward reach at waist level Light overhead reach Gross hand grip Light push/pull	Constant Frequent Occasional Frequent Frequent	May be several times per shift		
Clean floor surfaces	Walking Crouching/stooping Bilateral shoulder forward flexion/extension Trunk rotation Gross hand grip	Constant Frequent Frequent Occasional Frequent	May be several times per shift	Dependent on type of floor surface and suitability of equipment	
Administration – 30 – 60 minutes per day					

Actions	Physical Demands	Frequency	Repetitions	Comments	Considerations for suitable duties
Complete paperwork	Sitting Pinch and tripod grip Fine finger activities to operate computer	Constant Constant Constant	Generally at beginning or end of shift but may be intermittent during shift		
Community Activities – up to 4 hours per day					
Driving	As described above	As described above	As above	As described above	Able to restrict distance and add mirrors if required
Shopping – 60 – 120 minutes per day	Walking Gross hand grip Forward reach Reaching between ankle to above head level Bilateral light lifting up to 10kgs Pushing at waist level Stooping	Constant Constant Frequent Frequent Occasional Frequent Occasional	Breaks generally included	Participants may undertake some tasks such as pushing trolley or carrying purchases	Light items only
Sporting/exercise activities – 60 – 120 minutes per day	Sitting Standing(may be in water) Walking(may be in water) Running Shoulder rotation Unilateral or bilateral grip Climbing in and out of pool	Constant Frequent Constant Frequent Frequent Frequent Rare	Depending on activity may be varied or constant with only one client or several depending on restrictions etc	Dependent on particular activity undertaken and level of support or instruction required by participants and whether instructor provided.	Able to match activity to work restrictions or provide supervision only
Recreational activities such as cinema, club, dining out – up to approx. 2 hours per day	Sitting Walking Climbing stairs Carrying tray Bilateral fine finger actions	Constant Occasional Occasional Occasional Occasional	May be with a group or one on one depending on participant needs	Dependent on particular activity undertaken and level of involvement	Able to match activity to work restrictions or provide supervision only
Travel training/Geo coaching – 60 – 120 minutes per day	Sitting Walking Stair climbing Fine motor and reading skills	Frequent Frequent Occasional Occasional	Generally one on one with breaks	May involve participants using a GPS to find locations May involve use of public transport	

Actions	Physical Demands	Frequency	Repetitions	Comments	Considerations for suitable duties
Centre-based activities – up to 4 hrs per day					
Crafts – 60 – 120 minutes per day	Sitting Standing/walking Stooping Pinch and tripod grip Fine finger activities Reaching from shoulder to knee level Light lifting up to 5kgs	Rare Constant Frequent Frequent Frequent Occasional Occasional	Generally with a small group of up to 6 depending on participant needs and repeated throughout activity	Dependent on degree of instruction/assistance required	Generally light and able to get assistance with any task outside restrictions
Computer or literacy/numeracy training – 60 – 120 minutes per day	Sitting Standing/walking Stooping Pinch and tripod grip Fine finger activities	Rare Constant Frequent Frequent Frequent	Generally with a small group of up to 6 depending on participant needs and repeated throughout activity	Dependent on degree of instruction/assistance required	
Living skills e.g. food preparation – approximately 60 minutes per day	Sitting Standing/walking Stooping Pinch and tripod grip Fine finger activities Reaching from shoulder to knee level Light lifting up to 2kgs	Rare Constant Frequent Frequent Frequent Occasional Occasional	One on one or small group once a shift	Dependent on degree of instruction/assistance required	

Sample Job Analysis cont'd

Table 1. Physical demands – Strength Rating and Frequency of work

Frequency of work	Physical demand strength rating				
	Sedentary	Light	Medium	Heavy	Very heavy
Occasional	Up to 5kgs	Up to 9kgs	9-23kgs	23-45kgs	>45kgs
Frequent	Negligible	Up to 5kgs	5-11kgs	11-23kgs	>23kgs
Constant	0	Negligible	Up to 5kgs	5-9kgs	>9kgs
	Sitting most of the time; may involve walking or standing for brief periods.	(1) Standing/walking to a significant degree; or (2) sitting most of the time but entails pushing and/or pulling of arm or leg controls and/or (3) job requires working at a production rate pace entailing constant pushing and/or pulling of materials, even though the weight is negligible.	Standing/walking to a significant degree for all categories. Medium to Very heavy		

The strength factor rating refers to the force exerted to lift, carry, push, pull or otherwise move objects, including the human body.

Frequency of Work

Occasionally: Activity or condition exists to 1/3 of the time (0-33%)

Frequently: Activity or condition exists from 1/3 to 2/3 of the time (34-66%)

Constantly: Activity or condition exists 2/3 or more of the time (67-100%)

For convenience, the percentages, noted in brackets (), have been widely used in describing frequency of work.

Sample Job Analysis cont'd

adaptation / update

- You can add or omit information to tailor a job description within your organisation.
- You may even wish to attach some specific photographs.
- Ensure that the work attributes section that lists the frequency of activities is updated.
- The information on time spent per day and number of repetitions per day may need to be modified for your particular organisation.
- Work mechanics/ergonomics may change from time to time and from job to job, therefore the human factors sections (such as heights, reaches, rest breaks, safety gadgets etc.) may need regular updates.
- rehabilitation purposes
- Find and download the occupational description for the injured worker from the software, eg, a support worker's job description could be downloaded and printed.
- Ensure the task matches the duties performed or else modify the script accordingly prior to printing.
- Either fax or email this information to the treating medical practitioner.
- Identify suitable tasks from within the range of duties for the injured worker to commence work, with the agreement of the treating medical practitioner and, if involved, the rehabilitation provider.
- Agree on how to update/increase the injured worker's duties; or seek an occupational therapist's or physiotherapist's guidance to outline the duties program. If the worker is unable to undertake their pre-injury duties, you as an employer could offer alternative duties from within this job dictionary. This process ensures reduction in income maintenance costs and the development of secondary conditions.
- as a preventative tool for pre-employment assessments
- The assessing medical practitioner has an overview of general job demands and may be able to use it to establish suitable medical assessments. These are then used to determine a worker's suitability for the given job.
- A Functional Capacity Evaluation (FCE) could be conducted where tests could be modified to match with the required job demands. Objective measurements of the workers' capacities and limitations are compared with the physical demands of the job in question.
- Some employers may prefer to do a more specific task analysis prior to the development of a pre-employment assessment for their workplace.

Suitable duties “contact card” for employee to take to treating doctor

we provide
suitable duties
..... always

Front of card

Treating doctor - please call
[insert name]
ph: **[insert ph #]**
ANY TIME to discuss employee
return-to-work

Back of card