

Job Demand Analysis	
Placement/Job Title:	Cleaner
Division/Branch:	Organisational Performance/Property Assets
Date Of Assessment:	8 February 2013
Assessment Completed By:	Human Resources Advisor 4 Building Maintenance Supervisor
Standard Hours:	5:30am to 1.00pm, Monday to Friday Split Shift 10am to 1pm and 6:30pm to 9:30am
Variable Hours:	<input checked="" type="checkbox"/> Overtime <input type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks / Rest Periods:	30 minute break
Environmental/Psychosocial Factors	
<ul style="list-style-type: none"> • Floor surfaces are generally carpeted in the office environments, tiled or linoleum in the bathroom areas and the kitchen flooring is linoleum/tiled. • The work environment is changeable as the Cleaner works at different council sites. These sites include the Civic Administration Building, Library, Visitor Information Centre, Childcare facilities, Water and Sewer Plants, Hawthorne Street Depot, Airport. • Cleaners work mostly indoors, they are required to travel between work sites. • Shifts for cleaners can vary with most jobs being completed early morning or late at night when there are few or no other people around. Some cleaners also work on a split shift working in the mornings and again at night after venues have been closed. • Cleaners mostly work autonomously and are often isolated. 	
Job Descriptions	
<p>This position is responsible for providing the cleaning and caretaking functions of the Civic Administration building and other designated locations.</p> <p>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	Stands in static positions for short periods of time. Most tasks performed when standing involve dynamic weight shifting and stepping.
Walking				X	Intermittent or continuous walking ongoing to different tasks. Intervals vary. Walks on varied surfaces throughout

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					the work shift.
Sitting	X				Occasional on short breaks but usually between jobs sites.
Bending/ Stooping			X		May occur when cleaning over/ around / under furniture, surfaces and counters. Intermittent but regular bending occurs when emptying rubbish bins, vacuuming, mopping.
Squatting/ Crouching		X			Cleaning lower levels including bathrooms, toilets, vacuuming, skirting boards. May kneel or bend alternatively.
Kneeling		X			To clean very low surfaces e.g. around the back of an S bend in the toilet.
Reaching overhead	X				To clean high cupboards and doorway frames.
Reaching waist level/below waist level				X	Most tasks require forward reaching; constantly to 45-60 degrees, or frequently to 90 degrees for wet and dry dusting and polishing.
Trunk Rotation		X			May twist when mopping, sweeping, vacuuming, cleaning under surfaces, furniture or toilets. Some areas may have restricted space and may require twisting, however may also be subject to individual practice.
Repetitive forearm, hand and finger movements				X	For cleaning actions such as dusting, polishing, vacuuming, sweeping and mopping.
Manual dexterity and handling				X	Multiple tasks – grip mop, broom and vacuum handles, door knobs, cloths etc. Unilateral pincer grip occurs with the use of trigger containers.

Manual Handling			
	Weight:	Frequency:	Comments:
Lifting	1-15kg	Occasional	<u>Floor to waist/shoulder</u>

			<ul style="list-style-type: none"> • Bucket 1/3 filled with water and cleaning agent for mopping. • Light items from storage/worksite floor. • Small waste paper bins/bigger rubbish bins. • Vacuum pack. <p><u>Waist to waist</u></p> <ul style="list-style-type: none"> • Cleaning equipment from bench to trolley for heavier chemicals/ cleaning agents. <p><u>Waist to shoulder</u></p> <ul style="list-style-type: none"> • Accessing cleaning supplies from shelving. <p><u>Overhead</u></p> <ul style="list-style-type: none"> • Never required. <p>Medium physical demand category.</p>
Carrying	Up to 10kg	Constant	<ul style="list-style-type: none"> • Carrying vacuum pack on back. • Bilateral handling required for most job tasks. • Full rubbish bags over a 10m distance. • Buckets • Cleaning supplies. <p>Medium physical demand category.</p>
Pushing/Pulling	Varies, usually light.	Frequent	<p>Required to push and pull:</p> <ul style="list-style-type: none"> • Cleaning trolley when available for use. • Vacuum, sweep, brush and mop. • Furniture to clean under / behind it. • To open / close doors. • Cloths across surfaces. <p>Medium physical demand category.</p>

Tools Used

Tool:	Weight:	Comments:
Buckets	5-8kg	Up to 5kg-8kg dependent on water level required.

Tools Used

Tool:	Weight:	Comments:
Brooms	3-4kg	Can vary with different types of sweeping brushes available at various sites.
Vacuum backpack	7kg	Lifted onto back, usually using a two handed motion. This procedure involves rotation of the spine. The pull of the backpack straps over the shoulders could place strain on the neck and shoulders when carried for prolonged periods, especially when associated with looking down.
Dust pans		Nil.
Mops	2-4kg	Nil.
Cloths	<100 g	Nil.
Cleaning products	Between 500ml-5L	Variable up to 5L.

Balance

	Exposure to:	Comments:
Level ground	Yes	Nil.
Uneven ground	No	Nil.
Unprotected high levels	No	Nil.

Environmental Conditions

	Exposure to:	Comments:
Inside work	Yes	Offices, hallways, corridors, toilets.
Outside work	Yes	Airport cleaning windows
Night Work	Yes	Required to clean at venues after they are closed for the day. The latest shift finishes around 10pm.
Extreme heat	No	Nil.
Extreme cold	No	Nil.
Humid or wet	Yes	When mopping is required.
Noise	No	Nil.
Vibration	Yes	From floor polisher.
Mechanical hazards	No	Nil.
Electrical hazards	No	Nil.
Risk of burns	No	Nil.
Radiant energy	No	Nil.
Poor ventilation	No	Nil.
Moving objects	No	Nil.
Sharp tools	No	Nil.
Cluttered or slippery floors	Yes	When cleaning cluttered spaces; mopping floors.
Elevated surfaces	No	Nil.
Lighting	Yes	When working early morning or night shifts employees are walking in the dark from car to

Environmental Conditions

	Exposure to:	Comments:
		venue.
Exposure to fumes/odours/ dusts/mists/gases	Yes	Cleaning bathrooms. Cleaning chemicals.
Exposure to biological hazards	Yes	Sharps and raw sewage

Sensory/Communication

	Required:	Comments:
Vision	Yes	The ability to see details at close range (within a metre of the observer).
Hearing	Yes	Receive instruction. Work Health Safety requirements.
Speech	Yes	Talking to others to convey information effectively.
Reading	Yes	Understanding written sentences and paragraphs in work related documents.
Writing	Yes	Communicating effectively in writing.
Numerical ability	No	Nil.

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.