

Job Demand Analysis

Placement/Job Title:	Safety and Risk Business Partner
Division/Branch:	Executive Services / People, Culture and Safety
Date of Assessment:	08 April 2019
Assessment completed by:	Safety and Risk Team Leader People and Culture Advisor
Standard Hours:	7:00am – 5:00pm, Monday to Friday
Variable Hours:	<input type="checkbox"/> Overtime <input checked="" type="checkbox"/> On Call <input type="checkbox"/> Call Outs
Breaks / Rest Periods:	1 hour lunch

Environmental/Psychosocial Factors

The Safety and Risk Business Partner is based at the Central Administration Building (either Dubbo or Wellington) and:

- Approximately 50% of work tasks are performed within an office environment. This includes report writing, policy and procedure reviews, safety management system administration, and other duties as required by the position.
- Approximately 50% of tasks are performed onsite. This includes inspections to assist with the safety and risk compliance activities and conducting site audits. This may be conducted across the diverse range of service delivery areas for Dubbo Regional Council.
- Are 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. Snakes, spiders and other vermin may also be present in the vicinity of the work area.
- May be required to be called out for night work or emergency situations. However, this is only required on an intermittent basis.
- Are required to undertake conflict resolution within their teams promoting and maintaining team harmony. And are also required to communicate with other operational Branches and Divisions within Council and external stakeholders as required.
- Is required to make a determination as prescribed by the relevant legislation.
- Is required to work autonomously.
- Is governed by Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulation 2017 (NSW), Local Government Act 1993, related Codes of Practice, and Council Policies and Procedures.

Job Descriptions

This position is responsible for all matters pertaining to the inspection and assessment of all classes of construction, and the investigation of a variety of complaints.

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		Standing is required onsite when performing inspections.
Walking			X		Frequent walking is required onsite to inspect all aspects of the submission. Large paces are required to count out measurements.
Sitting				X	Sustained sitting is required at the workstation and when driving to/from sites.
Climbing ladders, stairs or scaffolding			X		Climbing stairs is required to enter/exit the Central Administration Building. May be required to climb a ladder on site, access trenches or scaffolding as needed.
Bending / Stooping		X			Bending and stooping is required for some inspections. This physical demand is not required to be performed on a repetitive basis or sustained over an extended timeframe.
Squatting / Crouching		X			Squatting and crouching is required when conducting some inspections. This physical demand is not required to be performed on a repetitive basis or sustained over an extended timeframe.
Kneeling		X			Squatting and crouching is required when conducting some inspections. This physical demand is not required to be performed on a repetitive basis or sustained over an extended timeframe.
Reaching overhead	X				Reaching overhead is occasionally required during emergencies, site audits or inspections.
Reaching at waist level or below.			X		Forward reaching is required when driving and when performing onsite inspections. Forward reaching is required to be sustained over an extended timeframe.
Crawling	X				Very infrequently required.
Trunk Rotation		X			Cervical spinal rotation is required to refer to hard documentation at the workstation and when driving.
Repetitive Forearm, hand and finger movement		X			Gross motor movements of the upper limbs are required when operating a vehicle.
Manual dexterity and handling				X	Manual dexterity is constantly required to perform computer based tasks and also to grasp the pen and clipboard or use a digital tablet (e.g. iPad) when performing field audits.

Hazardous Manual Tasks			
	Weight:	Frequency:	Comments:
Lifting	=/<5kg	Frequent	Lifting of items of 5kg and below occurs frequently. Lifting occurs from waist to waist level. Postures are symmetrical and neutral when lifting.
	>5kg	Rarely required	The Safety and Risk Business Partner is not required to lift greater than 5kg.
Carrying	=/<5kg	Frequent	Is required to carry folders with plans of various sizes and inspection tick flick form around site. May also require clipboard, pen and digital tablet
	>5kg	Rarely required	The Safety and Risk Business Partner is not required to carry greater than 5kg.
Pushing and pulling		Rarely required	Horizontal pushing and pulling is required to drive a vehicle.
The role of the Safety and Risk Business Partner predominantly meets the requirements of the Sedentary work physical demands category.			

Tools Used		
Tool:	Weight:	Comments:
A variety of hand tools may be used on occasion:	Usually less than 2kg	These are operated using the hands. They usually weigh less than 2kg and may involve repetitive upper extremity movements.
Tape Measure		
Level		
Camera / Tablet		

Balance		
	Exposure to:	Comments:
Level ground	Yes	When performing office based tasks.
Uneven ground	Yes	When performing onsite inspections.
Unprotected heights or high levels	Yes	Work at Heights protection will be in place for any work involving heights based tasks.

Environmental Conditions		
	Exposure to:	Comments:
Inside work	Yes	When working in the office
Outside work	Yes	When working onsite.
Night Work	Yes	Occasionally
Extreme heat	Yes	Exposure to weather elements when performing onsite inspections.
Extreme cold	Yes	
Humid or wet	Yes	
Noise	Yes	When working onsite and exposed to noise from machinery.
Vibration	Yes	When driving to/from site visits.
Mechanical hazards	Yes	Exposure to moving parts and heavy parts.
Electrical hazards	Yes	When working on site.
Risk of burns	No	NA
Radiant energy	Yes	Sun exposure when working onsite.
Poor ventilation	No	NA
Moving objects	Yes	Encounters moving parts on a regular basis when working onsite
Sharp tools	No	NA
Cluttered or slippery floors	Yes	May be encountered in the office or onsite.
Elevated surfaces	Yes	May be encountered at worksites

Environmental Conditions		
	Exposure to:	Comments:
Lighting	No	Lighting is usually sufficient but is not always sufficient on a dull day.
Exposure to fumes/odours/ dusts/mists/ gases	Yes	When onsite and working around machinery.
Exposure to biological hazards	Yes	Sharps

Sensory/Communication		
	Required:	Comments:
Vision	Yes	Vision is required when performing computer based and administrative duties. Vision is also required when driving to/from site and when performing inspections
Hearing	Yes	General liaison with colleagues, management, tradespersons and the public stakeholders is required and the worker also needs to be aware of surrounding traffic, plant and equipment when on site.
Speech	Yes	General liaison with colleagues, management, tradespersons and the public stakeholders is required.
Reading	Yes	Completion of paperwork as required.
Writing	Yes	Completion of paperwork as required.
Numerical ability	Yes	Used for reporting purposes.

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 2019.