

## JOB SKILLS PROFILE

The objective of this Job Skills Profile is to identify and quantify the training, certifications, procedural and physical attributes required by an individual to complete the tasks as defined in the job position description

<b>Job Position</b>	<b>Environmental Health Officer</b>	<b>Department/Work Group</b>	<b>Regulatory Services</b>
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### Position Requirements

<b>Prescribed Positions &amp; Medical Requirements</b>										*refer to screening procedure for prescribed positions	
Vaccinations Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HepA <input checked="" type="checkbox"/> HepB <input checked="" type="checkbox"/> HepC <input checked="" type="checkbox"/> Tet <input checked="" type="checkbox"/>					* Police Checks Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Aged Care <input type="checkbox"/> Children <input type="checkbox"/> Vulnerable People <input type="checkbox"/> Disability <input type="checkbox"/>						
Mandated Notifiers	<input checked="" type="checkbox"/>	Mandatory Reporting	<input type="checkbox"/>	Regular Contact	<input type="checkbox"/>	Abuse/Neglect	<input type="checkbox"/>	Close Proximity	<input type="checkbox"/>		<input type="checkbox"/>
* Fit For Duty Medical	<input checked="" type="checkbox"/>	Audiometric Test	<input checked="" type="checkbox"/>	Skin Checks	<input checked="" type="checkbox"/>	Respirator Use	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

<b>WHS Training</b>											
Corporate WHS Induction	<input checked="" type="checkbox"/>	Workplace WHS Induction	<input checked="" type="checkbox"/>	First Aid	<input type="checkbox"/>	Low Voltage Rescue	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	Manual Materials Handling	<input checked="" type="checkbox"/>
Construction Induction (White Card)	<input type="checkbox"/>	WHS Rep Level 1	<input type="checkbox"/>	WHS Rep Level 2	<input type="checkbox"/>	WHS Rep Level 3	<input type="checkbox"/>	Work at Height	<input type="checkbox"/>	Confined Spaces	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

<b>WHS Licences &amp; Certifications</b>														
High Risk Licence Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> SB <input type="checkbox"/> DG <input type="checkbox"/> WP <input type="checkbox"/> LF <input type="checkbox"/>				Cert 3/4 Civil		<input type="checkbox"/>	Cert 3/4 Horticulture		<input type="checkbox"/>	Cert 3/4 Arborist		<input type="checkbox"/>	Work Zone Traffic Mgt	<input type="checkbox"/>
Drivers Licence Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> C <input checked="" type="checkbox"/> LR <input type="checkbox"/> MR <input type="checkbox"/> HR <input type="checkbox"/> HC <input type="checkbox"/> MC <input type="checkbox"/>				Electrical Registration		<input type="checkbox"/>	Playground Assessment		<input type="checkbox"/>	Chainsaw Operation		<input type="checkbox"/>	Ride on Mower	<input type="checkbox"/>
	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	

<b>WHS Procedures (*No One Pager)</b>											
*Aggression, Threats from Public	<input checked="" type="checkbox"/>	Corrective & Preventative Action	<input checked="" type="checkbox"/>	First Aid	<input checked="" type="checkbox"/>	Hot Work	<input checked="" type="checkbox"/>	Planning & Program Develop	<input type="checkbox"/>	UV & Inclement Weather	<input checked="" type="checkbox"/>
Asbestos Management	<input checked="" type="checkbox"/>	Document Management	<input checked="" type="checkbox"/>	Hazard Management	<input checked="" type="checkbox"/>	Incident Investigation & Reporting	<input checked="" type="checkbox"/>	Plant Management	<input type="checkbox"/>	Workplace Inspections	<input checked="" type="checkbox"/>
Communicate & Consult	<input checked="" type="checkbox"/>	Electrical Safety	<input type="checkbox"/>	Hazardous Chemical	<input type="checkbox"/>	Induction & Training	<input type="checkbox"/>	Prevention of Falls	<input type="checkbox"/>	Workzone Traffic	<input type="checkbox"/>
Confined Spaces	<input type="checkbox"/>	Emergency Management	<input checked="" type="checkbox"/>	*Hazardous Manual Tasks	<input checked="" type="checkbox"/>	Internal Audit	<input type="checkbox"/>	Remote & Isolated Work	<input type="checkbox"/>		<input type="checkbox"/>
Contractor Management	<input type="checkbox"/>	Excavation & Trenching	<input type="checkbox"/>	Hazardous Tasks	<input type="checkbox"/>	Isolation Lock/Tag Out	<input type="checkbox"/>	*Return to Work	<input checked="" type="checkbox"/>		<input type="checkbox"/>

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Physical Attributes		Frequency of Work				
Never	Zero					
Infrequent	Between 1 and 20 minutes per day	Never	Infrequent	Occasional	Frequent	Constant
Occasional	20 minutes to 2.5 hours per day or up to 32 repetitions per day					
Frequent	2.5 to 5 hours per day or 33-200 repetitions per day					
Constant	More than 5 hours per day or over 200 repetitions per day					
1.	Sits at a desk or work station performing written or keyboard tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	Performs complex data entry tasks e.g. Spreadsheets, database or statistical analysis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	Is required to reach arms above shoulder.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is required to use an extended forward reach.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Performs tasks that require good hand eye co-ordination.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	Stands at work bench undertaking tasks.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Is required to perform repetitive movements of the upper limbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is required to push/pull wheeled objects a distance.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Is required to use lifting/pushing/pulling forces, to a maximum force of 15-20 kg	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Is required to lift/lower objects. Maximum Weight of object 25 kg (unloading vehicle etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Walks distances, possibly with load: Indicate maximum weight of object carried: 5 kg.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is required to climb/use steps/step ladders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Is required to drive vehicles and or plant.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14.	Is required to get in/out of vehicles and plant using standard 3 points of contact.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
15.	Is required to perform tasks below waist level (e.g.: repairing equipment, vehicle plant maintenance, retrieving items from shelving assisting)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Is required to work in positions where the spine is rotated (e.g. reaching to either side of the body when loading/unloading)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Performs tasks that require fine motor movement of fingers and hands.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Is required to operate hand tools.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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19. May be exposed to dusts, vapours, mists etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Uses feet to operate a device (e.g.: use an emergency stop switch, applying controls in vehicles/plant)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Works with Chemicals, solvents, paints, fuels etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. May be required to wear Personal Protective Equipment (PPE)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. May be required to wear personal Respiratory Protective Equipment (RPE)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. May be exposed to noise (e.g. working with power tools, using lawn mowers)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. May be exposed to vibration.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. May be exposed to thermal extremes (e.g.: required to work outdoors in summer when temperature is very high)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Exposed to Biological Material.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
28. Exposed to animals.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is able to regulate own workload & frequency of tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
30. A reasonable level of fitness is required	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31. Other tasks: (please list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.					

## JOB SKILLS PROFILE

<b>Training to be completed:</b>			
<b>Title:</b> (eg: High Risk License)	<b>Scheduled date:</b> (eg: 1/7/2017)	<b>Completed date:</b> (eg: 1/7/2017)	<b>Signature:</b> (manager)

### Related Documents

- WHS Policy
- WHS Administration Policy
- WHS Induction & Training Procedure

### Person Completing Job Skills Gap Analysis

Name:	Sign:	Date:
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### Worker Acknowledgement

Name:	Sign:	Date:
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### Training needs have been recorded in the employees Tech One profile (P&C to complete)

Name:	Sign:	Date:
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### All training has been completed and recorded in the employee's Tech One profile (P&C to complete)

Name:	Sign:	Date:
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