

## 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

Job Position	Administration	Department/Work Group	Civic Centre
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### Position Requirements

**Prescribed Positions & Medical Requirements** \* refer to screening procedure for prescribed positions

Vaccinations Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>					* Police Checks Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>					
HepA <input type="checkbox"/> HepB <input type="checkbox"/> HepC <input type="checkbox"/> Tet <input type="checkbox"/>					Aged Care <input type="checkbox"/> Children <input type="checkbox"/> Vulnerable People <input type="checkbox"/> Disability <input type="checkbox"/>					
Mandated Notifiers	<input 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 type="checkbox"/>	Skin Checks	<input 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"/>

### WHS Training

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"/>

### WHS Licences & Certifications

High Risk Licence Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>				Cert 3/4	<input type="checkbox"/>	Cert 3/4	<input type="checkbox"/>	Cert 3/4	<input type="checkbox"/>	Work Zone Traffic Mgt	<input type="checkbox"/>
SB <input type="checkbox"/> DG <input type="checkbox"/> WP <input type="checkbox"/> LF <input type="checkbox"/>				Civil		Horticulture		Arborist			
Drivers Licence Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>				Electrical Registration	<input type="checkbox"/>	Playground Assessment	<input type="checkbox"/>	Chainsaw Operation	<input type="checkbox"/>	Ride on Mower	<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"/>											
	<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"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

### WHS Procedures (\*No One Pager)

*Aggression, Threats from Public	<input checked="" type="checkbox"/>	Corrective & Preventative Action	<input checked="" type="checkbox"/>	First Aid	<input checked="" type="checkbox"/>	Hot Work	<input type="checkbox"/>	Planning & Program Develop	<input type="checkbox"/>	UV & Inclement Weather	<input checked="" type="checkbox"/>
Asbestos Management	<input 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 checked="" type="checkbox"/>	Hazardous Chemical	<input type="checkbox"/>	Induction & Training	<input checked="" 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 checked="" type="checkbox"/>	Isolation Lock/Tag Out	<input type="checkbox"/>	*Return to Work	<input checked="" type="checkbox"/>		<input type="checkbox"/>

### JOB SKILLS PROFILE

Physical Attributes		Frequency of Work				
Never	Zero	Never	Infrequent	Occasional	Frequent	Constant
Infrequent	Between 1 and 20 minutes per day					
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 type="checkbox"/>	<input checked="" type="checkbox"/>
2. Performs complex data entry, emailing and typing tasks e.g. Spreadsheets, database, or statistical analysis.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Is required to reach arms above shoulder.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Is required to use an extended forward reach.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Performs tasks that require good hand eye co-ordination.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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, maximum force of 10 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 12.5 kg (lifting paper boxes 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: 5kg.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Is required to climb/use steps/step ladders		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is required to drive vehicles and or plant.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Is required to operate powered hand tools.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Job Skills Profile Form V1 Issued on 1/2/2016 Review Date 1/2/2020		Electronic version on the Intranet is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.				Page 2 of 4

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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Works with hazardous chemicals, solvents, paints, fuels etc.	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Exposed to Biological Material.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Exposed to animals.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is able to regulate own workload & frequency of task	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Other tasks: (please list)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	<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"/>

## JOB SKILLS PROFILE

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