

TASK ANALYSIS	CRITICAL PHYSICAL DEMANDS	CRITICAL COGNITIVE/ PSYCHOSOCIAL DEMANDS	ENVIRONMENT/ EQUIPMENT
<p><b>1. Rostering and staffing</b></p> <ul style="list-style-type: none"> <li>Analyse and assess staffing requirements</li> <li>Prepare and review rosters and monitor staff levels</li> <li>Train and mentor new staff</li> </ul> <p><b>2. Pre-start/hand over</b></p> <ul style="list-style-type: none"> <li>Conduct pre-start checks</li> <li>Carry out and record handover/takeover briefings</li> <li>Maintain vehicle at a high standard of readiness</li> </ul> <p><b>3. Gatehouse/control room</b></p> <ul style="list-style-type: none"> <li>Monitor computer alarm and closed circuit television systems</li> <li>Communicate by radio with mobile units</li> <li>Validate all site/authorised visitors, issue passes, give directions</li> <li>Record details of all vehicles and persons entering site</li> <li>Issue personal protective equipment where required</li> <li>Maintain and issue keys</li> <li>Maintain a clean and tidy environment</li> </ul> <p><b>4. Patrol areas</b></p> <ul style="list-style-type: none"> <li>Conduct foot and vehicular patrols</li> <li>Check doors, gates and windows for signs of unauthorised entry</li> <li>Record times of inspections</li> <li>Check alarm systems and respond to alarms</li> <li>Report serviceability of plant and equipment</li> </ul> <p><b>5. Surveillance</b></p> <ul style="list-style-type: none"> <li>Provide continuous surveillance and watch for irregularities</li> <li>Report incidents or problems to the appropriate authority</li> </ul> <p><b>6. Emergency response and crowd control</b></p> <ul style="list-style-type: none"> <li>Immediately respond to and report emergency telephone calls</li> <li>Provide rapid foot or vehicular assistance</li> <li>Liaise with local emergency services as required</li> <li>Respond to antisocial behavioural problems and action in accordance with site requirements, directions and policies</li> </ul> <p><b>7. Security service</b></p> <ul style="list-style-type: none"> <li>Provide assistance to the public and clients</li> <li>Observe and report suspects to police, or apprehend offenders when appropriate and detain them until police arrive</li> <li>Detect and report fraud, shoplifting and other unlawful acts of employees or patrons</li> </ul> <p><b>8. Develop and update knowledge and follow company procedures</b></p> <ul style="list-style-type: none"> <li>Participate in internal training opportunities</li> <li>Update skills, knowledge, qualifications and licenses</li> <li>Adhere to health, safety and security procedures</li> <li>Adhere to personal hygiene standards</li> </ul>	<p><b>Material handling</b></p> <ul style="list-style-type: none"> <li><b>Lifting:</b> Frequent up to 3kg; Intermittent up to 15kg</li> <li><b>Carrying:</b> Occasional less than 10m; Rare more than 10m</li> </ul> <p><b>People handling</b></p> <ul style="list-style-type: none"> <li><b>Restraint:</b> Restraint of people (Medirest only)</li> <li><b>Manual handling:</b> Manual handling of people (Medirest only)</li> </ul> <p><b>Mobility</b></p> <ul style="list-style-type: none"> <li><b>Walking:</b> Short distances on even surfaces and uneven surfaces (e.g. patrols)</li> <li><b>Running:</b> When in pursuit</li> <li><b>Standing:</b> Dynamic standing</li> <li><b>Sitting:</b> Less than 1 hour; Occasionally longer than 1 hour</li> </ul> <p><b>Posture – Upper limbs</b></p> <ul style="list-style-type: none"> <li><b>Reaching:</b> Close to body, away from body and above shoulder</li> </ul> <p><b>Hand activity</b></p> <ul style="list-style-type: none"> <li><b>Grasp:</b> Gross power and prehension</li> <li><b>Hand dexterity:</b> Workstation use - keyboard use</li> </ul> <p><b>Posture – Lower limbs</b></p> <ul style="list-style-type: none"> <li><b>Squatting/crouching/kneeling:</b> As required (e.g. restraint)</li> </ul> <p><b>Other demands</b></p> <ul style="list-style-type: none"> <li><b>Driving:</b> Occasional to frequent</li> <li><b>Climbing:</b> Stairs and ladders</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate the work of others</li> <li>Coaching and developing others</li> <li>Guiding, directing and motivating peers and frontline staff</li> <li>Maintain personal presentation standards</li> <li>Ability to work in a team</li> <li>Strong verbal and numerical reasoning</li> <li>Strong problem solving and decision making skills</li> <li>Capacity to influence others</li> <li>Ability to communication with senior management, peers, and front line staff</li> <li>Ability to communicate with clients and customers</li> <li>Establishing and maintaining interpersonal relationships</li> <li>Providing consultation and advice to others</li> <li>Resolving conflicts and negotiating with others</li> <li>May be exposed to aggressive customers</li> <li>Ability to respond to emergency situations</li> <li>May be exposed to the moral remains of deceased persons</li> </ul>	<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Office and site based work</li> <li>May drive a variety of vehicles</li> <li>May fly in aircraft</li> <li>Possible travel to remote locations</li> <li>Possible exposure to extreme heat</li> <li>Possible exposure to chemicals and irritants (for example; nickel, cleaning products, etc.)</li> <li>Roster as per site requirements</li> </ul> <p><b>Equipment</b></p> <ul style="list-style-type: none"> <li>Ergonomic chairs/workstations</li> <li>Use of computers and ancillary equipment</li> <li>Use of telephone (landline and mobile)</li> <li>Use of CB radio/communications equipment</li> <li>Use of CCTV</li> <li>May operate vehicles (usually cares, utes, vans, etc.)</li> <li>May be required to carry weapons where appropriately licenced</li> </ul>