

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