

BUILDING SURVEYOR / INSPECTOR



VERSION:	V1 – 28.10.24
DEPARTMENT:	Municipal Building Surveyor
PREPARED BY:	Megan Hansson – Health & Safety Officer Alissa Hodgson – Senior Health & Safety Officer Erin Mason – Injury Management Advisor Dominic Cerreto – Deputy Municipal Building Surveyor Jim Ploumis – Senior Building Surveyor
WORK SCHEDULE:	Days Per Week - Monday - Sunday (Full time/Part time) 24/7 call out required (2x week blocks shared amongst team of 4) Hours/Day - 8 Breaks - 30-minute lunch break
TYPICAL SHIFT TIMES:	8:30am-5pm. On call 24/7 at all times. Breaks - 30-minute lunch break
LOCATION/S ANALYSIS UNDERTAKEN:	Kingston City Council - 1230 Nepean Highway, CHELTENHAM Victoria 3192

Organisation specified objectives of this analysis	Functional Task Analysis Pre-Employment Functional Screening Assessment Creation
Task Modifications Available - Physical	Assistance from colleagues Load reduction Lighter duties (e.g. administration tasks/paperwork) Increased breaks Possibility to remove from site inspections
Task Modifications Available – Cognitive	Ability to work independently Ability to work in teams Ability to defer decision until can receive additional support (managerial, emergency services)
Task Modifications Available Environmental	Ability to rotate work within facility (multidisciplined team) Ability to change tasks depending on environment (often need to attend various environments under the legislative act)
Most prevalent workplace injuries:	Scratches, cuts, abrasions, or contusions Strains & sprains Mental health: confronted with grief and abuse from challenging members of the public Fatigue/burnout from received abuse from members of the public Refer to Occupational Health and Safety Manager for relevant reports.
Most prevalent workplace injury incidents/tasks:	Uneven terrain injuries Unstable worksites Mental health issues and fatigue from working with confronting members of the public Refer to Occupational Health and Safety Manager for relevant reports.
Description and primary purpose of role:	The Municipal Building Surveyor Department supports the Municipal Building Surveyor in performing statutory duties as outlined in the Building Act 1993, Building Regulations 2018, and other applicable legislation.

ENVIRONMENTAL FACTORS	Description
Environment	Combination indoors and outside (split 45/10/45). Indoor/Temperature controlled Outdoors: challenges: • Significant weather (e.g. rain, wind, heat, humidity, storms), • Contaminated spaces e.g. Asbestos • Poor lighting navigating through unpredictable terrain Squatters, drug/alcohol, homeless environments. Refrigerated temperatures (e.g. cool rooms) Hot or heated environment (e.g. burning house). Factory (ventilation)
Noise (e.g could not hear a person talking from 1 metre away/unable to concentrate on task)	Working in factories, Fire alarms, Sirens, Working with large groups, Hoses, Pumps, Generators, Machinery and tools in operation (industrial & commercial), Small farming
Vibration	Industrial sites, Building sites, Heavy vehicles
Immunisation recommended	Tetanus, Flu Vaccination, Hepatitis A, Hepatitis B
Personal Protective Equipment	P2/P3 masks, Full face respirators, Eye protection goggles/glasses, Harnessed hard hat, Gloves (riggers, surgical), Ear protections (plugs), Safety boots (steel cap), Hi Vis, Heavy duty uniform, Torches, Wet weather gear, Sunscreen Disposable overalls, Insect repellent
Machinery/Tools	Bollards, Para webbing, Star pegs, Council vehicle (shared cars – equipment in and out constantly), Cones, Trolley, Tool box, Ladder, Hand held tools, Laptops, Torches, Artificial lighting, Laser tape measurements, Caution & packing tape, Tape dispenser, Camera, Phones, Duffle bag, Counter weights
Uneven Terrain	Navigating around building sites or damaged buildings. Deep excavations. Unpredictable terrain. Dense vegetation
Wet/Slippery	Working during all-weather events

PACE Ratings:

Slow Pace Medium Fast Pace Self Paced Externally Paced

Manual Handling Physical Demand Rating Classification Guide:

Physical Demand Rating	Tick	Weight/Force Exerted to push or pull items.	Weight Lifted or carried
Sedentary		Exerting less than 4.5 kg of force occasionally, negligible force to push objects needed to push or pull objects.	>4.5 kg occasionally, 1-3 kilograms frequently to lift or carry objects.
Light		Exerting up to 9 kilograms occasionally and 4.5 kilograms frequently or negligible amounts of force constantly to push or pull objects.	Exerting 4.5-9 kg occasionally, 3-4.5kilograms frequently to lift or carry objects.
Medium	✓	Exerting up to 9-23 kilograms occasionally and or 4.5-11 kilograms frequently or 4.5kg force constantly to push or pull objects.	>9-15 kg occasionally, 4.5 -11kg frequently to lift or carry objects.
Heavy		Exerting up to 23-45 kilograms occasionally and or 11-23 kilograms frequently or 4.5kg force constantly to push or pull objects.	>15-20 kg occasionally, 11-16kg frequently to lift or carry objects.
Very Heavy		Exerting up to >45 kilograms occasionally and or >23 kilograms frequently or 9kg force constantly to push or pull objects.	20kg+ occasionally, 16+ kg frequently to lift or carry objects

Cardiovascular Physical Demand Rating Classification Guide:

Physical Demand Rating	Tick	Cardiovascular Demand
Sedentary		A role predominantly involving sitting with occasional standing and walking. Low level force and slow movements required occasionally. Heart Rate <40% maximal Heart Rate or 4/10 effort
Light	✓	A role involving frequent standing or walking with occasional bouts of sitting. Physical tasks in this role are light in nature, completed at a slow pace and could be sustained throughout the working day without noticeable increase in breathing rate or levels of exertion. Heart Rate 40-55% maximal Heart Rate or 4-5.5/10 effort
Medium		A role involving frequent to constant walking and standing with occasional bouts of sitting. Some physical tasks in the role are light to moderate in nature, completed at a moderate pace and could not be sustained for periods of greater than 20 minutes at a time, the participant will have a noticeable increase in breathing and exertion rate but is still able to say a sentence before requiring to take a breath. Heart Rate 55-70% maximal Heart Rate or 5.5-7/10 effort
Heavy		A role involving frequent to constant walking and standing with rare bouts of sitting. Most physical tasks in the role are moderate to heavy in nature, completed at a moderate to fast pace and could not be sustained for periods of greater than 10 minutes at a time, the participant will have a noticeable increase in breathing and exertion rate and will require to take a breath every few words. Heart Rate 70-90% maximal Heart Rate or 7-9/10 effort
Very Heavy		A role involving frequent to constant walking and standing with rare bouts of sitting. Most physical tasks in the role are heavy in nature, completed at a fast pace and could not be sustained for periods of greater than 5 minutes at a time, the participant will have a noticeable increase in breathing and exertion rate and will be puffing and panting. The heavy work may be interspersed with short periods of rest. Heart Rate >70% maximal Heart Rate or 9+/10 effort

HEALTH MONITORING CONSIDERATIONS

CRITERIA	YES / NO
Exposure to hazardous noise	YES
Exposure to manual handling as part of normal activities	YES
Exposure to hazardous chemicals	YES
Exposure to hazardous manual handling	YES
Exposure to biological waste	YES

HAZARDOUS MANUAL HANDLING

MANUAL HANDLING TASKS ARE ASSESSED IN ACCORDANCE WITH THE WORKSAFE VICTORIA COMPLIANCE CODE: HAZARDOUS MANUAL HANDLING. USE THIS CHECKLIST TO IDENTIFY IF A MANUAL HANDLING TASK IS CONSIDERED AS HAZARDOUS. IF ANY BOXES ARE SELECTED, THE TASK INVOLVES HAZARDOUS MANUAL HANDLING.

Work/Task	Repetitive or sustained application of force	Sustained awkward posture	Repetitive movement	Application of high force	Exposure to sustained vibration	Handling of live people or animals	Unstable or unbalanced loads or loads that are difficult to grasp or hold	For known risks are suitable control measures available now?	If yes, provide details
Loading/unloading vehicle with tools and equipment such as Laptop, backpack, toolbox, ladder, bollards and counter weights.		Yes	Yes					Yes	Refer to Hazardous Manual Handling Risk Assessment
Carrying backpack/suitcase/laptop to and from office and car		Yes			Yes			Yes	Refer to Hazardous Manual Handling Risk Assessment
Operation and use of Ladder		Yes	Yes				Yes	Yes	Refer to Hazardous Manual Handling Risk Assessment
Push/Pull of trolley loaded with equipment.	Yes	Yes	Yes					Yes	Refer to Hazardous Manual Handling Risk Assessment
Installing star pickets	Yes	Yes	Yes	0				Yes	Refer to Hazardous Manual Handling Risk Assessment

Force Exerted	Description
Sedentary	Exerting less than 4.5 kg of force occasionally, negligible force to push objects needed to push or pull objects.
Light	Exerting up to 9 kilograms occasionally and 4.5 kilograms frequently or negligible amounts of force constantly to push or pull objects.
Medium	Exerting up to 9-23 kilograms occasionally and or 4.5-11 kilograms frequently or 4.5kg force constantly to push or pull objects.
Heavy	Exerting up to 23-45 kilograms occasionally and or 11-23 kilograms frequently or 4.5kg force constantly to push or pull objects.
Very Heavy	Exerting up to >45 kilograms occasionally and or >23 kilograms frequently or 9kg force constantly to push or pull objects.

PHYSICAL DEMAND MATRIX

POSITION ASSESSED: Building Surveyor / Inspector

KEY: **R:** Rarely **O:** Occasionally 1-33% or <2.5hrs/shift **F:** Frequently 33-66% or >2.5-5 hrs/shift **C:** Constant 67-100% or >5-8 hours of shift **OH:** Occasional High Frequency (Posture/Movement repeated/held for 3 + minutes at a time)

SUSTAINED POSTURES AND MOBILITY REQUIREMENTS

Posture Required	R	O	F	C	OH	Typical Maximal Holding Time	Typical Holding Time
Standing			x			1 hour	10 minutes
Sitting			x			4 hours	2 hours
Computer based work			x			4 hours	2 hours
Writing/Typing			x			4 hours	2 hours
Walking			x			1-2 hours	30 minutes – 1 hour
Unilateral Kneel (one knee)		x				2 minutes	30 seconds
Bilateral Kneel (two knees)		x				2 minutes	30 seconds
Reaching Overhead		x				2 minutes	30 seconds
Reaching forward		x				5 minutes	30 seconds
Reaching Shoulder height		x				5 minutes	30 seconds
Climbing Stairs			x			10 minutes	2 minutes
Climbing Ladders		x				5-10 minutes	1 minute
Crawling		x				5 minutes	30 seconds
Crouching		x				5 minutes	30 seconds
Stooping or bending		x				5 minutes	30 seconds
Squatting		x				5 minutes	30 seconds
Driving			x			1 hour	10 - 30 minutes
Twisting		x				5 minutes	30 seconds
Turning		x				5 minutes	30 seconds
Looking up/Down		x				5 minutes	30 seconds
Balancing/Uneven ground			x			30 minutes	15 minutes
Scanning			x			1 hour	30 minutes
Push/Pull		x				5 minutes	1 minute
Brush/Pan	x						
Sweeping/mopping	x						
Confined spaces		x				1 hour	15-30 minutes

MANUAL HANDLING DEMANDS

Physical Demands	Metrics (Tasks)	R	O	F	C	OH	Typical Distance (metres) load moved or number of stairs/rungs	Maximal Weight / Load (kg)	Typical Load (kg)	Typical Reps/hr	Typical Time (mins)
Lift floor to waist	Tool boxes Ladders Para webbing Specialist equipment		X				-	15kg	5-15kg	<2	5 minutes
Lift below the knee to waist:	Tool boxes Ladders Para webbing Specialist equipment		X				-	15kg	5-15kg	<2	5 minutes
Lift waist to shoulder:	Ladder Hand held tools		X				-	15kg	5-15kg	<2	5 minutes
Carry bilateral (two arms):	Counter weights Tool boxes Ladders Para webbing Ladder		X				100 metres	15kg	5-15kg	<2	5 minutes
Unilateral Carry (one arm):	Counter weights Tool boxes Ladders Para webbing		X				100 metres	15kg	5-15kg	<2	5 minutes
Push load:	Trolley with equipment		X				100 metres	Medium	Medium	<2	10 minutes
Pull load:	Trolley with equipment		X				100 metres	Medium	Medium	<2	10 minutes
Grasping:	Using hand held tools and materials			X			-	Medium	Medium	<2	30 seconds to 30 minutes
Pinching:	Using hand held tools and materials				X		-	Medium	Medium	-	30 seconds to 30 minutes
Fine finger/ Hand Coordination:	Computer based work Hand held tools and materials				X		-	Moderate	Medium	-	30 seconds to 30 minutes

PSYCHOSOCIAL MATRIX

KEY: R: Rarely <1% **O:** Occasionally (1-33% or <2.5hour per shift) **F:** Frequently (33-66% or >2.5-5 hours per shift)
C: Constant (67-100% or >5-8 hours per shift) **OH:** Occasionally high frequency (repeated for 3+ minutes at a time)

	Attribute	Explanation	Frequency Experienced during typical day	General examples Please provide 2-3 examples to provide context
PERSONAL	Decision making/reasoning	<p>Making good and timely decisions that are based on facts and keep the department moving forward</p> <ul style="list-style-type: none"> - Makes sound decisions, even in the absence of complete information - Relies on a mixture of analysis, experience, and judgement when making decisions - Considers relevant factors and uses appropriate decision-making criteria and principles - Recognises when and reasonable solution will suffice in a timely matter 	Constant	<ul style="list-style-type: none"> • Ensuring safe building practice • Reducing the risk of injury/fatality • Granting approvals
	Rule following	<p>Follows policies and procedures in place to ensure business operations are consistent</p>	Constant	<ul style="list-style-type: none"> • Follow the building act and regulations • National construction code • All reference to Australian standards
	Literacy skills	<p>An ability to understand written information, to evaluate arguments about this information and formulate necessary written or verbal response.</p>	Constant	<ul style="list-style-type: none"> • Read legal documents • Read legislation • Read building plans • Prepare documents for court cases
	Numeracy skills	<p>The ability to understand numerical information as well as the ability to make logical conclusions</p>	Constant	<ul style="list-style-type: none"> • Floor plans • Engineering computation • Using calculators • Analysis costs
	Technical literacy	<p>Anticipating and adopting innovations in department-building digital and technology applications</p> <ul style="list-style-type: none"> - Anticipates the impact of emerging technologies and makes adjustments - Readily learns and adopts new technologies 	Constant	<ul style="list-style-type: none"> • Interpreting regulations • Using disto
	Coping with pressure and setbacks	<p>Works productively in a high-pressure environment</p> <ul style="list-style-type: none"> - Responds reasonably to difficulty situations - Balances the demands of work life and personal life - Handles criticism well and learns from it 	Constant	<ul style="list-style-type: none"> • Prosecuting someone • Dealing with aggressive behaviour • Responds reasonably to difficult situations
	Manages complexity	<p>Making sense of complex, varied quantity, and sometimes contradictory information to effectively solve problems</p> <ul style="list-style-type: none"> - Asks questions to accurately analyse situations - Acquires data from multiple and diverse sources when solving problems - Uncovers root causes to problems - Evaluates pros and cons, risks, and benefits of different solution 	Constant	<ul style="list-style-type: none"> • Attending complex work sites/damages worksites • Engineering solutions • Structural complications

PERSONAL

<p>Manages Ambiguity</p>	<p>Operating effectively, even when things are not certain or the way forward is not clear</p> <ul style="list-style-type: none"> - Deals comfortably with the uncertainty of change - Effectively handles risk - Can decide and act without the total picture - Is calm and productive, even when things are up in the air - Deals constructively with problems that do not have clear solutions or outcomes 	<p>Constant</p>	<ul style="list-style-type: none"> • Working in sometimes unsafe environments • Working in damaged sites (i.e. fire) • Dealing with unpredictable people of the public
<p>Ability to work in isolation</p>	<p>Comfortable working in isolation for prolonged periods of time without the company of others</p> <ul style="list-style-type: none"> - Persists in accomplishing objectives despite obstacles and setbacks - Self-led to achieve results 	<p>Constant</p>	<ul style="list-style-type: none"> • Ability to stay self-motivation and work without direct supervision • Performs operational activity tasks alone
<p>Emotional Stability</p>	<p>Stay composed and forward thinking when faced with challenging situations</p>	<p>Constant</p>	<ul style="list-style-type: none"> • Dealing with confronting situations (i.e. fatalities) • Maintain a calm and approachable demeanour even when faced with aggressive, confronting and sometimes unacceptable scenarios • Support the general public experiencing challenging circumstances • Absorbing emotional toll of daily interactions
<p>Concentration</p>	<p>Has the ability to maintain a broad, receptive attention to a variety of demands.</p>	<p>Constant</p>	<ul style="list-style-type: none"> • Abiding with legislation • Ensure correct decision making • Explain the ruling to other partners • Inspecting building work that is defective • Following up defaults
<p>Persistence</p>	<p>The ability to accept obstacles, discouragement, distraction, or stressful situations</p> <ul style="list-style-type: none"> - Stay committed when faced with adversity - Persevere in pursuit of short and/or long-term goals 	<p>Constant</p>	<ul style="list-style-type: none"> • Working through unforeseen obstacles, discouragement, distraction, or stressful situations • Engaging individuals and groups with different circumstances and personalities • Persevering in pursuit of short and/or long-term goals or objectives • Demonstrating respect and sensitivity to a diverse client base
<p>Nimble learning</p>	<p>Actively learning through experimentation and when tackling new problems by using both successes and failures.</p> <ul style="list-style-type: none"> - Learns when facing new situations - Experiments to find new solutions - Takes on the challenge of unfamiliar tasks - Extracts lessons learnt from failures and mistakes 	<p>Constant</p>	<ul style="list-style-type: none"> • Keeping up to date with all legislation changes • Keeping up with building regulations and code and applying appropriately
<p>Ability to follow and complete instructions given</p>	<p>Appropriately follows instructions from others without unnecessarily challenging authority</p> <ul style="list-style-type: none"> - Follows procedures and policies - Keeps to schedule - Arrives punctually for work and meetings - Complies with legal obligations and safety requirements of the role 	<p>Constant</p>	<ul style="list-style-type: none"> • Following instructions given by manager/leadership • Follow instructions from the authorities on site • Follow legislation • Follow instruction from managers and animal legislation • Follow council code of conduct & procedures • Ensure public safety
<p>Short term focus and/or attention to detail</p>	<p>The ability to document key pieces of information that are frequently relied upon to perform workplace tasks</p> <ul style="list-style-type: none"> - The ability to transfer information from one source to another and apply it - The ability to focus on a priority task with distractions present - Able to quickly decipher the importance of number of tasks and prioritise accordingly 	<p>Constant</p>	<ul style="list-style-type: none"> • During all surveying and inspections • Preparing court briefs • Signing statements

Autonomy	The ability to follow your own approach and while making informed, uncoerced decisions and remain motivated when working autonomously	Constant	<ul style="list-style-type: none"> • Manage own workload • Manage own time • Manage work flow (urgency)
Ability to work with colleagues/team	<p>Building partnerships and working collaboratively with others to meet shared objectives</p> <ul style="list-style-type: none"> - Works cooperatively with others across the organisation to achieve shared objectives - Represents own views while being respectful to others - Partners with others to get work done - Credits others for their contributions and accomplishments - Gains trust and support of others 	Constant	<ul style="list-style-type: none"> • Liaise with other departments as required • Constant communication with authorities. • Work within the team to ensure team and public safety
Ability to work with consumers	<p>Anticipating and balancing the needs of multiple customers/stakeholders/clients</p> <ul style="list-style-type: none"> - Understands internal and external customers/ stakeholders/client requirements, expectations, and needs - Considers the interests of multiple customers/ stakeholders/clients - Considers cultural and ethical factors relevant to the situation - Acts reasonably despite conflicting demands of customers/stakeholders/clients 	Constant	<ul style="list-style-type: none"> • Liaising and educating the public • Working with the community from all demographics (eg: different ages, cultures, abilities, CALD, Indigenous, and First Nations and LBGTQI+, people with accessible needs and older adults) • Working with external stakeholders such as Consumer affairs Victoria, Cladding safety Victoria, WorkSafe Victoria and Victorian building authority
Productivity Demands	<p>Understanding the effective and efficient processes to get things done, with a focus on continuous improvement</p> <ul style="list-style-type: none"> - Identifies and follows the processes necessary to get work done - Organises and prioritises activities into efficient workflow - Seeks ways to improve processes 	Constant	<ul style="list-style-type: none"> • Following legislation guidelines and ensuring compliance in a time specified manner with adequate resourcing • Statutory timeframes for workplace tasks (i.e. Building permits completing within 15 days)
Resilience/ Ability to manage stress	<p>Rebounding from setbacks and adversity when facing difficult situations</p> <ul style="list-style-type: none"> - Manages pressure - Handles and manages issues effectively - Remain productive despite adversity - Learns from workplace challenges 	Constant	<ul style="list-style-type: none"> • Exposure to traumatic events • Exposure to aggressive and unpredictable public • Working in dangerous environments
Ability to manage conflict	<p>Handling conflict situations effectively</p> <ul style="list-style-type: none"> - Works with all parties to reach an agreement and settles disputes equitably - Integrates diverse views and finds common ground and/or acceptable alternatives 	Constant	<ul style="list-style-type: none"> • Dealing with aggressive and unpredictable public • Working within highly emotive events (i.e. collapse of residential house) • Strategically limit conflict in highly stressful events
Situational Adaptability	<p>Adapting approach and demeanour in real time to match demands of different situations</p> <ul style="list-style-type: none"> - Readily adapts personal and interpersonal behaviours - Understands that different situations may call for different approaches - Can act differently depending on the circumstances 	Constant	<ul style="list-style-type: none"> • Strategically limit conflict with highly stressful events • Work with unpredictable people of the public and adapt accordingly

BUILDING SURVEYOR / INSPECTOR

A range of equipment utilised by a Building Surveyor & Inspector to complete workplace duties

Description: : Employees are required to lift, carry, and transfer a range of equipment outlined in this document from their council vehicle to sites.

Key Physical Demands: : Lifting, bending, leaning, squatting, driving, walking, looking up and down, twisting, grasping, pinching, balancing, unilateral carry, bilateral carry.

