

PERSONAL CAPABILITY REQUIREMENTS

Position Title/Staff Category: P081019 Environmental Health Officer



Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
Passive				
Sitting - desk				x
Sitting - counter		x		
Sitting - vehicle				x
Standing				x
Telephone				x
Computer – desktop				x
Computer – laptop			x	
Observations: customer and/or client safety				x
Writing				x
Reading				x
Manual Handling				
Bending spine forwards			x	
Twisting spine to side			x	
Bending Spin Backward e.g. A small degree of back bending may be required when filing in the confined space of the compactus			x	
Working with one or both hands above shoulder height		x		
Lifting floor-waist (No more than 5kg per item)		x		
Lifting at waist height (No more than 5kg per item)		x		
Lifting waist-overhead (No more than 5kg per item)		x		
Pushing (trolley weighing up to 50kg)	x			
Pulling (trolley weighing up to 50kg)	x			
Moving equipment and/or furniture		x		
Lifting/holding children	x			
Exerting force with one hand or one side of body		x		
Exerting force in an awkward posture	x			
Holding, supporting or straining		x		
Agility				
Squatting		x		
Kneeling		x		
Looking up				x
Looking down				x
Reaching forwards or sideways >30cm from the body				x
Gripping or grabbing				x
	Unlikely	Possible	Occasionally	Regularly
Mobility				

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Walking				X
Walking whilst carrying weight<5Kgs				X
Walking on uneven ground			X	
Climb Steps/Stairs				X
Climb ladder		X		
Driving – passenger vehicle	X			X
Driving – light commercial (normal licence)	X			
Driving – bus (endorsed licence)	X			
Driving – machinery/heavy commercial (endorsed licence)	X			
Sensory				
Fine hand coordination				X
Hearing – hold direct conversation, telephone, noise, alarm				X
Hearing - telephone				X
Hearing – alarm/disturbance			X	
Visual – computer screens, electronic signs				X
Visual – read printed material, signage				X
Visual – driving				X
Emotional				
Dealing with customers				X
Dealing with aggressive customers			X	
Supporting age dependent persons	X			
Managing conflict			X	
Managing complex personal counselling	X			
Providing empathy		X		
Work Environment				
Indoor air conditioned				X
Outdoor – exposed to elements				X
Outdoor – plant and equipment	X			
Confined spaces		X		
Working at height		X		
Dust		X		
Pollen (or other allergens)		X		
Cleaning agents			X	
Foul smells			X	
Personal waste		X		

Note: This template does not represent an exhaustive account of all job factors however it forms a basis to guide staff and medical professionals as to the activities for which a personal capability must be sustained.

Applicant acknowledgement

I have read and understood the personal capability requirements that are attached to this position and declare that I am capable of meeting the requirements as indicated and acknowledge the requirement to maintain such capability whilst performing the position.

Name _____ Print _____ Date ____/____/201____
Signed _____