

CENTRE COOK



City of
KINGSTON

| | |
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| VERSION: | V1 – 28/10/2022 |
| DEPARTMENT: | Parkdale Early Childhood Centre |
| PREPARED BY: | Ben Southam - PACE Health Management Tegan Laird – Kitchen Coordinator Linda Lomacchio – Injury Management Advisor |
| WORK SCHEDULE: | Monday - Friday, 7am - 3:30pm 10-minute break at 10am and 2pm 30-minute lunch break at 12:30pm |
| LOCATION/S ANALYSIS UNDERTAKEN: | Parkdale Early Childhood Centre |

| | |
|---|---|
| Organisation specified objectives of this analysis | Functional Task Analysis Pre-Employment Functional Screening Assessment Creation |
| Task Modifications Available - Physical | Assistance from colleagues Increased breaks |
| Task Modifications Available – Cognitive | Ability to work independently Ability to work in teams Remote support |
| Task Modifications Available Environmental | Ability to rotate work within facility |
| Most prevalent workplace injuries: | Refer to Occupational Health and Safety Manager for relevant reports. |
| Most prevalent workplace injury incidents/tasks: | Refer to Occupational Health and Safety Manager for relevant reports. |
| Description and primary purpose of role: | The Centre Cook is responsible for the preparation, distribution, cooking and cleaning of three out of five meal times for all classrooms in the centre. The responsibilities of the Centre Cook can include but is not limited to the following: All food preparation including washing, peeling and cutting; Completing stock orders; Completing stock rotation; Cleaning of kitchen area; Cleaning dishes with use of dishwasher; Distributing food into classrooms and serving plates; Wrapping food; Meetings once a month and once a term |



| ENVIRONMENTAL FACTORS | Description |
|---|--|
| Temperature | Indoor controlled temperature Rare exposure to outdoor environment |
| Noise (e.g could not hear a person talking from 1 metre away/unable to concentrate on task) | Not Applicable |
| Vibration | Not Applicable |
| Personal Protective Equipment | Gloves for food preparation |
| Machinery/Tools | Not Applicable |
| Uneven Terrain | Work is performed on flat concrete flooring with some non-slip mats present. |
| Wet/Slippery | Exposure to wet floor can be present around the sink and dishwasher area. |
| Insufficient lighting/Glare | Not applicable |

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 |

PHYSICAL DEMAND MATRIX

POSITION ASSESSED: Centre Cook

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 | | | | √ | | 2.5-5 hours | 1-3 hours |
| Sitting | | √ | | | | 10-30 minutes | 1-3 minutes |
| Walking | | | √ | | | 2.5-5 hours | 1-3 hours |
| Unilateral kneel (one knee) | | √ | | | | 5 minutes | 30-60 seconds |
| Bilateral kneel (two knees) | | √ | | | | 5 minutes | 30-60 seconds |
| Reaching overhead | | √ | | | | 5 minutes | 30-60 seconds |
| Reaching forward | | | √ | | | 5 minutes | 30-60 seconds |
| Reaching shoulder height | | | √ | | | 5 minutes | 30-60 seconds |
| Climbing stairs | | | √ | | | 5 minutes | 30-60 seconds |
| Stooping, squatting, crouching or bending | | | | √ | | 5 minutes | 30-60 seconds |
| Crawling | | √ | | | | 5 minutes | 30-60 seconds |
| Twisting/Turning | | | | √ | | 10-20 minutes | 1-3 minutes |
| Looking up/down | | | √ | | | 5 minutes | 30-60 seconds |
| Balancing/Uneven ground | | | √ | | | 2.5-5 hours | 1-2 hours |
| Computer Based Work | | √ | | | | 10-20 minutes | 1-3 minutes |
| Sweeping/Mopping | | √ | | | | 10-20 minutes | 1-3 minutes |
| Brush and Pan | | √ | | | | 10-20 minutes | 1-3 minutes |
| Crouching | | | √ | | | 5 minutes | 30-60 seconds |
| Confined Spaces | | √ | | | | 10-20 minutes | 1-3 minutes |
| Climbing Ladders | | √ | | | | 5 minutes | 30-60 seconds |
| Pushing & Pulling | | | | √ | | 5-10 minutes | 1-5 minutes |

| 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. |

MANUAL HANDLING DEMANDS

| Physical Demands | Metrics (Tasks) | R | O | F | C | OH | Typical Distance (m) | Maximal Weight / Load (kg) | Typical Weight / Load (kg) | Typical Reps per hour |
|---|---|---|---|---|---|----|----------------------|----------------------------|----------------------------|-----------------------|
| Lift floor to waist: | Frequently required to lift pots, trays, equipment, utensils or products | | | √ | | | 5 metres | 10kg | 1-10kg | 30 |
| Lift below the knee to waist: | Frequently required to lift pots, trays, equipment, utensils or products | | | √ | | | 5 metres | 10kg | 1-10kg | 30 |
| Lift waist to shoulder (1600mm) | Frequently required to lift pots, trays, equipment, utensils or products | | | √ | | | 5 metres | 10kg | 1-10kg | 30 |
| Lift waist to overhead: | Frequently required to lift pots, trays, equipment, utensils or products | | | √ | | | 5 metres | 10kg | 1-10kg | 30 |
| Carry bilateral/Transfer task (two arms): | Frequently required to lift pots, trays, equipment, utensils or products | | | √ | | | 5 metres | 10kg | 1-10kg | 30 |
| Unilateral Carry (one arm): | Frequently required to lift pots, trays, equipment, utensils or products | | | √ | | | 5 metres | 10kg | 1-10kg | 30 |
| Push load: | Pushing and pulling food trolley (weighing approximately 5kg), tray in and out of the oven located at both above and below shoulder height, move bin on wheels as required, push and pull dish washer trays in and out of dish washer | | | | √ | | 10-100 metres | 15kg | 5kg | |
| Pull load: | Pushing and pulling food trolley (weighing approximately 5kg), tray in and out of the oven located at both above and below shoulder height, move bin on wheels as required, push and pull dish washer trays in and out of dish washer | | | | √ | | 10-100 metres | 15kg | 5kg | |
| Pinching: | Constant repetitive fine and gross motor skills used. Fine: Grasping small products and equipment such as knives or peelers. Gross: Holding phone, gripping pots or trays. | | | | √ | | | Medium | Medium | |
| Grasping/Manipulating/Cutting: | Constant repetitive fine and gross motor skills used. Fine: Grasping small products and equipment such as knives or peelers. Gross: Holding phone, gripping pots or trays. | | | | √ | | | Medium | Medium | |
| Grasping/Manipulating/Cutting: | Constant repetitive fine and gross motor skills used. Fine: Grasping small products and equipment such as knives or peelers. Gross: Holding phone, gripping pots or trays. | | | | √ | | | Medium | Medium | |

Psychosocial Demands

| | Attribute | Yes/No | Comments/tasks requiring this attribute |
|----------|---|--------|--|
| PERSONAL | Decision making/reasoning | Yes | Catering for allergies Changes dishes and recipe as needed (i.e. food shortage) Coordinating space with another cook |
| | Memory | Yes | Catering for allergies Following policy and procedures Recipes |
| | Literacy and numeracy skills | Yes | Read and follow recipes Understand ratios & fractions within recipes |
| | Emotional Stability | Yes | Dealing with strict processes involved with allergies High external demands for productivity |
| | Concentration | Yes | The process in making meals (i.e. peeling 10kg of potatoes) Substituting ingredients to cater for child needs Working around hazardous environment (i.e. hot cooktops and boiling water) Preparation work |
| | Patience | Yes | Preparation work Liaising with external stakeholders |
| | Judgement/Abstract thinking | Yes | Substituting ingredients to cater for child needs (i.e. allergies) Cooking requirements associated with fluctuating child numbers within centre |
| | Ability to follow and complete instructions given | Yes | Follow allergy recommendations Follow recipes Excursions |
| SOCIAL | Ability to work in isolation | Yes | |
| | Autonomy | Yes | Autonomy to prepare and delivery dietary needs for childhood centre |
| | Ability to work with colleagues/team | Yes | Working with another cook most of the time |
| | Ability to work with consumers | Yes | Liaise with external stakeholders as required |
| | Productivity Demands | Yes | Ability to meet childcare meal demands and follow structured meal schedule |
| | Resilience/Ability to manage stress | Yes | Ability to manage daily changes to meal requirements Learn and action new requests from new enrolments |
| | Ability to manage conflict | Yes | Ability to work with another team member within the kitchen. |



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