

## PERSONAL CAPABILITY REQUIREMENTS

Position: Library Work Experience

Requirements	Frequency			
	Unlikely	Possible	Occasionally	Regularly
<b>Passive</b>				
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
<b>Manual Handling</b>				
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			
<b>Agility</b>				
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
<b>Mobility</b>				
Walking				x
Walking whilst carrying weight<5Kgs				x
Walking on uneven ground	x			
Climb Steps/Stairs				x
Climb ladder	x			
Driving – passenger vehicle	x			
Driving – light commercial (normal licence)	x			
Driving – bus (endorsed licence)	x			
Driving – machinery/heavy commercial (endorsed)	x			
<b>Sensory</b>				
Fine hand coordination				x
Hearing – hold direct conversation, telephone, noise,			x	
Hearing - telephone			x	
Hearing – alarm/disturbance			x	
Visual – computer screens, electronic signs			x	
Visual – read printed material, signage				x
Visual – driving	x			
<b>Emotional</b>				
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		
<b>Work Environment</b>				
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.*