

PERSONAL CAPABILITY REQUIREMENTS

Position Title/Staff Category **Library Outreach Support 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		
Mobility				
Walking				
Walking whilst carrying weight<5Kgs				X
Walking on uneven ground			X	

	Unlikely	Possible	Occasionally	Regularly
Climb ladder			X	
Driving – passenger vehicle			X	
Driving – light commercial (normal licence)			X	
Driving – bus (endorsed licence)		X		
Driving – machinery/heavy commercial (endorsed licence)	X			
Sensory	X			
Fine hand coordination				
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				X
Dealing with customers				
Dealing with aggressive customers				X
Supporting age dependent persons			X	
Managing conflict		X		
Managing complex personal counselling			X	
Providing empathy		X		
Work Environment				X
Indoor air conditioned				
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			
APANSA compliant RFID environment				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 ____/____/202__
Signed