### Checklist for Effort/Environment Factors of Job Description

Use this check list to help complete the physical and mental requirements of the job. Only fill in the job description heading if the level of effort required or environmental factors are a significant part of what the job is.

|  |  |
| --- | --- |
| Physical effort | Number of hours/days |
|  | N/A | 1–2 | 3–4 | 5–6 | 7+ |
| 1. Sitting | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Standing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Walking | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Bending over | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5. Crawling | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6. Climbing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 7. Reaching overhead  | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 8. Crouching | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 9. Kneeling | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 10. Balancing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 11. Pushing or pulling | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 12. Lifting or carrying: | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| A. 5kgs or less | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| B. 5–10 kgs | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| C. 10–16 kgs | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| D. 16 kgs or more | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 13. Repetitive use of hands/arms | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 14. Repetitive use of legs | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 15. Eye/hand coordination | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
|  | Yes | No |
| 16. Driving cars, forklifts and other equipment | [ ]  | [ ]  |
| 17. Being around food preparation equipment and machinery | [ ]  | [ ]  |
| 18. Operating complex food/beverage preparation machinery | [ ]  | [ ]  |

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| Mental effort | Number of hours/days |
|  | N/A | 1–2 | 3–4 | 5–6 | 7+ |
| 1. Directing others | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Writing | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Using calculations | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Talking | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5. Working at various tempos | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6. Concentrating amid distractions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 7. Remembering names/details | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 8. Discriminating colour | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 9. Making decisions | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 10. Working rapidly | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |

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| --- | --- |
| Environmental factors | Number of hours/days |
|  | N/A | 1–2 | 3–4 | 5–6 | 7+ |
| 1. Inside | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 2. Outside | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 3. Humid | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 4. Hazards | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 5. High places | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 6. Hot | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 7. Cold | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 8. Noisy/crowded | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 9. Wet | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |
| 10. Dirty/dusty | [ ]  | [ ]  | [ ]  | [ ]  | [ ]  |