Edge Employment Solutions : Department of Agriculture and Food, Western Australia : job audit report, 2006

Department of Agriculture and Food, Western Australia

Edge Employment Solutions

Matthew Eaton

Ian Hughes

Barabara Magnowski

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Summary

Introduction

The Department of Agriculture and Food Western Australia (DAFWA) have been working in collaboration with EDGE Employment Solutions to identify the work opportunities that lie within the Department for people with disabilities. Based on the Equal Employment Opportunity Act 1987 (EEOA), the DAFWA have set a target of increasing their rate of employment of individuals with disabilities to constitute 4% of their entire workforce. Currently, persons' with a mild to moderate disability form 1.7% of the Public Sector.

The role of EDGE Employment Solutions pertaining to this project was to develop a matrix that would include the key roles within the DAFWA, the functional capacity required for each role, and the relevant types of disabilities that may be taken into consideration when employing new staff.

EDGE Employment Solutions

EDGE is a not-for-profit organisation assisting people with disabilities to find employment. EDGE's job seekers have a wide range of abilities and career aspirations, from people seeking basic duties with minimal hours to university graduates.

EDGE works closely with many government agencies to assist them in developing strategies to increase the employment rates of people with a disability. EDGE has been recognised as a market leader in providing, professional, relevant and prompt advice to the public sector.
Many government organisations are interested in providing employment opportunities for people with disabilities but may be hesitant. EDGE’s service bridges this gap, and provides the following services at no cost:

- Access and Job audits conducted by a qualified Occupational Therapist
- On-the-job support until the new employee reaches pre-agreed quality and productivity rates
- Ongoing support for the term of employment with your organisation
- Co-worker training to improve the skills of your work-based mentors
- Analysis of the job requirements and selection of the most suitable candidate
- Work trials to ascertain suitability for the job on an individual basis
- Assessment for workplace modifications and/or assistive equipment

EDGE Employment Solutions also has access to various labour market programs, including:

- Australian Apprenticeships & Traineeships (provides employer incentive payments and wage subsidy)
- Workplace Modification and assistive equipment funding
- Supported Wage (productivity assessed wage based on the award)

It has been proven statistically that with appropriate training, employees with disabilities have greater long-term productivity, greater longevity of employment and are loyal workers who take pride in the organisations for whom they work. Employing someone with a disability can have a positive effect on staff morale creating an integrated team environment and a positive corporate image.

Process
The information gathering process involved conducting interviews with all of the relevant parties within the DAFWA. EDGE met with the heads of each department at the South Perth Site, Forrestfield, Medina and WAQIS at the International Airport. The people interviewed and the relevant areas were:

- Marcia Vistisen – AGWEST Plant Labs
- Jeremy Allen – Animal Health Labs
- Greg Beeston – Client Resource and Information System
Research was conducted to find an assessment tool that encompasses all of the necessary aspects of a job that need to be taken into consideration when carrying out a comprehensive job audit that can be applied to a variety of different roles. When a suitable conjoined job and access audit was not found, a relevant structure was proposed.

The interview format that was used was compiled specifically for the job and access audit, with the mindset of it being general and thus applicable to other government departments. Areas covered by the interview were the functional capacity required to carry out the job - this was broken down into physical, psychosocial and cognitive components - environment, first aid, and transport. Any other considerations for the job (such as required qualifications) were also noted down.

In conjunction with the interviews, an inspection of the work area and observation of the performance of some work tasks was carried out. This allowed for a more detailed and comprehensive assessment of the functional capacity required for certain tasks. Furthermore, it provided the opportunity to gauge the level of accessibility within the area and any obstacles that may be present for particular types of disabilities.

The summation of information involved a three step process. Firstly, each interviewed was condensed into a maximum 2 page summary outlining the pertinent information that was gathered and anything else that was most relevant to the job audit. Secondly, a matrix was compiled to provide a graphic, easily readable, prompt reference of the data gathered including the functional capacity required for each job. A second matrix was then developed as a similar, quick reference to outline the different types of disabilities that may be considered for each job within the visited sites. However, the second matrix does not include other opportunities present.
for people within the department regarding job creation or job restructuring, which will be discussed in the results section of this report.

One area that was not covered during the job and access audit was that of ergonomics within each work station. This was not addressed based on the premise that ergonomics are best tailored on an individual basis; each person is different and will require differing ergonomic modifications to best enhance performance. Furthermore, every disability will present slightly differently to the next and it is difficult to make recommendations based on a generic rule which does not necessarily exist. In addition, the South Perth site is relocating and it would be a more viable option to complete the ergonomic and detailed access audit once offices have moved and areas have been designated.

Results

Several opportunities were recognised within the department for employing people with disabilities. It is understood that certain jobs require a relatively high degree of cognitive and physical functioning and this has been taken into consideration. The main types of disabilities that may be considered within the roles are physical limitations, mild hearing impairments and mild psychiatric disabilities. It is believed that individuals with these types of disabilities will be able to complete all the duties required for particular work roles. Refer to matrix 2 for more detail on jobs and types of disabilities that can be considered.

The fact that the South Perth site is relocating results in a slight hesitancy with regard to our recommendations as certain jobs may allow for other disabilities to be considered if access and worksite layout is improved. More specifically, a wheelchair user with upper limb capabilities may be considered for a position within the Client Resource and Information System team however, they are currently required to continually shift between the first and second floors without an adjoining elevator. Depending on the arrangement of the new building, further opportunities in this area may be present.

Furthermore, job restructuring and job creation may result in extra benefits not only for current staff but also with regard to employment opportunities for people with disabilities. It was noted throughout interviews at the South Perth site that technical officers in the Animal Health Labs and Entomology area perform their own cleaning duties. It is suggested that cleaning and washing tasks be separated from technical and research duties to take full advantage of the
qualifications of such officers and allow them to concentrate on their primary duties. It was outlined during the interviews that down-staffing was necessitated due to funding restrictions; however, employing a person with a moderate learning or intellectual disability to carry out cleaning duties through EDGE Employment Solutions may strike the need for a supported wage scheme. This is where an individual's wage is based on their productivity compared to workplace expectations and the award wage.

Job restructuring possibilities are apparent in the areas of Client Resource and Information Systems, and the Policy and Planning area to allow opportunities for people with disabilities whilst promoting efficiency. Currently, there are expectations of all officers within these fields to perform data entry and fieldwork tasks. It is recommended that the duties be restructured to have certain officers designated for fieldwork tasks and others to perform data entry, office work tasks. This way, wheelchair users and people with other significant physical disabilities such as an amputation will be able to perform office duties in these fields of work.

Apprenticeships and traineeships at Medina Research Station are another prospective means of employing people with disabilities. Such programs would not only satisfy the diversity criteria of employing people with disabilities but also that of increasing the number of traineeships. There are a number of benefits with these programs especially that of being able to train people in a way that is most tailored towards the particular site, whilst they are also gaining a recognised qualification. EDGE has a traineeship and apprenticeship program that can cater for the needs of employees with disabilities entering the public sector.

Please refer to matrix 1 for a summary of the functional capacity required for each job covered. A checked box indicates that there is a certain degree of that particular functional aspect within the job. For more detail and further information regarding the extent of the physical, psychosocial and cognitive aspects of the job, see the attached summary sheets.

**Assistive Equipment and Technology**
There is an abundance of assistive equipment and technology that may be utilised to enhance performance. Equipment to accommodate for physical disabilities is available as well as computer programs such as "Zoomtext" to enlarge the computer screen image for people who have vision impairment. All equipment and computer software may be customised to suit each individual work site. As assistive equipment is prescribed on a personalised basis, more
significant disabilities may be considered for each work role. It is difficult to take all factors into consideration when developing the matrix thus it is best used as a guide, and each person and their level of disability must be addressed individually.

**Conclusion**

The job and access audit highlighted opportunities for employing people with disabilities. The results have provided a guide for the Department of Agriculture and Food, WA to use for future reference when employing new staff members. However, it also acts as a means of creating a better awareness of different types of disabilities and that having a disability does not incapacitate a person from working. A user-friendly, quick reference system has been devised with the intention that anyone will be able to understand the information presented and refer to the supporting summary sheets. The assessment tool that was used is attached to the report for future use within any government department; it has been designed in order for anyone to use it, despite their professional background.

Some resistance by the managers during the interview process was encountered, which may be diminished through education on differing types of disability. It is recommended that staff take part in the “Mentoring Co-workers with a Disability” course run by EDGE as a basis for understanding disability and ways of managing people. The methods taught within this course apply not only to people with a disability but also to those without a disability.

**EDGE Employment Solutions** look forward to working closely with the DAFWA when employment processes of people with disabilities are initiated. EDGE will provide support not only for the worker with a disability but also for managers and co-workers to ensure a smooth transition into the workforce for new employees. To further complete the job audit, Matthew Eaton (Manager of Customer Relations) from EDGE will carry out a site visit to a regional office to ensure that a comprehensive audit has been accomplished.

**NB.** Find attached the interview job audit outline that was developed and used.
<table>
<thead>
<tr>
<th>AREA</th>
<th>Jobs</th>
<th>Functional Capacity Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Physical</td>
<td>Psychosocial</td>
</tr>
<tr>
<td></td>
<td>Sitting</td>
<td>Standing</td>
</tr>
<tr>
<td></td>
<td>Working</td>
<td>Adaptive to new tasks</td>
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<td></td>
<td>Questions</td>
<td>Communication skills</td>
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<tr>
<td></td>
<td></td>
<td>Speech</td>
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<td>Plant Labs</td>
<td>Seed Analyst</td>
<td></td>
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<tr>
<td>Animal Health Labs</td>
<td>Technical</td>
<td></td>
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<tr>
<td>Client Resource and</td>
<td>Research</td>
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<td>Information System</td>
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<td>Admin Staff</td>
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<tr>
<td>Policy and Planning</td>
<td>Economists</td>
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<tr>
<td>Entomology</td>
<td>Base Grade Staff</td>
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<tr>
<td></td>
<td>Technical</td>
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<tr>
<td></td>
<td>Agricultural</td>
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<td></td>
<td>Operatives</td>
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<tr>
<td>Plant Pathology</td>
<td>Technical</td>
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<tr>
<td></td>
<td>Research</td>
<td></td>
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<tr>
<td>European House Borer</td>
<td>Inspectorial Staff</td>
<td></td>
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<tr>
<td>WAQIS</td>
<td>Inspectorial Staff</td>
<td></td>
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<tr>
<td>Medina Research Station</td>
<td>Agricultural</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Operatives</td>
<td></td>
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<tr>
<td></td>
<td>Base Grade Staff</td>
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</tbody>
</table>

Note: The table represents a matrix showing the functional capacity required for various jobs and areas, including physical, psychosocial, and cognitive dimensions.
Matrix 2

<table>
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</table>

**AREA**

- Plant Labs
- Animal Health Labs
- Client Resource and Information System
- Management Services
- Policy and Planning
- Entomology
- Plant Pathology
- European House
- WA QIS
- Animal Research
- Station

**WORKJOBS**

- Seed Analyst
- Technical
- Admin Staff
- Agricultural Economists
- Base Grade Staff
- Technical
- Agricultural Operatives
- Technical
- Research
- Inspectorial Staff
- INSPECTORIAL STAFF
- Agricultural Operatives
- Base Grade Staff

*Workplace modifications and/or assistive equipment can be assessed and provided on an individual basis in order to enhance access, independence, and productivity for workers with disabilities.*
Summary of Jobs and Functional Capacity Required

Seed Analyst – Technical Officer

Introduction:
An interview was carried out with Marcia Vistisen on Wednesday 4th October, 2006 by Matthew Eaton (Manager of Customer Relations at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main role in this area was routine seed sample testing. Degree of difficulty varied with higher level staff using more specialised equipment. Sample testing involved being able to identify different types of seeds, germinating seeds and sorting the quality of seeds.

Functional capacity required:

Physical:
- 75% of time is spent sitting, remaining 25% spent walking or standing
- core muscle strength and endurance – analysing of seeds requires sitting and looking through microscope/magnifying glass for extended periods of time, 20 minutes up to 2.5 hours – this involves slight trunk and neck flexion
- upper limb muscle strength and tone – carrying of samples weighing from 1 to 10kg; pushing and pulling seed reference draws
- fine motor skills – muscle strength, control, manipulation and dexterity – required for using tweezers, forceps, spatulas, opening envelopes, tying/untying bags, rolling up samples
- sufficient trunk flexibility – for reaching and twisting involved

Psychosocial:
- an ability to share space with other staff members; may be up to 4 staff in one room
- require interest in horticulture, routine and structure
- adequate communication skills to confer with other analysts about findings and be able to ask questions
- an ability to communicate on a personal and professional level
- be able to take turns in using one microscope
- allow the sharing of their results and have other staff double check the testing
Cognitive:
- task organisation – organise tests ensuring that card and test numbers are the same
- attention span – requires attention to fine detail on seeds
- concentration span – requires focusing on small details for 20-30 minutes at a time
- reasoning ability – be able to compare seed to reference section if unknown
- long and short term memory – experience and associated memory are vital because not all procedures are written in the manual
- basic numeracy skills – basic subtraction, addition and percentage calculations are required to be performed on a scientific calculator
- visual and auditory information processing – following verbal instructions and procedures from a manual
- required to follow complex instructions as tests vary for each seed however, there are procedure manuals for most
- vision and tactile sensation are required
- adequate level of literacy required – in order to read and understand Standards of Procedure (SOP) manuals

Environment:
- workbenches are at approximately a height of 1100mm with drafting stools providing the choice of sitting or standing
- a variety of rooms may need to be accessed for one test, approximately 5-6, with limited wheelchair manoeuvrability
- hazardous substance are not used throughout the testing however, germicides and pesticides may be present on the seeds themselves
- testing area is upstairs with 2 flights of stairs
- natural and artificial lighting present in the analysing rooms; there is poor lighting in the sample sorting room with the only light source coming from directly above the machine, which is situated in a fume hood
- significant amount of noise created when sorting samples however, earmuffs are provided
- a supportive environment exists and is encouraged amongst staff
First aid:
- there is a trained first aid officer in the area
- first aid room available within complex

Transport:
- closest public transport stop is a bus stop on Berwick street approximately 600 metres from the main building
- the bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an accessible footpath present for the entire distance from the bus stop to the main building
- ACROD parking bay available close to entrance of building

Opportunities:
It was stated during the interview that finding and retaining employees for this area is difficult. As an extensive amount of training is provided on the job, the area prefers staff members that are likely to stay in the job. Recommended types of disabilities that may be considered for the job are persons with a hearing impairment as the environment is quiet and talking is often discouraged; people with a mental illness such as autism due to their high levels of structure and routine; anxiety disorders as the environment is quiet with not many people around; and people with physical conditions such as cystic fibrosis, chronic fatigue, rheumatoid arthritis, thyroid disorders and diabetes.

Special Considerations:
Staff members are prohibited to take leave from December to May and may be required to work evenings or weekends due to the copious workload throughout this period. The work is not suitable to someone who suffers from hay fever or related allergies due to the nature of the samples eg. wheat and so forth.
Animal Health – Technical and Research Officers

Introduction:
An interview was carried out with Jeremy Allen on Wednesday 4th October, 2006 by Matthew Eaton (Manager of Customer Relations at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main role in this area involves testing animal samples, drawing conclusions and making judgements about those results.

Functional capacity required:

Physical:
- muscle strength and endurance – required to lift and carry at least 2.5-10kg at one time however, may be required to shift 20-50kg occasionally.
- sufficient trunk flexibility – for trunk rotation, reaching, bending, stretching. In the morgue, workers may be required to dissect large animals on the floor requiring excessive trunk and neck flexion whilst manoeuvring sharp tools
- majority of work conducted standing although the choice of a drafting stool is provided in most areas. Movement required between benches, from standing to sitting and vice versa.
- fine motor manipulation and dexterity – required for using knives, saws, putting lids on/off petri dishes, using forceps, titration equipment, laboratory syringes

Psychosocial:
- an ability to work cooperatively in a team – at least 2 people in each lab
- adequate communication skills to confer with other animal pathologists, and to liaise with external parties
- appropriate self-management skills – there are periods of time when the workload becomes extensive and requires working efficiently under high levels of pressure
- an ability to communicate on a professional and personal level
- an ability to communicate clearly, effectively and promptly in emergency situations

Cognitive:
- an adequate level of comprehension – there are certain testing procedures and safety precautions that need to be taken
- an ability to recognise patterns with regard to test results
- reasoning ability – behind the test conducted
- high level of attention – requires focusing on small sample
- concentration span – differing tests require varying amounts of concentration however, they all require significant concentration on one task at a time
- problem solving ability – due to number of biorisks that are involved – requires an ability to know what to do and act promptly. This is also required with testing and drawing conclusions
- memory – required for knowing testing procedures and safety precautions taken
- basic level of numeracy – required for testing. Addition, subtraction, percentages.
- ability to process auditory and visual information – instructions that are given out regarding testing, processing safety signs throughout the area, understanding testing procedures in manuals, instructions involved with regard to safe cleaning and disposing of materials
- vision, hearing, proprioception, tactile sensation required
- basic level of literacy for recording of data, documentation of activities
- decision making ability – knowing and understanding the particular test to use

Environment:
- benches are at a height of approximately 1100mm
- variety of hazardous substances involved – chemicals used with testing, heating of acid, humans may be able to contract the same disease from the animal, thus stringent safety precautions involved
- natural and artificial light utilised throughout all areas
- there are safety procedures for machinery that must be adhered to
- a cohesive, supportive environment is evident amongst staff

First Aid:
- there is a trained first aid officer in the area
- first aid room available within complex

Transport:
- closest public transport stop is a bus stop on Berwick street approximately 600 metres from the main building
- the bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an accessible footpath present for the entire distance from the bus stop to the main building
- ACROD parking bay available close to entrance of building

Special Considerations:
It is preferable for staff to have a tertiary education, although it is not a necessity. However, some sort of experience and understanding in the field would be of extreme benefit to the employee.

Opportunities:
Possible disabilities for consideration in this area include mild psychiatric disabilities such as depression or bipolar, or even people with mild hearing impairments. Possible opportunities exist with regard to the separation of washing and clean up tasks. It is recommended that a sole person be delegated to such duties to relieve qualified staff allowing them to continue with research and testing. In such case, people with mild intellectual or learning disabilities may also be considered for this work. Furthermore, opportunities are present for people with mild physical disabilities, such as mild cerebral palsy, to perform ordering stock, restocking, washing and cleaning duties.
Management Services – Administration Staff

Introduction:

An interview was carried out with Peter Sarotri on Wednesday 4th October, 2006 by Ian Hughes (Manager of Corporate Marketing at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main roles in this area were managing finance, human resources, data collection and entry, assisting with conferences/seminars, switchboard operators, handling of paper work, arranging accommodation and flight bookings for staff.

Functional capacity required:

Physical:
- endurance - approximately 50% of time spent sitting at desk, remainder of time spent standing and walking to gather data, paperwork
- adequate flexibility for trunk rotation and flexion, lateral flexion
- upper limb muscle strength and tone - carrying up to 5kg at one time
- functional range of upper limb movement - reaching for files in compactors
- fine motor dexterity, manipulation, digit isolation - required for data entry, computer work

Psychosocial:
- effective communication skills – requires liaising with other staff member to gather and disseminate information
- appropriate interpersonal skills
- an ability to share their workspace with others – unless it is a personal assistant position, most positions are situated in close locality of at least 2 other people
- an ability to communicate on professional and personal level – to co-workers, external parties via phone or email, personal assistants need to communicate appropriately with executives
- self-management skills – managing own time and workload as well as others’

Cognitive:
- adequate level of comprehension – for written and spoken information
- an ability to organise tasks efficiently – required to organise interviews, applications, payments, following up contracts and so on, independently
reasoning ability - with regard to workload.
attention span - being able to attend to and focus on task until completion e.g. data entry, clerical tasks, assisting with conferences.
concentration span - an ability to sustain concentration throughout the working day.
problem solving ability - requires use of initiative to check documents, payments and so on, and determine the successive course of action.
memory - is beneficial in knowing tasks that need to be carried out and their deadline. However, a checklist/prompt card system may be utilised.

basic numeracy required - counting ability with regard to 'how many' and basic subtraction/addition for payments.
auditory and visual processing ability - understanding of verbal and written instructions/information.
receptive and simple expressive language capabilities - understanding needs of others with regard to clerical work; being able to express what information you need from a person, including liaising with external parties.
speech and hearing required.

basic literacy required - necessary for reading and checking of written material; maintaining communication through emails.

basic computer literacy required.
basic decision making ability - with regard to when and how information will be collected from others, when payments are overdue, making decisions about the best options with regard to making travel arrangements, and so on.

Environment:
height of benches is approximately 900mm.
upstairs area is sufficient for wheelchair manoeuvrability; a lift is available for wheelchair user.

variety of areas accessed by staff - majority of work completed within the office however, staff are encouraged to go to other personnel in other areas to collect information.
floor surfaces are even and flat throughout office area.
2 flights of stairs present to reach second floor however, there is one lift available throughout whole complex.

lighting is even throughout, predominantly utilising an artificial source.
some noise levels exist due to staff talking and typing.

- a social and supportive environment exists amongst co-workers

First Aid:
- there is a trained first aid officer in the area
- first aid room available within complex

Accessibility:
- Transport:
  - closest public transport stop is a bus stop on Berwick street approximately 600 metres from the main building
  - the bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an accessible footpath present for the entire distance from the bus stop to the main building
  - ACROD parking bay available close to entrance of building

- General Access:
  - ACROD parking bay available near lift for access to upstairs area

- Toilets/Bathroom:
  - there is a wheelchair accessible toilet situated at the entrance of the main building, which is built to standards with grab rails, and hand towels and mirrors at the appropriate height
  - an emergency alarm is not present in the toilet

Special Considerations:
On-the-job training is provided for approximately 6 months. Qualifications are not necessary but are preferable.

Opportunities:
Possible types of disabilities that may be considered for this area are: mild learning disabilities, mild vision or hearing impairment, wheelchair user with upper limb capacity, cystic fibrosis, chronic fatigue, thyroid disorders, diabetes, epilepsy, and mild psychiatric disabilities such as depression, bipolar and ADD/ADHD.
Economic Services – Agricultural Economists

Introduction:
An interview was carried out with Ross Kingwell on Wednesday 4th October, 2006 by Ian Hughes (Manager of Corporate Marketing at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main roles in this area were research of farming systems, providing policy and general economic advice, natural resource management, and data gathering.

Functional capacity required:

Physical:
- endurance for static sitting at desk majority of the time
- fine motor manipulation and dexterity for data gathering and computer use

Psychosocial:
- effective communication skills – to provide advice to others
- an ability to work independently and confer with other team members when necessary
- an ability to communicate on a professional level using clear, concise, professional language
- an ability to exchange information frequently, including how, who, when, why and what
- self-management skills – an ability to organise own projects and work tasks efficiently
- high level of expectation to provide evidence-based information and maintain professional relationships

Cognitive:
- task organisation – organising and structuring project work effectively
- high level of reasoning required with regard to providing economic advice
- high level of comprehension – understanding and carrying out research
- attention span – being able to attend to and monitor differing factors that may effect economic advice
- concentration span – be able to maintain concentration throughout conferences, research projects and so forth
- problem solving ability—understanding agricultural economics and the impact their 
advice/decisions will have 
- basic numeracy—with regard to economic growth and most viable options; results of 
research 
- processing of auditory information—required for liaising with others 
- processing of visual information—required for the interpretation of research data, 
including graphs 
- receptive and expressive language capabilities—necessary for liaising with other parties 
- speech, vision and speech required 
- high level of literacy required for interpreting and compiling research projects 
- an ability to make decision regarding providing policy advice 

Environment: 
- height of work benches is approximately 900mm 
- staff are required to go to conferences, field sites and travelling to other organisations at 
least once a week 
- floor surfaces are flat throughout area 
- a supportive environment exists amongst workers 

First Aid: 
- there is a trained first aid officer in the area 
- first aid room available within complex 

Transport: 
- closest public transport stop is a bus stop on Berwick street approximately 600 metres 
from the main building 
- the bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an 
accessible footpath present for the entire distance from the bus stop to the main building 
- ACROD parking bay available close to entrance of building 

Special Considerations: 
A tertiary education is required of staff
Opportunities:
It was stated during the interview that staff are currently carrying out their own administrative work due to down-staffing. It is suggested that a person with a disability (mild learning disability, mild vision or hearing impairment, cystic fibrosis, chronic fatigue, diabetes, thyroid disorder, epilepsy, mild psychiatric disability) be considered to carry out the administrative work of all the agricultural economists. People with mild hearing or vision impairments, wheelchair users with intact cognitive functioning, mild psychiatric disabilities, and people with physical limitations that have a tertiary education in this area may be considered for work.
Client Resource and Information System - Research

Introduction:
An interview was carried out with Greg Beeston on Wednesday 4th October, 2006 by Ian Hughes (Manager of Corporate Marketing at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main roles in this area are surveying, monitoring and plotting the land, data entry.

Functional capacity required:

Physical:
- endurance required for majority of time spent sitting at desk, remainder may be spent out in the field gathering data
- sufficient flexibility for trunk flexion, rotation, lateral flexion
- core muscle and upper limb strength – required for moving equipment when going out into the field
- fine motor manipulation and dexterity required for computer use, gathering data, data entry

Psychosocial:
- effective communication skills – to liaise and provide results to other group members/external parties
- be able to share workspace with at least one other person
- an ability to communicate on professional and personal level – be able to ask questions, share results, express opinions
- self management skills – undertaking work tasks, carrying out tasks with time restraints

Cognitive:
- pattern recognition – be able to recognise and map out patterns in the land, resources
- reasoning ability to form judgements about data gathered
- attention span – be able to focus on several details at any one particular time to create picture
- concentration span – be able to work on tasks independently for extended periods of time, working on intricate mapping
- problem solving ability with regard to interpreting data gathered
- basic numeracy skills
- receptive and expressive language skills, in order to liaise with others, and to gather data
- vision, tactile sensation and hearing all required
- adequate level of comprehension and literacy to gather and document data
- decision making ability required for type of information needed and the questions to ask.

Environment:
- variety of areas accessed – require going up 2 flights of stairs as plotter machine is downstairs; employees may be required to do field work occasionally (depending on when outbreaks occur, which may be once every 2 years or so). Require going out into the field to gather data, be able to drive a car and travel
- a supportive work environment exists amongst co workers

First Aid:
- there is a trained first aid officer in the area
- first aid room available within complex

Transport:
- closest public transport stop is a bus stop on Berwick street approximately 600 metres from the main building
- the bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an accessible footpath present for the entire distance from the bus stop to the main building
- ACROD parking bay available close to entrance of building

Special considerations:
Technical officers require at least a diploma; research officers require a tertiary education.

Opportunities:
The possibility of job restructuring exists where a person is dedicated to data entry and does not require the carrying out fieldwork. This provides the opportunity of employing a person with a physical limitation or that is bound to a wheelchair with upper limb function. There are further opportunities of employing people with chronic fatigue, rheumatoid arthritis, diabetes, epilepsy, mild anxiety disorders, or mild hearing impairment that may be employed to carry out both field and research work.
Introduction:

An interview was carried out with Bill Macleod on Thursday 5th October, 2006 by Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main roles in this area are field based glasshouse and plot experiments, nematology, laboratory testing and analysis, and data entry.

Functional capacity required:

Physical:
- adequate flexibility for trunk rotation, flexion, and lateral flexion
- endurance for sitting for extended periods of time using trunk and neck flexion
- upper limb strength and tone required for lifting and carrying bags of samples (seed, grain, plants), treatments, pots
- functional range of upper limb required for reaching, lifting, stretching
- fine motor manipulation and dexterity – using tweezers, syringes, pipettes, screwing lids on/off, putting treatment onto seeds and putting them in an envelope, cleaning samples

Psychosocial:
- effective communication skills, to liaise with co workers (at least 1 to 4 people at a time)
- an ability to communicate on a professional and personal level – ask questions, express findings
- self-management skills required for carrying out own tasks

Cognitive:
- pattern recognition with regard to effectiveness of treatments
- task organisation – especially with experiment methodology, treatment processes
- reasoning ability – making judgements about effectiveness of treatments, soils, and pathogens
- attention span – an ability to focus on and decipher small details
- concentration span – an ability to concentrate on samples for at least 30 minutes at a time. Be able to sustain concentration whilst examining samples whilst out in the field
- problem solving ability – especially with regard to diagnostic testing. An ability to decipher infected plants from healthy ones, what is the cause of symptoms/characteristics
- memory -- beneficial with understanding what effects different pathogens have, being able to make decisions about treatments based on knowledge and experience
- basic numeracy skills required for taking measurements, counting, weighing samples
- processing of visual information to make adequate observations and subsequent judgements/decisions
- following complex instructions regarding testing/experiment/treatment procedures
- receptive and expressive language skills to process information and relay results
- vision, tactile sensation, proprioception required
- basic literacy and comprehension skills for making notes, data entry, writing reports, labelling of samples
- decision making skills with regard to testing/experiments, action to take

Environment:
- work benches approximately at a height of 1100 mm
- hazardous substances involved – herbicides, pesticides, treatments – strict precautions and safety procedures carried out. Fume hoods used
- artificial and natural lighting used
- a supportive environment exists amongst co workers
- safety procedures with regard to chemical use and storage are embedded in daily work culture and processes

First Aid:
- there is a trained first aid officer in the area
- first aid room available within complex

Transport:
- closest public transport stop is a bus stop on Berwick street approximately 600 metres from the main building
- the bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an accessible footpath present for the entire distance from the bus stop to the main building
- ACROD parking bay available close to entrance of building
Special Considerations:
A minimum of a TAFE certificate is required for technical officers. A tertiary degree is needed for research and lab pathologists. Technical officers will require to travel and walk around crop fields.

Opportunities:
Opportunities are present in all technical and research areas for people with mild hearing impairments. Types of disabilities that may be considered for the technical officers' role are mild learning disabilities, and mild psychiatric disabilities including mild anxiety. An opportunity for employing people with disabilities for research officers includes disabilities such as mild physical disabilities.
**Entomology - Technical and Research Officers (standard)**

**Introduction:**
An interview was carried out with Nic Monzu on Thursday 5th October, 2006 by Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the South Perth site. It was outlined through the interview that the main roles in this area are surveillance, activities surrounding social insects, designing of experiments, diagnostics, grain research, disinfection, mass rearing and data entry.

**Functional capacity required:**

**Physical:**
- Upper limb strength and tone to lift 1-10kg and carry for a maximum distance of 70m.
  - May require to lift up to 25kg (50kg between 2 people) in the fruit fly sterilisation section
- Sufficient endurance to stand for up to 2 hours at a time. Only sitting when looking through microscope
- Core strength and flexibility for trunk flexion, trunk rotation, lifting (above shoulder height is required in the fruit fly sterilisation area), reaching, bending, stirring of fruit fly food
- Full range of upper limb movement required, especially for duties in fruit fly sterilisation area
- Lower limb ability for accessing various areas
- Fine motor dexterity and manipulation for screwing on/off jar lids, using tweezers, knives, needles, washing of delicate instruments, using drills, syringes, spatulas

**Psychosocial:**
- Effective communication required for conferring with other technicians
- An ability to work effectively in a team -- working with a minimum of 2-5 people at any one time. However, sorting of insects and cleaning occurs individually
- An ability to communicate at a personal and professional level -- asking questions, sharing information. Technical officers may be required to set insect traps in people's backyards and interact with home owners appropriately
- Self-management skills with regard to organising tasks and completing within time restraints
Cognitive:
- task organisation - especially with regard to setting up insect traps in the field, rearing of insects
- reasoning is essential for classifying insects, treatment methods
- attention span - required to focus on small details eg. classification of insects may be based on the number of hairs on certain part of their body. Also needed when assessing insect traps as may be looking at hundreds of traps a day.
- concentration span - may need to look at insects for periods of 30 minutes to hours at a time for up to 2 days. This may require looking at small detail such as the length of an insect. Concentration is also required in the fruit fly sterilisation as it requires dealing with flies at different life stages - necessitating caution when handling
- problem solving ability with regard to classifying insects, methodology of procedures and treatments
- memory - is preferable for classification and procedures but there are reference manuals for some so not a necessity
- basic numeracy skills for counting, measuring
- ability to process auditory and visual information. Auditory processing is especially required for safety precautions – gases are made on premises
- following instructions with regard to procedures and protocols
- receptive and expressive language required for recording data and liaising with others.
- vision and tactile sensation required. It is important to note that there is a number of varying smells in the fruit fly sterilisation area
- basic degree of literacy required for writing reports and looking through manuals
- decision making ability required with regard to the interpretation of diagnostic testing, determining normal/abnormal characteristics, modifying/designing baits and procedure methods

Environment:
- variety of areas accessed - laboratory, traps for surveillance out in field visited once a week - may be located in someone's backyard, fruit fly sterilisation area is all flat surface but is separated from main building
- hazardous substances involved - pesticides, insecticides, chemicals to make gas. There are no fume hoods in place at the moment however, their addition is currently being looked into
- Floor surfaces are all flat.
- Natural and artificial lighting utilised. The fruit fly sterilisation area only uses artificial lighting.
- Temperature varies within the fruit fly sterilisation area depending on life cycle.
- A positive social environment exists among co-workers.

**First Aid:**
- There is a trained first aid officer in the area.
- First aid room available within complex.

**Transport:**
- Closest public transport stop is a bus stop on Berwick street approximately 600 metres from the main building.
- The bus stop is wheelchair accessible (only from a wheelchair accessible bus) with an accessible footpath present for the entire distance from the bus stop to the main building.
- ACROD parking bay available close to entrance of building.

**Special Considerations:**
A degree in biology is preferred, especially for professional staff. There is a range of level 1, 2, 3 and professional officers. There are short periods of time when a number of extra technical officers are required for example, during mass disinfestation trials. Staff may be required for approximately 1-1.5 months for these trials.

**Opportunities:**
Opportunities are present with regard to surveillance, cleaning, and within the fruit fly sterilisation area. It was stated during the interview that approximately 3000 insect traps require monitoring once a week, which are situated predominantly around the metro area but also in some regional areas. It is suggested that a person with a hearing impairment be considered for field surveillance work. An individual with a mild learning disability may be designated to setting and servicing traps, or cleaning of instruments as it was noted during the interview that cleaning duties are performed individually. Duties required for insect rearing may also be a possibility for people with a mild learning disability, mild psychiatric disability, or hearing impairment to carry out, as the duties follow a set procedure established by professional officers. Furthermore, individuals with the above mentioned disabilities may also be considered for the fruit fly.
sterilisation area as it involves structure, routine and physical work. People with autism may also be a very successful candidate due to the very level of routine and structure involved.
Emergency Response -- European House Borer

Introduction:
An interview was carried out with John Van Schagen on Thursday 5th October, 2006 by Matthew Eaton (Manager of Customer Relations at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the Forrestfield site. It was outlined through the interview that the main role in this area involves carrying out surveillance and surveys out in the field, assessing pine trees/houses, data entry for mapping of survey results, and administration work.

Functional capacity required:
Physical:
- as a technical officer, majority of time (approximately 50% of time) spent driving
- endurance required for walking to people’s houses and conducting surveys, walking around bushland and inspecting pine trees. Admin staff are predominantly sitting throughout day
- admin staff require sufficient trunk flexibility and core strength for bending, reaching, stretching, lifting, carrying
- fine motor dexterity and manipulation required for putting letters into envelopes, using the filing system, computer use

Psychosocial:
- effective communication required with regard to liaising with homeowners, contract workers, and/or co-workers
- an ability to interact with at least one person at a time – technical officers are in teams of 2; admin staff are required to share their work space
- an ability to communicate on a professional and personal level – asking questions, sharing information, expressing interests
- self-management skills required with regard to organising the number of surveys carried out in a day (technical officers), input of survey data and completion of other clerical tasks (admin staff)

Cognitive:
- language comprehension is important for liaising with others and gathering necessary information
- task organisation for ensuring completion of all clerical and data entry work
- attention span for examining entry/exit holes of the European House Borer
- concentration span for data entry
- reasoning ability when speaking to homeowners and contract workers
- basic numeracy skills required for data input
- an ability to process auditory and visual information when gathering information
- receptive and expressive language required, especially when dealing with enquiries
- vision required
- basic level of literacy required for data entry - computer literacy - admin staff are expected to type at minimum rate of 30 words per minute.
- decision making ability with regard to actions taken out in field when/if European House Borer is present; admin staff require decision making ability for managing phone calls and enquiries

Environment:
- height of workbenches is approximately 700mm
- door frame widths range from 850mm to 920mm
- floor surface is flat within building. There is a ramp both at the reception building entrance (within standards) and at the back entrance of the building of concern (greater gradient than accepted standard). However, the latter ramp did not have a required handrail. It is possible to enter the European House Borer building from the back where no ramp is required.
- the reception building has a wheelchair accessible toilet
- natural and artificial lighting is utilised throughout
- it has been commented by other staff members that the Forrestfield site can become quite cold, especially during the winter months
- there is a positive social environment amongst co-workers

First Aid:
- there are first aid officers on site throughout the day, with an applied basic first aid competency
- a first aid room is available within the complex and first aid boxes are readily available in both main buildings of concern
Transport:
- Public transport is available with the nearest bus stop situated approximately 200 metres from the building.
- The bus stop is wheelchair accessible via a footpath.
- ACROD parking bay available close to entrance of reception building.

Special Considerations:
It is preferred that technical officers have a tertiary degree. Administration staff does not require any formal education. It is expected that technical officers have a significant level of mobility, which is especially required with the considerable amount of travelling that they do.

Opportunities:
There are opportunities for people with mild hearing impairments to carry out the role of a technical officer. People in wheelchairs, individuals with physical limitations due to cystic fibrosis, chronic fatigue, rheumatoid arthritis, diabetes, thyroid disorders, or individuals with mild psychiatric disabilities, as well as people with mild learning disabilities, may all be appropriate candidates for positions within the administration section. The nature of administration work is quite sedentary and not necessarily physically demanding providing ample opportunities for people with disabilities.
Border Biosecurity - Inspectorial Staff

Introduction:
An interview was carried out with Lloyd Mason on Thursday 5th October, 2006 by Matthew Eaton (Manager of Customer Relations at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at the WAQIS site. It was outlined through the interview that the main role in this area involves the inspecting of goods for import and export. There is a mobile response team, check point officers, and a technical section that are required to conduct audits under quality arrangements.

Functional capacity required:
Physical:
- upper body strength required to lift a variety of weights at one time. An ability to sustain repetitive lifting throughout the day when required (depending on nature of goods that are being inspected)
- sufficient core strength and flexibility required for trunk flexion, trunk rotation, reaching, crawling, pulling, pushing, packaging
- adequate upper limb movement and control required for using crowbars, telescopic spears
- sufficient lower limb movement, control and strength required boarding boats, climbing on machinery, accessing crates, climbing over/under/in obstacles
- adequate endurance for sustaining dynamic positions for various lengths of time and altering times of day. Endurance also required for standing for prolonged periods of time
- admin staff require an ability to sit for extended periods of time
- coordination and balance required for using both sides of body simultaneously eg. holding and tapping flowers, climbing
- fine motor dexterity and manipulation required for using a pocket knife and the sorting of fruit, flowers and various other goods; also required for computer use and data entry

Psychosocial:
- effective communication skills for liaising with the owner of goods, media and any other relevant parties
- an ability to communicate on a personal and professional level on a regular basis. May be required to communicate with a non-English speaking person necessitating use of gestures and body language
- an ability to ask questions, express findings, share information and be able to assert role and function
- be able to work effectively with other people
- self-management skills with regard to carrying out thorough inspections of goods within appropriate time frame

Cognitive:
- language comprehension ability to liaise with relevant parties
- task organisation – an ability to structure a goods inspection efficiently
- reasoning ability when dealing with owners of goods for inspection
- attention span as required to focus on fine detail when examining items
- concentration span – an ability to concentrate and sustain attention for extended periods of time whilst examining item
- problem solving ability with regard to process of inspection for varying items. Problem solving ability also required for suspecting methods of concealment with regard to illicit substances
- memory span of previous experience is extremely beneficial as there is a plethora of products and specimen procedures. Manuals are available however, having an adequate memory would improve efficiency
- basic numeracy skills required for knowing sample sizes
- an ability to process auditory and visual information
- an ability to follow complex instructions pertaining to inspection procedures
- receptive and expressive language is necessary for liaising with relevant parties and obtaining information
- vision, tactile sensation, smell all required
- high level of literacy is required for understanding legislation and writing field reports
- computer literacy is required for inputting data
- high level of decision making ability is necessary, especially for forming safety related decisions

Environment:
- employees encounter a variety of physical environments depending on the item requiring inspection. Environments may range from working inside the international airport inspecting boxes, to inspecting trains, boats, crates, machinery, working on checkpoints in
regional areas, inspecting fruit at the Canningvale markets and so on. Workers require a high level of mobility to access all the above mentioned areas.

- hazardous substances may be encountered
- admin staff are predominantly within the building with workbenches at a height of approximately 700mm
- lighting may vary depending on inspection. Natural and artificial light is utilised within the main building
- a supportive social environment that promotes independence exists within the workplace

First Aid:
- there is a designated first aid officer on site, who has completed the necessary basic 2 day first aid training course
- there is a first aid room within the building
- first aid boxes are readily accessible at various points around the building

Transport:
- public transport is available with the nearest bus stop situated approximately 3.5 kilometres from the building
- an ACROD parking pay is available close to the entrance of the reception building

Special Considerations:
A background in horticulture or agriculture with relevant certificate qualifications is preferable, however, on-site training is provided. Employees also require a sound understanding of legislation and an ability to apply it to their duties. It is a prerequisite of employment for employees to have a West Australian license.

Opportunities:
From the information gathered, it is possible to consider a person with a mild hearing impairment to carry out the duties of an inspectorial officer as most inspections rely heavily on sight and touch. Opportunities exist with regard to the employment of administration staff with a disability. These include considering people bound to a wheelchair with upper limb mobility as the building provides sufficient accessibility, people with mild learning disabilities, individuals with mild psychiatric disabilities, and mild vision impairments.
Agricultural Operatives – Base Grade Staff

Introduction:

An interview was carried out with Gavin D' Adhemar on Friday 6th October, 2006 by Matthew Eaton (Manager of Customer Relations at EDGE Employment Solutions) and Barbara Magnowski (4th year Occupational Therapy student), discussing the main roles and duties of staff at Medina research station. It was outlined through the interview that the main roles at Medina were in horticulture, working in the piggery and with sheep. Duties in horticulture included operating tractors/machines, using farm equipment, planting seeds, irrigation, manually distributing fertiliser, weeding, sampling of products, and clearing of land. Working in the piggery involves the making of pig feed, feeding the pigs from wheelie bins, weighing pigs, and cleaning of pigpens. Other duties included shearing of sheep, feeding sheep, and weighing sheep.

Functional capacity required:

Physical:
- sufficient flexibility – bending to the ground, into wheelie bins
- upper and lower body muscle strength – for lifting up to 30kg, carrying (up to 25kg), bending, reaching, pulling, pushing, climbing ladders
- endurance – for walking around the 100 hectare property, standing, mustering and weighing sheep/pigs for up to 5 hours at one time
- fine motor dexterity and strength – manually turning irrigation taps on/off, tagging of pigs/sheep
- balance and coordination – manually spreading fertiliser, climbing ladders, handling animals, using machinery

Psychosocial:
- effective communication with others – necessary for safety precautions as well as liaising with others that come on site.
- an ability to interact appropriately with others and work effectively in a team
- have an ability to interact with people on a personal and professional level
- have self-management skills in being able to organise and complete own work duties

Cognitive:
- problem solving ability – knowing if and when something goes wrong, why and what to do about it
- an ability to pay attention to detail and any changes that may occur with animals/crops regarding trials/experiments that are occurring at that point in time.

- concentration is required — when weighing or handling animals, it is important to sustain concentration and attention so that safety is ensured.

- long and short term memory — would be preferable but not a necessity as methods and observations may be written down to prompt the worker.

- processing of information — the environment may have significant noise levels due to the operation of machinery, thus it is important to be able to process auditory and visual information.

- tactile sensation, vision and hearing are all required.

- basic numeracy and literacy skills are required for the recording of data.

- workers are required to make their own decisions with regard to what to do in the field, especially with regard to making decisions about their own safety and the safety of others.

- need to have drivers license to drive tractors, quad bikes, car.

Environment:

- workers require access into the office, with stairs at the entrance, into sheds, crop fields.

- rough terrain.

- significant noise levels due to the operation of machinery.

- handling of hazardous chemicals (for fertilisers) — all staff receive training in this area.

- most work is carried out either outside or in sheds where natural light is utilised. Lighting in animal sheds is at a dull level due to presence of windows and now artificial lighting.

- during summer, temperatures may become quite high as most work performed outdoors.

- there are safety procedures for each piece of machinery that need to be adhered to.

- a positive social atmosphere exists amongst co-workers with a strong sense of mateship.

Disability is looked upon with a positive light, if the prerequisites for the job are met.

First aid:

- there are first aid boxes located in various areas around the site.

- all staff have undertaken the 2 day first aid training course.

- a doctor's surgery is situated nearby and staff are immediately transported there if required.
Transport:
- public transport is available with the nearest bus stop situated just under 2.5 kilometres from the building

Opportunities:
It was stated during the meeting that this particular area within the DAFWA is searching for people willing to complete traineeships. It is recommended that EDGE Employment Solutions take part in establishing school based or work based traineeships for registrants that have ADD, ADHD, mild learning disabilities, or mild psychiatric disabilities such as depression and bipolar.
# Job Audit

**Work Site:**

**Job Title:**

**Date Completed:**

**Assessor**

<table>
<thead>
<tr>
<th>Key Functions</th>
<th>Components</th>
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- **Postures used:**
  - Lifting required: including weight, size, distance travelled, height from which object is being lifted from and carried to.
  - Amount of sitting/standing/walking the task requires.
  - Tools used: including machinery, computers, and any other tools/equipment required for the task.

- **What movements are involved:**
  - Extent of endurance required for tool/equipment use.
  - Gross motor skills required: body positions, muscle strength, static or dynamic positions, etc.
  - Fine motor skills required: finger, hand and wrist movements, muscle strength, associated movements.

- **Level of flexibility required:** (are they required to continuously bend and pick things up off the ground).

- **Coordinated movements:** (do they need to use both sides of their body, do they need to coordinate their limbs to perform different actions.)
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<td><strong>Psychosocial</strong></td>
<td>personality traits required</td>
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<td>motivational influences (are workers required to use their own initiative; what motivates current workers)</td>
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<td>how often does interaction with other people occur, and with how many at one time</td>
<td>How many people at one time per hour per day</td>
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<td>are there specific gestures that are used within the workplace to communicate; what are the methods of communication used eg. email</td>
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<td>what is the information exchange that is occurring - asks, expresses, shares, asserts</td>
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<td>are any other people involved in carrying out tasks, what is their relationship to each other, what do they expect from each other</td>
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<td>are there particular ways of carrying out tasks with specific expectations and rules sharing and turn taking required</td>
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<td>is expression of emotion required</td>
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<td>self-management skills</td>
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<td><strong>Cognitive</strong></td>
<td>language comprehension and production</td>
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<td>Requirement</td>
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<td>Do they need to recognise patterns?</td>
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<td>Do they need to organise a task independently?</td>
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<td>Does the individual need to form judgements and conclusions?</td>
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<td>Attention</td>
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<td>Memory</td>
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<td>Is there an element of numeracy—counting, fractions, percentages, basic subtraction and addition?</td>
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<td>Processing of information—auditory and visual</td>
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<td>Following instructions—2 step or more complex</td>
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<td>Receptive and expressive language requirements</td>
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<td>What is the level of training required—on-site training, tertiary education etc.</td>
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<td>Sensory skills required</td>
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<td>Degree of literacy required</td>
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<td>Decision making ability</td>
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<td>Environment</td>
<td>Height of workbenches</td>
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<td>Question</td>
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<td>-------------------------------------------------------------------------</td>
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<tr>
<td>width of door frames (at least 1100mm for wheelchair access)</td>
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<tr>
<td>areas accessed</td>
<td></td>
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<tr>
<td>hazardous substances involved</td>
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<tr>
<td>types of floor surfaces that are encountered</td>
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<tr>
<td>number of steps</td>
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<tr>
<td>gradient of floor in areas that are accessed</td>
<td></td>
<td></td>
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<tr>
<td>lighting - even throughout, are hazards well lit</td>
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<tr>
<td>noise levels</td>
<td></td>
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<tr>
<td>temperature and air flow</td>
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<tr>
<td>safety procedures for machinery</td>
<td></td>
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<tr>
<td>social environment - culture within workplace (values, beliefs, customs); attitudes towards disability</td>
<td></td>
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<tr>
<td>practical, informational and emotional support available</td>
<td></td>
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<tr>
<td>First Aid</td>
<td></td>
<td></td>
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<tr>
<td>are there designated officers in the area?</td>
<td></td>
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<tr>
<td>what is their training</td>
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<tr>
<td>where is the first aid box</td>
<td></td>
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<tr>
<td>Opportunities for Grading and Adapting of Task</td>
<td></td>
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</tbody>
</table>

**Accessibility**

<table>
<thead>
<tr>
<th>Transport</th>
<th>availability of public transport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access from public transport spots (e.g., gradient, type of surface)</td>
<td></td>
</tr>
<tr>
<td>Access to parking spaces (accessibility, are spaces big enough and close enough to main entrance)</td>
<td></td>
</tr>
</tbody>
</table>

General access

<table>
<thead>
<tr>
<th>wheelchair access</th>
</tr>
</thead>
<tbody>
<tr>
<td>hazards clearly marked</td>
</tr>
<tr>
<td>venue free from hazards</td>
</tr>
<tr>
<td>tactile indicators (Braille lift buttons), luminous indicators</td>
</tr>
<tr>
<td>colour contrast on steps</td>
</tr>
<tr>
<td>glass doors clearly marked</td>
</tr>
<tr>
<td>do ramps have handrails</td>
</tr>
<tr>
<td>Category</td>
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<tr>
<td>------------------</td>
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<tr>
<td>Stairs and</td>
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<tr>
<td>escalators</td>
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<tr>
<td>Lifts</td>
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<tr>
<td>Toilets/Bathroom</td>
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<tr>
<td>Signage</td>
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<td></td>
</tr>
<tr>
<td><strong>tactile signs used</strong></td>
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<tr>
<td>-----------------------</td>
</tr>
<tr>
<td><strong>signage well lit at night</strong></td>
</tr>
<tr>
<td><strong>are warning signs used if strobe lighting, smoke or explosive sounds used in venue</strong></td>
</tr>
<tr>
<td><strong>Emergency exits and procedures</strong></td>
</tr>
<tr>
<td><strong>Telephones</strong></td>
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<tr>
<td></td>
</tr>
<tr>
<td><strong>Any other comments regarding accessibility</strong></td>
</tr>
</tbody>
</table>