



Job demand checklists

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Introduction

Job demand checklists help determine and assess the inherent physical, sensory, and psychosocial demands of a position. They are also used to identify any environmental factors associated with a position, as well as equipment (including personal protective equipment) that may be used.

At GRV, job demand checklists are organised by job family with input from Health and Safety Representatives. Click on the job family below to access the relevant checklists.

<u>Kennel-based positions</u>	<u>Racing-related positions</u>	<u>Support positions</u>
GAP Adoption Coordinator, GAP Behaviour Assessor, and GAP Kennel Attendant	Stewards, Judges, Lure Drivers, Veterinarians, Investigative Stewards, Track-related positions, Event-related positions	Administrative, clerical, professional, and executive positions

Job demand checklists should be read in conjunction with the relevant position description.

When reading through the relevant job demand checklist, refer to the following scale:

Scale	Definition
Frequency	<i>Not applicable</i> Doesn't apply to this job
	<i>Occasional</i> The activity exists for up to one-third of the time when performing job-related tasks
	<i>Frequent</i> The activity exists for between one-third and two-thirds of the time when performing job-related tasks
	<i>Constant</i> The activity exists for more than two-thirds of the time when performing job-related tasks
	<i>Repetitive</i> The activity involves repetitive movements when performing job-related tasks
Impact	Light; Moderate; Heavy
Duration	Briefly; Constantly
Weight	<5kg; 5-10kg; 10-30kg; 30-40kg; >40kg
Psychological demands	Low (<5% of time); Moderate (5-30% of time); High (30-60% of time); Constant (>60% of time)

If you have any questions about GRV's job demand checklists, speak with your recruitment contact or email either careers@grv.org.au or hsw@grv.org.au.

Job demand checklist: kennel-based positions

This job family includes the following positions:

- GAP Adoption Coordinator | ● GAP Behaviour Assessor | ● GAP Kennel Attendant

Activity / Scale	Frequency				
	Not applicable	Occasional	Frequent	Constant	Repetitive
Passive					
Sitting – counter / desk		●			● ●
Sitting – vehicle		●	●		●
Operating telephone / computer		●			● ●
Writing / reading				●	● ●
Manual Handling					
Forward or backward bending or twisting at the waist			●		● ●
Working with one or both hands above shoulder height		●	●	●	
Lifting or lowering items			●	● 10-20kg	● ● <10kgs
Application of force (e.g., pushing/pulling away from and towards the body)				●	● ●
Lifting/holding/restraining dogs				●	● ●
Exerting force in an awkward posture		●		● ●	
Holding & supporting equipment			●	●	●
Agility					
Squatting / kneeling (e.g., bending at knees, ankle, waist to work at low levels)		●			● ●
Looking up / looking down		●			● ●
Reaching forwards or sideways			●		● ●
Gripping or grabbing equipment				●	●
Mobility					
Walking				●	● ●
Standing				●	● ●
Walking on uneven ground			●	●	●
Climb steps/stairs				● ●	●
Climb ladder	● ●	●			
Driving					
Passenger vehicle		●	●		●
Light commercial (regular driver licence)		●	●		●
Bus (endorsed licence)	● ● ●				
Machinery/heavy commercial	● ● ●				
Sensory					
Hearing – face to face / telephone conversations				●	● ●
Hearing – working with plant & equipment or dogs					● ● ●
Visual – read printed material, signage					● ● ●
Visual – computer screen, electronic signs			●		● ●
Visual – driving		●	●		●
Visual – watching with vigilance			● ●		●
Emotional					
Dealing with complex persons		●	●		●
Supporting dependent persons		● ● ●			
Dealing with conflict		● ●			●
Managing complex personal situations		● ●		●	●
Providing empathy			●	●	●
Work Environment					
Outdoor – exposed to elements, plant & equipment			●		● ●
Confined spaces		●	●		●
Working alone		● ●	●		
Working at heights (greater than 2m)	● ●	●			
Exposure to extensive dust		● ●	●		
Pollen (or other allergens)			●	●	
Exposure to polluted odours and/or chemicals			●		● ●
Animal waste				●	● ●

Job demand checklist: racing-related positions

This job family includes the following positions:

- Stewards/Judges/Lure Drivers/Veterinarians | • Investigative Stewards
- Track-related positions | • Event-related positions

Activity / Scale	Frequency				
	Not applicable	Occasional	Frequent	Constant	Repetitive
Passive					
Sitting – counter / desk		•		•	• •
Sitting – vehicle			•	•	• •
Operating telephone / computer		•		•	• •
Writing / reading				•	• • •
Manual Handling					
Forward or backward bending or twisting at the waist				•	• • •
Working with one or both hands above shoulder height			• • •	•	
Lifting or lowering items			• <10 kgs	• <5 kgs • 10-20kg	• <10 kgs
Application of force (e.g., pushing/pulling away from and towards the body)			• Light	• Light	• •
Lifting/holding/restraining dogs		•		•	• •
Exerting force in an awkward posture			• •	• •	
Holding & supporting equipment			• •	•	•
Agility					
Squatting / kneeling (e.g., bending at knees, ankle, waist to work at low levels)				•	• •
Looking up / looking down				• •	• •
Reaching forwards or sideways				• •	• •
Gripping or grabbing equipment			•	•	• •
Mobility					
Walking					• • • •
Standing					• • • •
Walking on uneven ground				• •	• •
Climb steps/stairs				• •	• •
Climb ladder	• •	• •			• •
Driving					
Passenger vehicle			•	• •	•
Light commercial (regular driver licence)	•		•	•	•
Bus (endorsed licence)	• • • •				
Machinery/heavy commercial	• • •	•			
Sensory					
Hearing – face to face / telephone conversations				•	• • •
Hearing – working with plant & equipment or dogs		•			• • •
Visual – read printed material, signage				•	• • •
Visual – computer screen, electronic signs			•		• • •
Visual – driving				• •	• •
Visual – watching with vigilance			•		• • •
Emotional					
Dealing with complex persons		•	•		• •
Supporting dependent persons		• • •			•
Dealing with conflict		•			• •
Managing complex personal situations		•		•	• •
Providing empathy			•	•	• •
Work Environment					
Outdoor – exposed to elements, plant & equipment					• • • •
Confined spaces	•	•	• •		
Working alone		• •	•		•
Working at heights (greater than 2m)	• • •		•		
Exposure to extensive dust		• • •	•		
Pollen (or other allergens)			• •	• •	
Exposure to polluted odours and/or chemicals		• •			• •
Animal waste		•			• • •

Job demand checklist: support positions

This job family includes administrative, clerical, professional, and executive positions which may be worked at GRV's support office in West Melbourne, from home, or another location.

Activity / Scale	Frequency				
	Not applicable	Occasional	Frequent	Constant	Repetitive
Passive					
Sitting – counter / desk					•
Sitting – vehicle			•		
Operating telephone / computer					•
Writing / reading					•
Manual Handling					
Forward or backward bending or twisting at the waist		•			
Working with one or both hands above shoulder height		•			
Lifting or lowering items		• <5 kgs			
Application of force (e.g., pushing/pulling away from and towards the body)		• Light			
Lifting/holding/restraining dogs	•				
Exerting force in an awkward posture		•			
Holding & supporting equipment		•			
Agility					
Squatting / kneeling (e.g., bending at knees, ankle, waist to work at low levels)		•			
Looking up / looking down		•			
Reaching forwards or sideways		•			
Gripping or grabbing equipment		•			
Mobility					
Walking				•	
Standing				•	
Walking on uneven ground	•				
Climb steps/stairs	•				
Climb ladder	•				
Driving					
Passenger vehicle				•	
Light commercial (regular driver licence)	•				
Bus (endorsed licence)	•				
Machinery/heavy commercial	•				
Sensory					
Hearing – face to face / telephone conversations					•
Hearing – working with plant & equipment or dogs	•				
Visual – read printed material, signage					•
Visual – computer screen, electronic signs					•
Visual – driving			•		
Visual – watching with vigilance					•
Emotional					
Dealing with complex persons		•			
Supporting dependent persons		•			
Dealing with conflict			•		
Managing complex personal situations		•			
Providing empathy			•		
Work Environment					
Outdoor – exposed to elements, plant & equipment	•				
Confined spaces	•				
Working alone				•	
Working at heights (greater than 2m)	•				
Exposure to extensive dust	•				
Pollen (or other allergens)	•				
Exposure to polluted odours and/or chemicals	•				
Animal waste	•				