

# Job demand checklists

Approved April 2024

#### 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.

Kennel-based positions	Racing-related positions	Support positions
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				
	Not applicable	Doesn't apply to this job			
	Occasional	The activity exists for up to one-third of the time when performing job-related tasks			
Frequency	Frequent	The activity exists for between one-third and two- thirds of the time when performing job-related tasks			
	Constant	The activity exists for more than two-thirds of the time when performing job-related tasks			
	Repetitive	The activity involves repetitive movements when performing job-related tasks			
Impact	Light; Moderate; Hea	vy			
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 <a href="mailto:careers@grv.org.au">careers@grv.org.au</a> or <a href="mailto:hsw@grv.org.au">hsw@grv.org.au</a>.

## Job demand checklist: kennel-based positions

This job family includes the following positions:

• GAP Adoption Coordinator | • GAP Behaviour Assessor | • GAP Kennel Attendant

	Frequency					
Activity / Scale	Not	Occasional	Frequent	Constant	Repetitive	
Passive	applicable					
Sitting – counter / desk		•			• •	
Sitting – counter y 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	1	ı	ı	ı	1	
Passenger vehicle		•	•		•	
Light commercial (regular driver licence)  Bus (endorsed licence)		•	•		•	
Machinery/heavy commercial	• • •					
Sensory				l		
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			•	•	• •	
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#### 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

Not applicable   Not		Frequency				
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 Ufting or lowering items Application of force (e.g., pushing/pulling away from and towards the body) Litting high or street in the waist was street in the waist of the waist of the waist street body) Litting/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  Walking Standing Walking Standing Walking Standing Walking Standing Walking Standing Walking Standing Walking ou uneven ground Limb steps/statirs Limb toder Driving Passenger vehicle Light commercial (regular driver licence) Bus (endorsed li	Activity / Scale		Occasional	Frequent	Constant	Repetitive
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 Uffting or lowering items Application of force (e.g., pushing/pulling away from and towards the body) Lifting or lowering items 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 / Dooking down Reaching forwards or sideways Gripping or grabbing equipment  Mobility Walking Standing Walking Standing Walking on uneven ground Climb steps/stairs Climb ladder  Driving Passenger vehicle Light commercial (regular driver licence) Wasc (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 - mothing with plant & equipment or dogs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - computer screen, electronic	Passive					
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 Uffting or lowering items Application of force (e.g., pushing/pulling away from and towards the body) Lifting or lowering items 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 / Dooking down Reaching forwards or sideways Gripping or grabbing equipment  Mobility Walking Standing Walking Standing Walking on uneven ground Climb steps/stairs Climb ladder  Driving Passenger vehicle Light commercial (regular driver licence) Wasc (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 - mothing with plant & equipment or dogs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - read printed material, signage Visual - computer screen, electronic signs Visual - computer screen, electronic	Sitting – counter / desk		•		•	• •
Writing / reading				•	•	• •
Forward or backward bending or twisting at the waist	Operating telephone / computer		•		•	• •
Forward or backward bending or twisting at the waist  Working with one or both hands above shoulder height  Lifting or lowering items  Application of force (e.g., pushing/pulling away from and towards the body)  Litting/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  Walking  Standing  Walking  Standing  Walking  Standing  Standing  Agility  Power was a sideways  Busing on uneven ground  Climb steps/stairs  Climb ladder  Driving  Passenger vehicle  Light commercial (regular driver licence)  Bus (endorsed licence)	Writing / reading				•	• • •
Working with one or both hands above shoulder height  Lifting or lowering items  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  Walking  Walking  Walking  Walking  Standing  Walking  Standing  Walking  Standing  Walking  Light commercial (regular driver licence)  Bus (endorsed licence)  Washarinery/heavy commercial  Sensory  Hearing - face to face / telephone conversations  Hearing - working with plant & equipment or dogs  Visual - read printed material, signage  Visual - read printed material, signage  Wisual - read printe	Manual Handling					
Working with one or both hands above shoulder height  Lifting or lowering items  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  Walking  Walking  Walking  Walking  Standing  Walking  Standing  Walking  Standing  Walking  Light commercial (regular driver licence)  Bus (endorsed licence)  Washarinery/heavy commercial  Sensory  Hearing - face to face / telephone conversations  Hearing - working with plant & equipment or dogs  Visual - read printed material, signage  Visual - read printed material, signage  Wisual - read printe	Forward or backward bending or twisting at the waist				•	• • •
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Scripping 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   Confined spaces ••••   Working al heights (greater than 2m) ••••   Exposure to extensive dust ••••   Pollen (or other allergens) ••••   Exposure to polluted odours and/or chemicals ••••						
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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				•		
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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				•		• • •
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					• •	
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				•		• • •
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						
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			•	•		• •
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			• • •			•
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			•			
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			•	-	_	
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				•	•	• •
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						
Working alone  Working at heights (greater than 2m)  Exposure to extensive dust  Pollen (or other allergens)  Exposure to polluted odours and/or chemicals  • • • • • • • • • • • • • • • • • • •						• • • •
Working at heights (greater than 2m)  Exposure to extensive dust  Pollen (or other allergens)  Exposure to polluted odours and/or chemicals  • • • • • • • • • • • • • • • • • • •		•				
Exposure to extensive dust  Pollen (or other allergens)  Exposure to polluted odours and/or chemicals  • • • • • • • • • • • • • • • • • • •			• •			•
Pollen (or other allergens)  Exposure to polluted odours and/or chemicals  • • • • • • • • • • • • • • • • • • •		• • •				
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.

	Frequency				
Activity / Scale	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				ı	
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	ı			ı	<u></u>
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	•				