**W****ork Capabilities Checklist:**

Work Capabilities Checklist: Schools Officer – Grounds and Facilities

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**Schools Officer – Grounds and Facilities**

**PRIVACY NOTICE:** The Department of Education (the department) is collecting personal information on the below employee’s health and its impact on work in accordance with the *Information Privacy Act Qld (2009)*, *Work Health and Safety Act 2011* and *Workers’ Compensation and Rehabilitation Act 2003*, and the department’s ‘Workplace rehabilitation’ or ‘Reasonable Adjustment’ procedure, to support and facilitate the provision of a workplace rehabilitation program or reasonable adjustments in the workplace.

The information will be accessed by a Rehabilitation and Return to Work Coordinator. Some of this information may be given to WorkCover Qld, QSuper or other insurer, a treating doctor or allied health professional or a doctor appointed by the department; information relevant to the impact of an injury/illness upon an employee’s work may also be discussed with a supervisor; for the purpose of identifying and considering rehabilitation options or reasonable adjustments in the workplace.

Information may also be discussed with Regional or Central Office Organisational Health and People Branch employees. Some of this information may be shared within the department for reporting purposes and with external agencies, where authorised under a law or to comply with regulatory agency requirements.

**Action Required**:

To be completed by treating medical practitioner or allied health professional and returned to the Rehabilitation and Return to Work Coordinator, to aid the development of a rehabilitation and return to work program or consideration of workplace reasonable adjustments.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_have examined \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In relation to (nature of condition/s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

They will be capable of performing the following duties from: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ to \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

□ Full time **OR** □ Part time\_\_\_\_\_\_\_\_\_\_\_\_\_ hours per day\_\_\_\_\_\_\_\_\_\_\_\_\_\_ days/week

Recommendations if gradual increase in hours (e.g. Week 1: 2 days/week; Week 2: 3 days/week) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Timeframe for return to independent full hours and duties\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Schools officers are responsible for:**

Contributing to the efficient and effective operation and environment of the school by providing a high level of facilities and grounds care support to the Principal or nominated delegate, including:

* performing a range of activities to ensure that school facilities and grounds are maintained to a high standard of neatness, tidiness, safety and hygiene
* contribute to the beautification, enhancement of appearance and safety of the school's grounds

**Psychosocial Requirements**

* Abide by the Code of Conduct for the Qld Public Sector and the Department's Standard of Practice (includes obligation on all department employees to take responsibility for their own conduct and decisions, and to work collaboratively with colleagues to establish cooperative workplaces)
* Operate within a performance framework (Includes reviews and giving and receiving feedback)
* Participation in practices around workplace operational responsibilities and obligations
* Time pressure / high workload (unplanned interruptions, weather events, impromptu meetings and emerging issues)
* Variable work breaks (including unscheduled changes to work conditions such as working through meal breaks or additional extra-curricular activities)
* Working in groups or unsupervised

**Social / Interpersonal Requirements**

* Conflict resolution and negotiation (E.g. interactions between colleagues, supervisors, executive leadership, students, parents and supervisors)
* Duty of Care responsibilities (Includes student safety and other health and safety risks including complying with departmental policies and procedures)
* Interactions with public

* Work collaboratively with colleagues to establish cooperative workplaces (Includes the ability to operate within a team environment, appropriate reporting structures, and a performance framework)

| **Activities** | **Yes** worker is fully cleared to perform these duties | **No** they cannot perform these duties | Restricted or limitedwith the limitations/ restrictions as noted | **Duration (in minutes)** | **Please provide details of**  **limitations/ restrictions** |
| --- | --- | --- | --- | --- | --- |
| **Work within the psychosocial/ social/ interpersonal requirements of the role** (as per page 1) | □ | □ | □ |  |  |
| **Self-mobilise and navigate around school grounds**   * walk on variable surfaces e.g. flat, sloped or uneven ground, climb stairs, open/close gates and doors, carry items/ equipment, or push trolley | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **General maintenance and repair of facilities**   * minor work including repair and installation e.g.: unblocking plumbing, changing lightbulbs and fittings, setting clocks, wall mounting pictures and brackets, fixing building fixtures such as door/window latches | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * major repair and maintenance activities e.g.: including wall patching, painting, furniture repair and painting, use of hand and power tools <~3kg | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * occasional sustained awkward postures | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * walk to location carrying items by hand or trolley (e.g. toolbag, ladder, tins of paint, drop sheets, timber, plaster boards) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **General maintenance and repair grounds, including** |  |  |  |  |  |
| * minor maintenance e.g.: replace sections of turf, cut/prune trees /bushes (from the ground), spread mulch, fertilise lawns, spot weed spray, gutter clean from ground, maintain irrigation | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * major maintenance e.g.: replace pavers, repair steps, lop trees from ground, remove tree roots, minor fence repairs | □ | □ | □ | □<5 □<10□<15□<20 |  |
| * walk to location carrying items < ~10kg (e.g. toolbag roll of turf, crowbar, chainsaw or garden tools), transport heavier or large items by trolley/golf buggy | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Operate leaf blower (petrol/electric) <~12kg**   * pull rip cord (petrol), carry blower on one side and walk directing air flow in side-to-side sweeping motion, squat/ forward bend to pick up rubbish and dispose in bin; <20 minutes | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Maintain horticulture tools**   * carry various tools < ~7kg (trimmers/hedgers/hand saws/ shovels) from storage shelves to workbench, slide off guard, use hand files, clean with air hose, use hand tools to tension or replace chain, pull start to test, sharpen tool blades | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Hose (standard hose)**   * drag/carry/use hose < ~5kg | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Push lawn mower ~6kg**   * pull start with stooped posture, manipulate throttle (waist height), push mower up/down/across inclines/ around corners/ over uneven ground, empty grass catcher | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Operate ride on lawn mower, or tractor over various terrains:**   * climb on and off * manually lift and adjust height of cutting deck (~7.5kg) on mower, push/pull pin with moderate force * lift and pull hood (waist to shoulder height) <~10kg * face forward, operate levers between knees and on right, foot pedal on right * reach behind and look over shoulder or side to side * adjust height of cutting deck /forks/bucket/spreader/ boom spray/trailer using hand tools to undo/re-tighten bolts in kneeling position (seasonal) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Operate utility /light vehicle over various terrains (manual or auto)**   * bilateral foot pedals, gear controls on left, lever controls either side, spring or no suspension, forward facing position, may need to twist/rotate for visibility | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Operate whipper snipper ~4.5 kg**   * refuel from 5 litre can; rip cord to start at bench height; worn with padded harness; operate in a sweeping motion | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Maintain swimming pool, including** |  |  |  |  |  |
| **General facility cleaning and tidying including:**   * use of handheld picker for small rubbish * use of high-pressure hose on walkways/seating/pool deck * kneel to scrub pool tiles (extended reach, twisting) * repetitively brush pool side walls with broom (bend forward, reach and pushing down to knee height) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Restock pool chemical stores**   * lift bags <~25kg, drums of liquid <~20 litres between ground and waist height, use trolley to transport short distances, decant into smaller containers | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Clean pool**   * scoop leaves and debris from pool surface with long handled scoop (drag ~3kg) * push vacuum to pool edge and lower into water (forward bend, ~10kg), kneel to remove (drag/pull ~15kg) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Monitor swimming pool**   * kneel and reach into water for manual sampling, monitor and record electronic readings | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Spray weeds (backpack)**   * empty chemical from drum into backpack and fill backpack with water <10 litre * lift or carry backpack * place onto back from bench height * spray weeds with long handled wand | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Move equipment and furniture**  Lift/manoeuvre various items e.g.:   * assembly hall chairs 4 seats wide ~8kg each lifted and stacked on top of each other (x 10 high/shoulder height) * theatre props/ boxes/speakers/ playground or event equipment <~20kg * filing cabinets <~ 70kg (tilt and manoeuvre) * furniture e.g. desks, tables, chairs, book cases * use trolleys to move equipment * two persons lift for awkward or heavy loads | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Administrative office tasks**   * produce written documentation, computer keyboard data entry/ mouse operation * Interact with students, school and departmental staff, the public including parents or contractors | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Attend meetings**   * e.g. with staff, or management (may address performance/ conduct if relevant) | □ | □ | □ |  |  |
| **Participate in school lockdown, as per school procedure**   * Variable/depends on threat | □ | □ | □ |  |  |
| **Attend extra-curricular activities (same day)**   * E.g. professional development; extended periods of sitting, standing or walking | □ | □ | □ |  |  |
| **Remove and replace tyre on light vehicle**   * use jack/tyre iron <~3kg * lever/pull/roll wheel <~42 kg | □ | □ | □ |  |  |
| **Emergency first response (fire)**   * operate <~9kg fire extinguisher | □ | □ | □ |  |  |
| **Open and close school**   * (Doors, gate, roller doors, security system), isolation early/late hours | □ | □ | □ |  |  |

**Additional comments/ recommendations / reasonable adjustment considerations:**

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**SIGNATURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Print name** | **Signature** | **Date** |
| #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Position title: e.g. Treating General Practitioner/ Psychologist / Physiotherapist |  |  |  |
| Employee |  |  |  |
| Rehab & return to work coordinator |  |  |  |

*# position title must be completed*