**W****ork Capabilities Checklist: Science Technician**

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**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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Science Technicians are responsible for:**

* Contributing to the effective and efficient management of the school science department by providing technical and administration support to the respective Head of Department, teachers and laboratory staff of the school science department.
* Working independently within guidelines, general directions and instructions, performing responsible tasks associated with the efficient operation of the school science department.
* Reporting to the Principal or nominated delegate.

**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)

| **Science technician tasks** | **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 or interpersonal demands of the role (**as per page 1) | □ | □ | □ | n/a |  |
| **Provide teaching support in specialised science environments**   * Task varies depending on lesson type - theory vs practical, and subject matter (biology, chemistry, earth science), can be classroom or laboratory environment * Occasional talking and arm gestures for communication * Demonstrate use of equipment and techniques; lifting / transferring equipment and materials repetitive / sustained upper limb movement such as stirring, slicing, spooning; mostly at bench height with occasional stooping to access under bench shelves or storage areas on benchtops * Occasional reaching overhead to pull board down, or push back up | □ | □ | □ | <5 <10<15<20 |  |
| **Set up and pack up science learning environment, variable**   * Lift and carry equipment/materials up to 15kg, trolley may be used * Unpack materials, make up materials packs and new chemical solutions, prepare microscope slides, biology dissections, repetitive fine motor tasks, forward bending * Tend to experiments, prepare and dispose of materials in fume cabinet (awkward sustained posture) * Wipe and clean surfaces, dispose of specimens | □ | □ | □ | <5 <10<15<20 |  |
| **Administrative office tasks, including lesson preparation**   * May include written documentation, computer keyboard data entry, computer mouse operation, print, copy, bind, laminate | □ | □ | □ | <5 <10<15<20 |  |
| **Manage science equipment and stores**  Order and manage science supplies and light maintenance of equipment including:   * Use hand tools, clean/wash containers, replace components/parts * Perform working sitting on chair at table, on stool at bench or standing, kneeling, forward bending may be required. | □ | □ | □ | <5 <10<15<20 |  |
| **Self-mobilise and navigate around school grounds**   * Walk on variable surfaces including flat, sloped or uneven ground, climb stairs, open/close gates and doors, may also be required to carry items/equipment, or push trolley | □ | □ | □ | <5 <10<15<20 |  |
| **Attend meetings**   * E.g. with staff or management (may address performance/conduct if relevant) | □ | □ | □ | <5 <10<15<20 |  |
| **Attend extra-curricular activities (same day or overnight), variable**   * Various terrains * E.g.: professional development and excursions * Travel in a vehicle for extended periods * Assist with luggage up to ~25kg | □ | □ | □ |  |  |
| **Participate in school lockdown, as per school procedure**   * Tasks are extremely variable depending on threat | □ | □ | □ |  |  |
| **Administer First Aid**   * Variable depending on illness, injury, environment. First Aid Kits weigh up to 2kg, may be required to lift, drag or support person (with assistance) if required | □ | □ | □ |  |  |
| **Operate light vehicle or mini bus**   * Manual or automatic; * Enter and exit vehicle; * Carry resources up to ~10kg | □ | □ | □ |  |  |
| **Emergency first response (fire)**  Operate up to ~9kg fire extinguisher | □ | □ | □ |  |  |

**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*