

<b>General Administrator</b>	<b>Location: Darwin</b>	<b>PUMA/Direct Haul</b>
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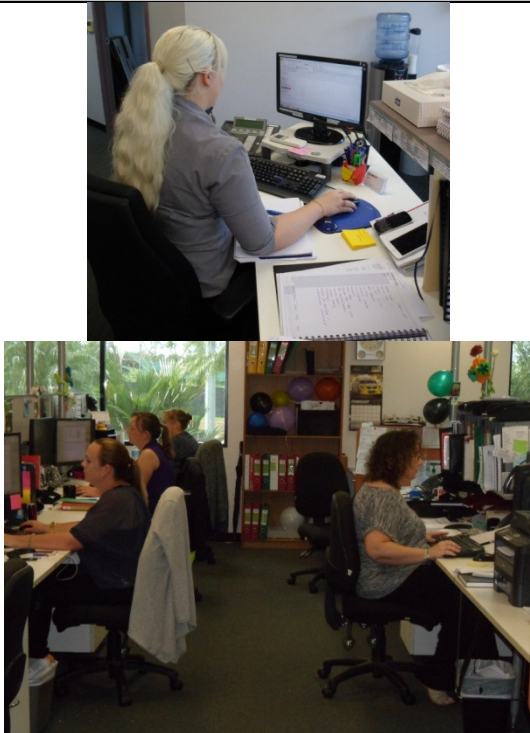
Description: Office based role with sitting data entry at computer, phone communication with headsets available, money storage in safe (weekly), stocking/unloading stationary supplies, archive box packing/storage, meeting room set up and walking safety observational checks (monthly). Max. 35 m walk to access toilets on level carpeted surface for main office area.




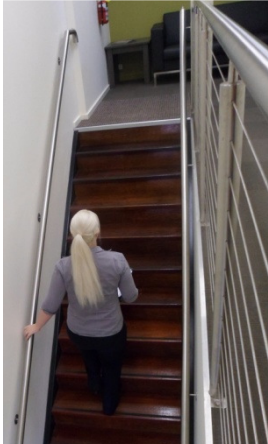
Fleet control administration staff must go up/down 15 steps with a rail on either side to access office. Exposure to weather conditions walking from main office to fleet control building. Tea room and toilets on same floor ~10 m walk.

PPE: Uniform policy. No PPE

Roster: M-F 0800-1700

Environment / Health: Air-conditioned office area, undercover outdoor BBQ /smoking area, level carpeted floor indoors.

<b>Task:</b>	<b>Photo:</b>
<p><b>Desk Data Entry/Reception:</b> Worker sits on adjustable chair (some with armrests) turning to R to check door and allow customer/staff entry. Reception worker may stand occasionally to provide a visitors pass reaching forward over to counter. Data entry into computer using mouse/keyboard with 1-2 adjustable monitors. Phone use with headset available. Other office staff may be asked to cover reception area. Essential task.</p>	

Task:	Photo:
<p><b>Data Archiving:</b> Paperwork is stacked into boxes with max weight of 16 kg. Lighter boxes may be stacked on overhead shelves. Files located from floor to overhead are retrieved from storage racks and placed in the archive box. A step stool is available to reach higher shelves. Filled boxes are stored ground to chest height 5 m walk on or under desks. For removal boxes are stacked on a rolling trolley from floor to mid thigh and moved to outside pallet and restacked floor to knee height. Task performed quarterly but preparing archive boxes is ongoing. Non essential task.</p>	
<p><b>Meeting Set Up:</b> A rotating handle is used to unlock accordion doors. The doors are pushed to fold and then pushed toward a wall on a rolling overhead track. Two person lift at either end of table to move to position (16 kg- awkward lift) and chairs are rolled or pushed into position over carpet. Non essential task.</p>	
<p><b>Stocking/Unloading Stationary:</b> Stock is delivered to the front desk. Workers pick up the stock and carry (20 m) to the stock room. Heaviest item is paper box (14 kg) carried with one hand by the strap. A moving trolley can be used to stack heavier items for transport. Boxes of paper are stored below the counter on the floor stacked 2 high requiring a forceful push or pull to retrieve. Non essential task.</p> <p><b>Banking:</b> Weekly a bag of coins/notes is single hand carried &lt; 5 kg ~30 m and placed in a floor safe requiring squat/kneel. Non essential task.</p>	
<p><b>Safety Observation Checks:</b> Monthly task taking approximately 1 hour. Worker walks to all areas of main building over level ground indoors, climbing and descending 15 steps, writing data on clip board, visually checking fire extinguishers, assuring walkways are clear etc. Non essential task.</p>	

## Physical Demands

**Job: General Administrator**

Item	Other	Occasional	Frequent	Constant
Floor-Bench	Forceful push/pull	16 kg		
Bench - Bench	Forceful push/pull	16 kg		
Bench -Shoulder		6 kg		
Bench - Above Shoulder		6 kg		
Bilateral Carry	Archive box	16 kg		
One Arm Carry	Box of paper	14 kg		
Sitting				x
Walking			x	
Kneeling		x		
Squatting		x		
Stairs		x		
<b>Neck:</b>				
Rotation		x		
Head Down			x	
Bend Backward		x		
<b>Back:</b>				
Forward Bend		x		
Bend Backward		x		
Rotation		x		
<b>Arms:</b>				
Forward Reach			x	
Side Reach		x		
Overhead Reach		x		
Hand Manipulation				x
Grip		x		
<b>Wrist/Hands:</b>				
Bend Down		x		
Bend Up			x	
Bend toward thumb/little finger			x	
Forearm Rotation		x		

Frequency Classifications				
	% Task Time	Reps Per Day	Reps Per Hour	Reps Per Minute
N - Never	-	-	-	-
O - Occasionally	1-33	1-100	1-12	1 every 5-15
F - Frequently	34-66	101-500	12-63	1 every 1-5
C - Continuous	67-100	500+	>63	1 or more