

# Job analysis guide

## Bus Driver

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands	Cognitive requirements
<b>Operating the centre bus:</b> <ul style="list-style-type: none"><li>• Collect educators (supervisors and checkers) and students</li><li>• Ensure correct documentation /itinerary is on board</li><li>• Driving the manual/automatic bus (seating up to 11) to pick up and drop off children to and from the centre/school.</li><li>• Ensuring safety equipment, seat belts and child seats are fitted correctly</li><li>• Ensuring safety of passengers</li><li>• Loading of equipment (if required)</li></ul>	<ul style="list-style-type: none"><li>• Constant sitting</li><li>• Frequent forward reach with bilateral upper limbs</li><li>• Frequent gross grasp with bilateral upper limbs</li><li>• Frequent extension of the right lower limb and plantar flexion of the ankle to operate the accelerator and the break</li><li>• Occasional neck rotation</li><li>• Occasional push/pull with the left upper limb to change gears and activate hand-brake</li><li>• Occasional fine motor skills with left and right hands</li><li>• Occasional extension of the left lower limb and plantar flexion of the ankle to operate the clutch</li><li>• Occasional ascend/descend stairs to enter/exit bus</li></ul>	<ul style="list-style-type: none"><li>• Excellent sustained attention</li><li>• Excellent divided attention</li><li>• Excellent selective attention</li><li>• Excellent long term memory</li><li>• Excellent working memory</li><li>• Fast pace processing speed</li><li>• Excellent visual processing</li><li>• Sound auditory processing</li><li>• Sound communication skills</li><li>• Sound negotiation skills</li><li>• Ability to work independently</li><li>• Basic mathematics</li></ul> <b>Additional requirements:</b> <ul style="list-style-type: none"><li>• Ability to navigate Sydney metropolitan roads</li><li>• Comprehensive knowledge of NSW road rules</li><li>• NSW driver licence</li></ul>

# Job analysis guide

## Centre Director/Assistant Centre Director

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands	Cognitive requirements
<b>Administration duties:</b> <ul style="list-style-type: none"> <li>Answering the telephone</li> <li>Writing emails</li> <li>Greeting children and addressing any enquiries from parents/visitors</li> <li>Setting staff roster</li> <li>Reporting</li> <li>Communicating with department (spot check, ensure compliance)</li> <li>KPIs, occupancy drive, finance and budget, engagement with families and marketing</li> </ul>	<ul style="list-style-type: none"> <li>Predominantly sitting</li> <li>Intermittent standing and walking to printer</li> <li>Frequent verbal communication with parents and staff</li> <li>Frequent fine motor manipulation of telephone, pen and documents.</li> <li>Occasional carrying small amount of documents (&lt;2kg) and filing in cabinet from knee to shoulder height</li> </ul>	<ul style="list-style-type: none"> <li>Excellent sustained attention</li> <li>Excellent divided attention</li> <li>Excellent selective attention</li> <li>Excellent long term memory</li> <li>Very good working memory</li> <li>Excellent logic and reasoning</li> <li>Sound visual processing</li> <li>Sound auditory processing</li> <li>Fast pace processing speed</li> <li>Sound negotiation skills</li> <li>Excellent verbal communication</li> <li>Excellent writing and typing skills</li> <li>Ability to work independently and within a team</li> <li>Sound mathematics</li> </ul>
<b>Children and staff supervision:</b> <ul style="list-style-type: none"> <li>Working within the Centre classroom to support staff and students with activities</li> <li>Occasional behaviour management</li> <li>Rarely will need to physically intervene with any altercations between children</li> </ul>	<ul style="list-style-type: none"> <li>Constant standing and dynamic movement</li> <li>Occasional lifting and carrying of learning materials up to 5kg at waist height</li> <li>Frequent bending and squatting to interact with children at desk or floor level</li> </ul>	
<b>Food preparation</b> <ul style="list-style-type: none"> <li>Preparing snacks and meals for children – if cook is not allocated on shift</li> </ul>	<ul style="list-style-type: none"> <li>Constant standing and dynamic movement</li> <li>Frequent bending and squatting</li> <li>Carrying kitchen utensils, food products of up to 5kg</li> <li>Fine motor skills food preparation</li> </ul>	
<b>Cleaning where required;</b> for example, with significant mess or when rooms are out of ratio <ul style="list-style-type: none"> <li>Mopping</li> <li>Wiping tables, surfaces, toys</li> <li>Vacuuming</li> <li>Sweeping</li> <li>Cleaning bathroom and/or kitchen</li> </ul>	<ul style="list-style-type: none"> <li>Constant standing and walking</li> <li>Frequent pushing and pulling of mop and bucket</li> <li>Occasional bilateral lifting up to 8kg from floor to waist height</li> <li>Occasional bending/squatting to clean surfaces from knee to above shoulder height</li> </ul>	

# Job analysis guide

## Cooks

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands	Cognitive requirements
<b>Baking/preparing duties:</b> <ul style="list-style-type: none"> <li>Preparing fruit/vegetables</li> <li>Washing dishes</li> <li>Spreading crackers</li> <li>Baking muffins/cakes/bread</li> <li>Cooking sauce</li> <li>Cooking meat</li> <li>Cooking rice</li> </ul>	<ul style="list-style-type: none"> <li>Constant dynamic standing and walking</li> <li>Frequent unilateral lifting of food less than 3kg</li> <li>Occasional bilateral lifting of equipment less than 10kg</li> <li>Occasional medium push/pull of food trolley (heavier with food deliveries)</li> <li>Occasional upper limb fine motor manipulation to cut fruit/vegetables, spread crackers, stir batter and bake cakes.</li> <li>Occasional forwarding reaching at waist height to scoop rice out of cooker, access equipment.</li> </ul>	<ul style="list-style-type: none"> <li>Excellent sustained attention to avoid injury and ensure safety while cooking</li> <li>Excellent divided attention when managing more than two tasks at once</li> <li>Excellent selective attention to follow recipe</li> <li>Sound long term memory</li> <li>Very good working memory</li> <li>Sound logic and reasoning</li> <li>Sound auditory processing</li> <li>Excellent visual processing</li> <li>Moderate processing speeds</li> <li>Sound negotiation skills</li> <li>Sound writing and typing skills for ordering and typing menus</li> <li>Ability to work independently</li> <li>Sound communication skills</li> <li>Good mathematics</li> </ul>
<b>Cleaning duties:</b> <ul style="list-style-type: none"> <li>Sweeping</li> <li>Mopping</li> <li>Washing dishes</li> <li>Taking out rubbish</li> <li>Wiping down surfaces, trolleys and fridge</li> <li>Defrosting freezer</li> </ul>	<ul style="list-style-type: none"> <li>Constant dynamic standing and walking</li> <li>Occasional light pushing/pulling of mop/broom.</li> <li>Occasional push/pull of rubbish trolley with medium force (flat surfaces).</li> <li>Occasional bilateral lifting of up to 10kg food and equipment from ankle to shoulder height</li> <li>Frequent upper limb reach to wipe surfaces, reach for dishes, reach into freezer/fridge</li> </ul>	
<b>Cooking duties:</b> <ul style="list-style-type: none"> <li>Involves cooking prepared food in pots, pans or oven</li> </ul>	<ul style="list-style-type: none"> <li>Constant standing and dynamic walking</li> <li>Intermittent bilateral lifting and carry of loaded pots/pans/trays/baking dishes (waist to waist height) weighing up to 12kg</li> <li>Frequent unilateral upper limb flexion to shoulder height</li> <li>Intermittent bilateral upper limb flexion to shoulder height</li> </ul>	
<b>Ordering food and unpacking deliveries:</b> <ul style="list-style-type: none"> <li>Order stock online</li> <li>Placing stock on trolley in foyer, wheeling stock down hall</li> <li>Rotating stock and placing new stock in cupboards/fridge/freezer</li> <li>Typing menus and planning meals</li> </ul>	<ul style="list-style-type: none"> <li>Constant standing and dynamic walking</li> <li>Occasional bilateral upper limb fine motor movement to type and use mouse</li> <li>Intermittent bilateral lifting and carrying groceries (ankle to waist height) weighing up to 5kg</li> <li>Frequent lifting of up to 10kg stock</li> <li>Frequent unilateral upper limb flexion to shoulder height</li> <li>Intermittent bilateral upper limb flexion to shoulder height</li> <li>Occasional push/pull of trolley with medium force (flat surfaces)</li> <li>Frequent reaching from floor to above shoulder height to put stock away and rotate stock</li> </ul>	

# Job analysis guide

## Educators (Nursery)

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands		Cognitive requirements
Feeding	<ul style="list-style-type: none"><li>• Frequent sitting</li><li>• Frequent gross motor movement of upper limbs/hands to hold bottles</li></ul>	<ul style="list-style-type: none"><li>• Frequent lifting/carrying to up to 10kg</li><li>• Frequent gross grasp</li><li>• Frequent neck flexion</li></ul>	<ul style="list-style-type: none"><li>• Excellent sustained attention</li><li>• Excellent divided attention</li><li>• Excellent selective attention</li><li>• Good long-term memory</li><li>• Very good working memory</li><li>• Very good logic and reasoning</li><li>• Very good auditory processing</li><li>• Excellent visual processing</li><li>• Fast pace processing speed</li><li>• Excellent verbal communication skills</li><li>• Good negotiation skills</li><li>• Sound writing and typing skills</li><li>• Ability to work independently and within a team</li><li>• Basic mathematics</li></ul>
Nursing and interacting/play	<ul style="list-style-type: none"><li>• Frequent sitting</li><li>• Frequent standing</li><li>• Frequent lifting/carrying up to 10kg</li><li>• Frequent bending/squatting/kneeling</li></ul>	<ul style="list-style-type: none"><li>• Frequent forward reaching</li><li>• Frequent gross grasp</li><li>• Frequent neck flexion</li></ul>	
Changing nappies	<ul style="list-style-type: none"><li>• Frequent standing</li><li>• Frequent forward reaching</li><li>• Frequent lift/carry up to 10kg</li><li>• Frequent gross grasp</li></ul>	<ul style="list-style-type: none"><li>• Frequent fine motor movement of upper limbs hands</li><li>• Frequent neck flexion</li></ul>	
Recording activities of children	<ul style="list-style-type: none"><li>• Rare sitting</li></ul>	<ul style="list-style-type: none"><li>• Rare keying/writing</li></ul>	

# Job analysis guide

## Educators (Pre-school room)

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands		Cognitive requirements
<b>Assisting with meal times</b>	<ul style="list-style-type: none"> <li>Occasional sitting</li> <li>Occasional gross motor movement of upper limbs/hands to hold bottles</li> </ul>	<ul style="list-style-type: none"> <li>Occasional lifting/carrying to ≤3kg</li> <li>Occasional gross grasp</li> <li>Occasional neck flexion</li> </ul>	<ul style="list-style-type: none"> <li>Excellent sustained attention</li> <li>Excellent divided attention</li> <li>Excellent selective attention</li> <li>Good long-term memory</li> </ul>
<b>Facilitating group activities</b>	<ul style="list-style-type: none"> <li>Frequent sitting</li> <li>Frequent standing</li> <li>Frequent lifting/carrying to ≤3kg</li> <li>Frequent forward reaching</li> </ul>	<ul style="list-style-type: none"> <li>Frequent bending/squatting/kneeling</li> <li>Frequent gross grasp</li> <li>Frequent neck flexion</li> </ul>	<ul style="list-style-type: none"> <li>Very good working memory</li> <li>Very good logic and reasoning</li> <li>Very good auditory processing</li> <li>Excellent visual processing</li> </ul>
<b>Supervising free play</b>	<ul style="list-style-type: none"> <li>Frequent standing</li> <li>Frequent walking</li> <li>Frequent lift/carry to ≤3kg</li> <li>Frequent gross grasp</li> </ul>	<ul style="list-style-type: none"> <li>Frequent fine motor movement of upper limbs hands</li> <li>Frequent neck flexion</li> </ul>	<ul style="list-style-type: none"> <li>Fast pace processing speed</li> <li>Excellent verbal communication skills</li> <li>Good negotiation skills</li> <li>Sound writing and typing skills</li> </ul>
<b>Recording activities of children</b>	<ul style="list-style-type: none"> <li>Rare sitting</li> </ul>	<ul style="list-style-type: none"> <li>Rare keying/writing</li> </ul>	<ul style="list-style-type: none"> <li>Ability to work independently and within a team</li> <li>Basic mathematics</li> </ul>

# Job analysis guide

## Support Staff

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands	Cognitive requirements
<b>Office-based duties:</b> <ul style="list-style-type: none"><li>• Administrative tasks</li><li>• Taking phone calls</li></ul>	<ul style="list-style-type: none"><li>• Constant sitting</li><li>• Frequent fine motor manipulation of keyboard and mouse</li><li>• Occasional unilateral reaching to answer phone and office equipment</li><li>• Frequent verbal communication skills</li><li>• Occasional bilateral lifting up to 5kg office equipment</li></ul>	<ul style="list-style-type: none"><li>• Excellent sustained attention</li><li>• Excellent divided attention</li><li>• Excellent selective attention</li><li>• Excellent long term memory</li><li>• Very good working memory</li><li>• Excellent logic and reasoning</li><li>• Sound visual processing</li><li>• Sound auditory processing</li><li>• Fast pace processing speed</li><li>• Sound negotiation skills</li><li>• Excellent verbal communication</li><li>• Excellent writing and typing skills</li><li>• Ability to work independently</li><li>• Basic mathematics</li></ul>
<b>Travel to centres (area managers, Human Resources):</b> <ul style="list-style-type: none"><li>• Attending centre</li><li>• Liaising with staff</li></ul>	<ul style="list-style-type: none"><li>• Constant dynamic standing and walking</li><li>• Occasional unilateral lifting up to 2kg computer and paperwork</li><li>• Occasional light pushing and pulling of doors</li><li>• Frequent sitting while driving</li><li>• Frequent driving up to 2 hours</li></ul>	

# Job analysis guide

## Educators (Toddler room)

This guide acts as a job analysis for Workers' Compensation claims, setting out the specific duties, physical requirements, and working conditions of a job.

This information is designed to help you, the treating doctor. It will assist you in assessing whether someone is fit for their pre-injury duties or if a Recovery at Work Plan is needed.

Task/Activity	Key physical demands		Cognitive requirements
Assisting with feeding	<ul style="list-style-type: none"> <li>Occasional sitting</li> <li>Occasional gross motor movement of upper limbs/hands to hold bottles</li> </ul>	<ul style="list-style-type: none"> <li>Occasional lifting/carrying to 15kg</li> <li>Occasional gross grasp</li> <li>Occasional neck flexion</li> </ul>	<ul style="list-style-type: none"> <li>Excellent sustained attention</li> <li>Excellent divided attention</li> <li>Excellent selective attention</li> <li>Good long-term memory</li> <li>Very good working memory</li> <li>Very good logic and reasoning</li> <li>Very good auditory processing</li> <li>Excellent visual processing</li> <li>Fast-paced processing speed</li> <li>Excellent verbal communication skills</li> <li>Good negotiation skills</li> <li>Sound writing and typing skills</li> <li>Ability to work independently and within a team</li> <li>Basic mathematics</li> </ul>
Facilitating and supervising play	<ul style="list-style-type: none"> <li>Frequent sitting</li> <li>Frequent standing</li> <li>Frequent lifting/carrying to 15kg</li> <li>Frequent bending/squatting/kneeling</li> <li>Frequent forward reaching</li> <li>Frequent gross grasp</li> <li>Frequent neck flexion</li> </ul>	<ul style="list-style-type: none"> <li>Frequent sitting</li> <li>Frequent standing</li> <li>Frequent lifting/carrying to 15kg</li> <li>Frequent bending/squatting/kneeling</li> <li>Frequent forward reaching</li> <li>Frequent gross grasp</li> <li>Frequent neck flexion</li> </ul>	
Assisting with toileting/nappy changes	<ul style="list-style-type: none"> <li>Frequent standing</li> <li>Frequent forward reaching</li> <li>Frequent lift/carry up to 15kg</li> <li>Frequent gross grasp</li> </ul>	<ul style="list-style-type: none"> <li>Frequent fine motor movement of upper limbs hands</li> <li>Frequent neck flexion</li> </ul>	
Facilitating nap time	<ul style="list-style-type: none"> <li>Rare sitting</li> <li>Rare standing</li> <li>Rare lifting/carrying 15kgs</li> </ul>	<ul style="list-style-type: none"> <li>Rare squatting/bending/stooping</li> <li>Rare neck flexion</li> </ul>	
Recording activities of children	<ul style="list-style-type: none"> <li>Rare sitting</li> </ul>	<ul style="list-style-type: none"> <li>Rare keying/writing</li> </ul>	