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

Work Capabilities Checklist: Cleaner

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

**Cleaners are responsible for:**

* Contributing to the efficient and effective operation and environment of the site by providing a high level of cleaning support and ensure that the duties prescribed for the position are completed to an acceptable standard as determined by their supervisor, in accordance with the approved school cleaning program.

**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)

| **ASSOCIATED TASKS****Cleaning multiple locations such as classrooms, offices, libraries, tuckshops, halls, meetings areas, other teaching areas and amenity blocks and external areas within timeframes** | **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) | □ | □ | □ | n/a |  |
| **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 |  |
| **Routine cleaning** |  |  |  |  |  |
| Push cleaning trolley to area or carry cleaning equipment(~9-12kg) | □ | □ |  | □<5 □<10□<15□<20 |  |
| Wipe surfaces including desks, chairs, tables, benches, laboratory furniture, or office equipment on desks. Use a squirt bottle (~750ml), microfibre cloths or table top mops. | □ | □ | □ | □<5 □<10□<15□<20 |  |
| Use extended handle equipment for high cleaning, can be forceful and repetitive (e.g. fans, air conditioning units and high wall cleaning and windows), ladder may be required | □ | □ | □ | □<5 □<10□<15□<20 |  |
| Clean and restock multiple toilets in amenity blocks (< ~1 kg) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| Clean drinking troughs and fountains | □ | □ | □ | □<5 □<10□<15□<20 |  |
| Spot clean walls / doors / floors | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Vacuum floors****(barrel or backpack type**)Lift/carry/pull/wear vacuum, <~10.5kg, arm looped extension cord (~2kg), hose in other hand, direct vacuum around floor | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Mop floors**Lift bucket < ~12 kg, reposition furniture ~3kg | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Empty rubbish bins and wheelie bins (manually if required)**Various sizes, < ~10kg | □ | □ | □ | □<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, may need to squat / forward bend to pick up rubbish and dispose in bin; < 20 minutes
 | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Clean windows, floor to overhead (inside/outside)**Carry bucket/cleaning equipment < ~5kg (may be upstairs), remove cobwebs and dust, wash and squeegee, spot clean/dry with a cloth, use extension pole for high points where required | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Open and close school** (doors, gate, roller doors, security system), isolation early/late hours | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Move equipment and furniture*** < ~20kg as required
 | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Hose (standard hose)**Drag/carry/use hose < ~5kg | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **High pressure cleaner (electrical or petrol)** Drag or carry hose < ~7kg and operate hose under pressure, ground to overhead range | □ | □ | □ | □<5 □<10□<15□<20 |  |
| lift/drag/pull/push equipment (units can be < 30kg) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Buff and polish floors** Repetitive/prolonged up to approx. 30 min, ~ 6.5kg handheld polisher or push/pull electric floor scrubber (< ~40kg) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Sweep floors**(< ~3kg broom) | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Periodic heavy cleaning duties** (usually performed at the end of each Term)* Includes any tasks itemised above, as well as heavy manual handling including moving furniture/ appliances/chemicals/cleaning appliances < ~20kg/litres, ladder use (carry to location < ~5kg), high cleaning of walls, fans, blinds, screens, tasks may be forceful and repetitive
 | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Administrative office tasks**May include written documentation, computer keyboard data entry, computer mouse operation | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Attend meetings*** E.g. with staff or management (may address performance/conduct if relevant)
 | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Emergency first response (fire)**Operate < ~9kg fire extinguisher | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Participate in school lockdown, as per school procedure**Tasks are extremely variable depending on threat | □ | □ | □ | □<5 □<10□<15□<20 |  |
| **Attend extra-curricular activities (same day)*** May include professional development and may require extended periods of sitting, standing or walking
 | □ | □ | □ | □<5 □<10□<15□<20 |  |

**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*