

<b>Task:</b> Parcel delivery/collection		<b>Role:</b> Delivery driver/courier		<b>Site:</b> Road, in vehicle, warehouse/depot;	
<b>Description:</b> The Deliver Driver/Courier collects and delivers parcels to clients. <b>May perform any of the following duties:</b> <ul style="list-style-type: none"> <li>- Loading vehicle at warehouse/depot with parcels</li> <li>- Assess and secure loads prior to departure</li> <li>- Planning delivery route</li> <li>- Driving vehicles</li> <li>- Delivering parcels to various locations</li> <li>- Collecting parcels from various locations</li> </ul> <b>Administrative tasks</b>				<b>Overall Physical Demand Rating:</b> Medium	
				<b>WH&amp;S:</b> Must meet appropriate licensing requirements. To be trained in correct manual handling, vehicle inspection, identification of hazards	
<b>Shift Times:</b> Shifts are primarily during the day and can vary depending on the needs of clients				<b>PPE:</b> Closed-in shoes, high visibility clothing, sun protection	
<b>Physical Environment:</b> Delivery Drivers/Couriers will spend time in warehouse/depot facilities, their vehicles, and various offsite locations (eg. Residential, commercial, off-street parking).  Vehicles used include cars, vans, utilities, pantechs and tautliners.			<b>Client Base:</b> Interaction required with various clients at offsite locations. Mixed ages, gender, abilities, ethnic or cultural backgrounds.  <ul style="list-style-type: none"> <li>- <b>Education:</b> No formal qualifications required. Must meet driver licensing requirements. Training recommended in manual handling and hazard identification.</li> </ul>		
<b>Physical Demands of Working Day</b> <b>(Percentage of actual time spent doing task)</b> R = Rare (0-5%)                      F = Frequent (34-66%) O = Occasional (6-33%)            C = Constant (67-100%)				<b>Task Rotation:</b> Tasks are completed daily. Frequent rotation of tasks, although the duration of tasks will vary.	
<b>Factors</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comment</b>
Standing & Walking		X			Eg. Carrying parcels to and from vehicle and recipient
Sitting				X	Eg. Driving on route, completing documentation
Lifting < 5kg			X		Eg. Loading/unloading vehicle
Lifting >10kg			X		Eg. Loading/unloading vehicle
Carrying			X		
Driving				X	May include short or long distance driving
Push/ Pull			X		Eg. Moving/rearranging parcels for delivery, opening and closing doors, using trolleys
Climbing			X		Eg. Getting in and out of high vehicles
Bending			X		
Twisting		X			
Squatting		X			Eg. Retrieving parcels in depot
Reaching			X		Eg. Strapping down parcels to prevent movement
Grip				X	Eg. Carrying parcels and palm PC, gripping steering wheel
Fine Motor		X			Eg. Operating palm PC, completing documentation



<b>Activity Level (Act.)</b>		
<b>R = Rare O = Occasional F = Frequent C = Constant</b>		
<b>Tasks</b>	<b>Activity Level</b>	<b>Physical capacity</b>
<b>Loading vehicles at warehouse/depot</b>	O	
Identifying parcels required		C) Standing and walking
Picking up parcels and carrying them to vehicle		(F) Bending, lifting, carrying
Assessing and securing parcel loads in vehicle		(O) Pushing and pulling, twisting, squatting, reaching and grip
<b>Planning delivery route</b>	O	C) Sitting, grip and fine motor
<b>Driving vehicles</b>	C	C) Sitting and grip
<b>Delivering parcels</b>	F	(F) standing and walking, lifting, bending, carrying, grip, fine motor (O) Pushing and pulling, twisting, squatting, reaching and climbing (depending on vehicle access)
<b>Collecting parcels</b>	O	(F) standing and walking, lifting, bending, carrying, grip, fine motor (O) Pushing and pulling, twisting, squatting and reaching
<b>Getting in and out of high vehicles</b>	F	(F) Forward reaching, Grip, Pulling and Climbing