

Capability Framework For Schools Officer, Grounds and Facilities Roles

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Capability Framework For Schools Officer, Grounds and Facilities Roles Index and Reference	
Capability	Page
	Grounds 2
Animal isolating	
Pest control	
Weeds & Plants	
Irrigation systems	
Landscaping	
Basic fencing	
Basic concreting	
Basic Bricklaying	
Paving	
Welding	
Tree arboring	
Line marking equipment operation	
Laboratory; skills/science skills	
Ordering and control of stock	
Coordination of removal and/or disposal of rubbish	
	Facilities 26
Facilities repairs and maintenance	
Plastering	
Painting	
Carpentry & Joining	
Glazing	
Maintenance of Disability Equipment	
Electrical testing and tagging of individual pieces of equipment	
Identify and manage electrical safety and maintenance	

Capability Framework
Schools Officer, Grounds and Facilities
Confidential document

Maintain Facilities Register		
Maintaining swimming pool water quality & surrounds		
	Security	42
Personal safety competency		
Security monitoring		
Bomb threats		
Terrorist threats		
Carrying weapons, dangerous substances, sharps, drugs and medication onto premises.		
Maintain security technology system & Staff training		
Banking of school funds		
Locking and unlocking buildings within core hours		
	Cleaning	47
Collection of waste, food and paper		
Cleaning duties, that requires immediate action		
Clearing of drains and gutters		
	General	51
Traffic control		
Client Relations		
Asset management (generic)		
Handle mail/Collect and receipt goods inwards		
Written and Oral messaging		
Operate rides safely and control traffic flow		
Event management		
Assist in the preparation of emergency plans		
Fire Warden-Execute the safe evacuation of occupants in a building		
Provide Return to work/rehab support		
	Finance	63
Procurement		

**Capability Framework
Schools Officer, Grounds and Facilities**
Confidential document

Gaining quotes	
Tendering	
Requisition orders (purchase orders)	
Purchasing & reconciliation	
Goods receipting	
	Digital Literacy
	66
Navigate and edit MS Word	
Navigate and edit MS Excel	
Navigate and edit MS Outlook	
Navigate Adobe	
Navigate DET G Drive	
Navigate and edit MyHR, OneSchool, BEMIR. Protective services system	
Maintain and action MSDS (Material safety data sheets)	
Maintain and action Machinery maintenance register (servicing)	
Maintain and action Poison (chemicals) schedule	
Maintain and action Plant & equipment register	
Maintain and action PPE register	
Maintain and action Chemical manifest	
	Technology
	71
Scanning documents	
Faxing documents	
Photocopying	
Printing	
Use Smart Phones and Tablets	
Install and maintain Smart Boards	
Install and maintain portable and mounted Televisions	
Set up and maintain portable and mounted Data Projectors	
Set up and maintain portable Projection Screen	
Set up and maintain Soundfield systems	
Set up and maintain Personal Computers	
Set up and maintain Laptop Computers	

Capability Framework
Schools Officer, Grounds and Facilities
Confidential document

Set up and maintain Microphones	
Maintain Public Address System PA. fixed	
Set up and maintain Public Address System PA. portable	
Set up and maintain Camcorders	
Set up and maintain Digital Mixing Boards and Graphic Equalisers	
Set up and maintain Stage Lighting	
Set up and maintain Stage Speaker Banks	
Operate and maintain Bells system	
Operate Telephone systems	
Operate Electronic Locks Security systems	
	Plant & Equipment
	91
Engrave School Assets	
Mow lawns using a Push Mower	
Mow lawns Using a Ride on Mower	
Operate and maintain a Whipper snipper	
Operate and maintain a Tractor & slasher & attachments	
Operate and maintain hand & Power tools	
Connect use and maintain Trailers	
Operate and maintain a Front-end loader	
Operate and maintain All-terrain Vehicles	
Use and maintain Trolleys and Pallet Jacks	
Operate and maintain Chainsaws	
Operate and maintain Compressors	
Operate and maintain Spray Units-Ground spraying	
Operate and maintain Rotary Hoe	
Erect/use Ladders & scaffolding	
Maintain Solar panel systems	
Operate and maintain a Leaf Blower	
Operate and maintain a Pressure Cleaner	
Operate Cherry pickers/Elevating Work Platforms	
Maintain Water Tanks	

Capability Framework
Schools Officer, Grounds and Facilities
Confidential document

	Medical	132
Epilepsy		
Asthma		
Diabetes		
Anaphylactic shock		
	Workplace Health and Safety	142
Assist with Compliance with WHS Laws		
Contribute to WHS Hazard Identification, Risk Assessment and Risk Control		
Contribute to Implementing and Maintaining WHS Consultation and Participation Processes		
Contribute to Implementing and Maintaining WHS Management Systems		
WHSMS		
Assist with Effective WHS Management of Contractors		
Assist with Responding to Incidents		
Assist with Claims Management, Rehabilitation and Return to Work Programs		
Ensure Workplace Emergency Prevention Procedures, Systems and Processes are implemented		
Contribute to Managing WHS Information Systems		
	Quality Assurance	147
Continuous Improvement		
Quality Assurance		
Auditing		
Maintain Registers		
	Liaison	155
Training, Mentoring, Coaching		
Design learning and development plans		
Contractor Management, Contractor induction		
Facilities & Grounds improvement planning		

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Schools Officer, Grounds and Facilities
Confidential document

Grounds/General				
Duties	Capability			
	Task	Skills & Knowledge	Licencing/ Qualifications	References
<p>Preparation and maintenance of school ovals by way of regular mowing, watering and soil maintenance.</p> <p>Planting, watering and care of trees, shrubs, gardens.</p> <p>Care of lawns and gardens, including regular weeding and the use of appropriate insecticides and fertilisers.</p> <p>Use of PPE including, sun hat, safety footwear, long sleeve shirt, gloves.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p>	<p>Animal isolating (snakes, possums, dogs, vermin etc.)</p>	<p>Queensland Nature Conservation Act 1992. Queensland Vegetation Management Act 1999. Federal Environmental Protection and Biodiversity Conservation Act 1999. Queensland Animal Care and Protection Act 2001. Animal isolation and trapping methods. Equipment requirements including trapping and isolating equipment.</p> <p>Confirm first aid and emergency personnel, equipment and procedures.</p> <p>Relevant organisations, contact details, to assist if animal is dangerous, care for animals. Relevant emergency contact numbers. Resolving, escalating isolation issues.</p> <p>Frontline, Emergency and First Aid Procedures.</p> <p>Working in confined spaces. Working at heights.</p> <p>Follow WHS risk management procedures. PPE, hat, gloves, safety boots, sunscreen, protective clothing,</p>	<p>A person engaged as, or performing the duties of a wildlife spotter/catcher in Queensland must be accredited and currently licensed as such by DERM. (Dept. Natural Resources and Mines.</p> <p>Current Advanced First Aid and CPR qualification.</p> <p>RIIWS202D Enter and Work in Confined Spaces. RIIWS204D Work Safely at Heights. EWPA Yellow card</p> <p>C Class manual open drivers licence</p>	<p>DET Guidelines and procedures.</p> <p>Code of Practice Welfare of wild animals affected by land clearing and other habit impacts.</p> <p>Legislation ENVIRONMENTAL MANAGEMENT AND PLANNING LEGISLATION</p> <p>CONFINED SPACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice 2011</p> <p>HOW TO MANAGE</p>

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Schools Officer, Grounds and Facilities
Confidential document

				<p>WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>First Aid Qld Code of Practice 2004</p>
	<p>Pest control</p> <p>Pest control activity excluding timber pests Pest control activities for pests other than timber pests such as termites. Common pests include cockroaches, silverfish, fleas, ants, spiders, lawn grubs and rodents.</p> <p>Pest control activity including timber pests undertake pest control activities for pests and timber pests such as termites.</p> <p>Fumigation Undertake fumigation activities for the site environments.</p>	<p>Investigate and control pests escalating where necessary. Chemical use, storage, labelling. Waste disposal and spills management. Pest control methods, equipment, for common pest, timber pests and fumigation. Working at heights. Working in confined spaces. Follow WHS risk management procedures. PPE, including breathing masks, hat, gloves, safety boots, sunscreen, protective clothing.</p>	<p>Any person undertaking a pest management (PM) activity in Queensland must possess a PM licence, unless exempt.</p> <p>Activities permitted to be undertaken without a PM licence are specified in the Act and the Regulation.</p> <p>3 licences prescribed.</p> <ol style="list-style-type: none"> 1. Pest control activity excluding timber pests. 2. Pest control activity including timber pests. 3. Fumigation. <p>Current First Aid and CPR qualification</p> <p>RIIWHS202D Enter and Work in Confined Spaces.</p>	<p>DET Guidelines and procedures.</p> <p>Pest Management. A guide to what a Pest Management Technician needs to know July 2017</p> <p>Hazardous chemicals and dangerous goods Qld Code of Practice</p> <p>QLD Work Health and Safety Act. 2011 and regulations</p>

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Schools Officer, Grounds and Facilities**
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			<p>RIIWHS204D Work Safely at Heights.</p> <p>EWPA Yellow card</p> <p>C Class manual open drivers licence</p>	
	<p>Weeds & Plants</p>	<p>Weeds</p> <p>Recognise target weeds by common name.</p> <p>Record details of the weed occurrence.</p> <p>Identify appropriate control technique.</p> <p>If spraying is necessary, calculate application rates required and confirm calculations.</p> <p>Select and prepare equipment for use according to enterprise guidelines, supervisor's direction and manufacturer's specifications.</p> <p>Place caution or warning signs as required by work instructions or standard operating procedures.</p> <p>Identify work health and safety and environmental hazards and report safety concerns.</p>	<p>AHCPMG201 - Treat weeds</p> <p>AHCPCM201 - Recognise plants</p> <p>AHCPGD201 - Plant trees and shrubs</p>	<p>DET</p> <p>Guidelines and procedures.</p> <p>Identifying weeds</p> <p>Qld govt</p> <p>QLD Work Health and Safety Act. 2011 and regulations</p> <p>Hazardous chemicals and dangerous goods</p> <p>Qld Code of Practice</p>

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Schools Officer, Grounds and Facilities
Confidential document

		<p>Wear personal protective equipment according to manufacturer's specifications.</p> <p>Prepare treatments according to supervisor's instructions, manufacturer guidelines, label directions and safety data sheets.</p> <p>Apply treatments to minimise damage to non-target species according to work health and safety and regulatory requirements.</p> <p>Clean and store personal protective equipment and application equipment.</p> <p>Dispose of treatment waste in a way that causes minimal environmental damage.</p> <p>Plants/shrubs Clarify work planting /pruning timing.</p> <p>Prepare resources and equipment for use.</p> <p>Identify, select and prepare available processes for planting, pruning.</p> <p>Recognise specified plants/shrubs by their identifiable characteristics and name them.</p> <p>Consult with others, browse the internet browsing, collect specimen collections, consult field guides and use workplace notetaking to assist with plant recognition, planting and</p>		
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		<p>pruning.</p> <p>Use and maintain tools and equipment for planting.</p> <p>Mark site out as directed.</p> <p>Modify soil as directed.</p> <p>Excavate planting holes.</p> <p>Water trees and shrubs prior to planting.</p> <p>Confirm root ball is damp.</p> <p>Remove trees and shrubs from containers.</p> <p>Inspect plants and report problems.</p> <p>Report the presence of symptoms of pests or disease.</p> <p>Place plants in prepared hole.</p> <p>Back-fill planting hole and consolidate soil.</p> <p>Water plants to eliminate air pockets.</p> <p>Dispose of or recycle soil and waste material from the site to minimise damage to the environment.</p>		
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		<p>Clean and store all tools and equipment.</p> <p>Maintain records according to enterprise guidelines and regulatory requirements.</p> <p>Describe specific handling requirements. Environmental legislation Weed control by species. Planting seasons. Pruning timing, by species.</p> <p>Follow WHS risk management procedures. Use PPE, hat, gloves, safety boots, sunscreen, protective clothing.</p>		
	<p>Irrigation systems operation and maintenance</p>	<p>Operate and maintain Irrigation systems, store when not in use according to manufacturer's instructions and organisational guidelines.</p> <p>Determine work requirements and identify hazards, assess risks and implement control measures</p> <p>Select required tools and equipment and check for safe operation.</p> <p>Select and use suitable personal protective equipment.</p> <p>Check water, power, fuel and lubricants to confirm all are available and the control system is operational.</p> <p>Prime pumps, if necessary, and open or close</p>	<p>C Class manual open drivers licence</p> <p>AHCIRG332 - Operate pressurised irrigation systems</p>	<p>DET Guidelines and procedures.</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>HAZARDOUS MANUAL TASKS</p>

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Schools Officer, Grounds and Facilities
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		<p>valves and controls as directed.</p> <p>Calibrate pressure and flow testing equipment. Carry out other pre-start system checks.</p> <p>Implement start up sequence.</p> <p>Check emitter spacing against the irrigation plan Adjust water pressure as required.</p> <p>Keep filters clear and replace as required. Monitor irrigation system performance.</p> <p>Check emitters for output.</p> <p>Calculate application rate of water.</p> <p>Check the water distribution pattern in the irrigated area.</p> <p>Monitor moisture levels in the root zone. Minimise environmental impacts of the operation.</p> <p>Shut down irrigation system.</p> <p>Apply water for sufficient time to achieve required soil moisture levels and allowing for weather conditions.</p> <p>Shut down system components and drain.</p>	<p>Code of Practice 2011</p> <p>QLD Work Health and Safety Act. 2011 and regulations</p>
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Schools Officer, Grounds and Facilities
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		<p>Record and report irrigation activities.</p> <p>Determine the scope of maintenance. Determine the frequency of maintenance works. Establish irrigation maintenance standards. Plan and prepare maintenance works.</p> <p>Identify work health and safety hazards, assess risks and implement suitable controls.</p> <p>Identify environmental considerations of irrigation maintenance activities.</p> <p>Select and use suitable personal protective equipment.</p> <p>Create an inspection checklist and inspect the system regularly.</p> <p>Identify remedial action required and undertake repairs to restore system to full effectiveness.</p> <p>Undertake servicing of mechanical equipment. Assess the results of maintenance works and record to ensure repairs or maintenance standards have been achieved.</p> <p>Record damage and blockages with contaminants by damage type, location and the section of the system affected.</p>		
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		<p>Record and report damaged or faulty components and computer control systems and take action to effect repairs.</p> <p>Implement end of season maintenance procedures.</p> <p>Implement routine and preventative maintenance procedures.</p> <p>Record and report maintenance activities.</p> <p>Restore site and clear materials and equipment from the site on completion of maintenance works.</p> <p>Complete maintenance and servicing records Record parts removed or replaced.</p> <p>Record or report faults and breakages and report to relevant person.</p> <p>Follow WHS risk management procedures. Use PPE, hat, gloves, safety boots, protective clothing.</p>		
	<p>Landscaping design, planning and undertaking</p>	<p>Principles and practices of preparing a landscape project design.</p> <p>Establishment of site levels.</p> <p>Landscape construction and engineering</p>	<p>AHC30916 - Certificate III in Landscape Construction</p> <p>CPCCOHS1001A Work Safely in the Construction Industry</p>	<p>DET guidelines and procedures.</p> <p>QLD Work Health and Safety Act</p>

Capability Framework
Schools Officer, Grounds and Facilities
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		<p>principles.</p> <p>Drafting techniques.</p> <p>Environmental implications of landscape project work.</p> <p>Botany, plant physiology, taxonomy and nomenclature.</p> <p>Identify and treat soils.</p> <p>Plant identification, selection and culture.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p> <p>Follow WHS risk management procedures. Use PPE, hat, gloves, safety boots, protective clothing.</p>	<p>C Class manual open drivers licence</p> <hr/> <p>Current First Aid and CPR qualification</p>	<p>2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011.</p> <p>Manual handling of rubbish education.qld.gov.</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p>
	<p>Basic fencing</p>	<p>Principles and practices of Basic fencing. Designs and purpose of a range of conventional fencing. Wire types, knots, tensions applications and limitations.</p> <p>Use and type of fencing tools and equipment. Tension fencing wire and netting in accordance with manufacturers guidelines.</p>	<p>AHC30916 - Certificate III in Landscape Construction</p> <hr/> <p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>C Class manual open drivers licence</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS</p>

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		<p>String, strain and tie off wires.</p> <p>Operate powered fencing machinery, hand tools, safely fencing tools, in accordance with manufacturer's guidelines.</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards.</p> <p>Follow WHS risk management procedures. PPE, hat, gloves, safety boots, protective eye wear & clothing.</p>	<p>Current First Aid and CPR qualification</p>	<p>MANUAL TASKS Code of Practice 2011</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p>
	<p>Basic concreting</p>	<p>Principles and practices of Basic concreting; Basic levelling techniques.</p> <p>Categories of materials and their safe handling, storage and transport requirements.</p> <p>Concreting techniques.</p> <p>Locate and Interpret Material safety data (MSD) sheets.</p> <p>Plans, drawings and specifications. Processes for the calculation of material requirements.</p> <p>Simple formwork and reinforcing componentry.</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or</p>	<p>AHC30916 - Certificate III in Landscape Construction</p> <p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of</p>

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		environmental hazards. Follow WHS risk management procedures. Use PPE, hat, gloves, safety boots, protective eye wear & clothing.		Practice 2011
Basic Bricklaying		Principles and practices for bricklaying. Interpret plans and specifications. Prepare the site. Set out base for bricklaying. Use levelling equipment. Correct mortar ratio. Bonding agents and other admix components of mortar. Safely use bricklaying hand tools and levelling equipment. Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards. Follow WHS risk management procedures. Use PPE, hat, gloves, safety boots, protective eye wear & clothing.	AHC30916 - Certificate III in Landscape Construction CPCCOHS1001A Work Safely in the Construction Industry Current First Aid and CPR qualification	DET Guidelines and procedures QLD Work Health and Safety Act 2011 and regulations HAZARDOUS MANUAL TASKS Code of Practice 2011 www.worksafe.qld.gov.au HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011
Paving		Principles and practices for Paving. Interpret plans and specifications.	AHC30916 - Certificate III in Landscape Construction	DET Guidelines and procedures

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		<p>Prepare the site. Set out base for Paving. Use levelling equipment.</p> <p>Correct mortar ratio.</p> <p>Bonding agents and other admix components of mortar to be used.</p> <p>Safe use of paving hand tools and levelling equipment.</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards.</p> <p>Follow WHS risk management procedures. Use PPE, hat, gloves, safety boots, protective eye wear & clothing.</p>	<p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>Current First Aid and CPR qualification</p>	<p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011 www.worksafe.qld.gov.au</p> <hr/> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p>
	<p>Welding</p>	<p>Principles and practices for MIG, TIG welding; Welding procedures & applications.</p> <p>Characteristics and properties of common metals and welding materials. Effect of gas and electrical welding operations on metals.</p> <p>Effect of various treatments on a range of commonly used metals.</p> <p>Working at heights.</p>	<p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>MEM05052A - Apply safe welding practices</p> <p>RIIWH5202D Enter and Work in Confined Spaces.</p> <p>RIIWH5204D Work Safely</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice</p>

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		<p>Working in confined spaces.</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards.</p> <p>Follow WHS risk management procedures. Use PPE, leather aprons, welding masks, protective eye wear, leather gloves, safety footwear.</p>	<p>at Heights.</p> <p>Current First Aid and CPR qualification</p>	<p>2011 www.worksafe qld.gov.au</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>Welding Qld Code of Practice 2013</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>
	<p>Tree arboring (removal)</p>	<p>Principles and practices for Tree arboring including removing trees and stumps, trimming trees, chain saw, hand tool operation and maintenance.</p> <p>Assess topography and site conditions. Factors influencing tree felling operation and confirm findings with supervisor.</p> <p>Clear fall zone of obstacles and articles which may be damaged by felled tree.</p>	<p>AHCMOM213 - Operate and maintain chainsaws</p> <p>FPICOT2221B - Trim and cross cut felled trees</p> <p>FPICOT3238B - Operate a pole saw</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice</p>

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		<p>Determine natural direction of fall, safe fall zone and exclusion zone and confirm with supervisor.</p> <p>Determine standard tree felling techniques by ground conditions and state of canopy.</p> <p>Establish clear escape route appropriate to site. Safely operate a chainsaw to fell small trees. Monitor fall of tree and movement on ground until felled tree is stable.</p> <p>Take corrective action in response to changing conditions or problems encountered. Felling equipment and components.</p> <p>Ground conditions</p> <p>Determine natural direction of fall. Establish a clear escape route.</p> <p>Obstacles and articles which may be damaged by felled trees.</p> <p>Positioning support tools.</p> <p>Safe fall and exclusion zones.</p> <p>Selection, preparation and appropriate equipment for tasks.</p> <p>Standard tree felling techniques, patterns and</p>	<p>C Class manual open drivers licence</p> <p>RIIWHS204D Work Safely at Heights.</p>	<p>2011 www.worksafe qld.gov.au</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>Work at Heights Qld Code of Practice</p> <p>Tree felling Qld code of practice</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>
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		<p>cut sequences.</p> <p>Topography, site conditions and other factors influencing tree felling operations.</p> <p>Record and implement traffic control measures</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards.</p> <p>First Aid procedures.</p> <p>Follow WHS risk management procedures. Use PPE, leather aprons, protective eye wear, leather gloves, harness, lifting equipment, safety footwear.</p> <p>Safely operate and maintain a chainsaw to fell small trees.</p> <p>Manufacturer's specifications, work and maintenance plans, and Material Safety Data Sheets (MSDSs). Operating principles and operating methods. Various types of chainsaws and respective functions. Effects of timber defects on recovery.</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards. Follow WHS risk management procedures.</p>		<p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p>
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Capability Framework
Schools Officer, Grounds and Facilities
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		<p>First Aid procedures.</p> <p>Use PPE, leather aprons, protective eye wear, leather gloves, harness, lifting equipment safety footwear.</p>		
<p>Preparation, marking and general care of all outdoor sporting facilities (eg: basketball, netball and tennis courts, cricket pitches, track and field areas).</p>	<p>Line marking equipment operation.</p> <p>Net and goal installation.</p> <p>Sandpit preparation.</p> <p>Prepare and maintain hard and soft surfaces including grass, concrete, clay and asphalt.</p>	<p>Principles and practices for Line marking equipment operation according to Athletics Australia measurements specifications.</p> <p>Line marking equipment maintenance.</p> <p>Net, goal, fields; size specifications.</p> <p>Preparation and maintenance of grass, concrete, clay and asphalt surfaces.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p> <p>PPE; protective eye wear, gloves, safety footwear.</p>		<p>DET</p> <p>Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS</p> <p>Code of Practice 2011, Qld</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS</p> <p>Qld Code of Practice 2011</p> <p>Athletics Australia</p>
<p>Work in the field laboratory where there is a junior agricultural course and an agricultural</p>	<p>Laboratory; skills/science skills</p>	<p>Principles and practices for Laboratory operations including science knowledge.</p> <p>Handling, storage and disposal of hazardous</p>	<p>Relevant Laboratory technician qualifications from:</p> <p>MSL30109 - Certificate III in</p>	<p>DET</p> <p>Guidelines and procedures</p>

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<p>assistant is not employed.</p>		<p>substances and requirements for labelling of hazardous substances.</p> <p>Handling equipment and any task-specific products.</p> <p>Clarify allocated work activities and required resources if necessary.</p> <p>Prioritise work activities as directed.</p> <p>Break down work activities into small achievable components and efficient sequences.</p> <p>Review work plan in response to new information, urgent requests, changed situations or instructions from appropriate personnel.</p> <p>Update work plan and communicate changes to appropriate personnel.</p> <p>Locate relevant workplace procedures for required tasks.</p> <p>Undertake tasks following prescribed and routine work-related sequences.</p> <p>Seek assistance from relevant personnel when difficulties cannot be handled.</p>	<p>Laboratory Skills</p> <p>C Class manual open drivers licence</p> <p>Current First Aid and CPR qualification</p>	<p>Code of Practice Laboratories Worksafe Qld</p> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011, Qld</p> <p>Hazardous chemicals and dangerous goods Qld Code of Practice</p>
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		<p>Record completion of activities to confirm outputs in accordance with plan.</p> <p>Identify and resolve work problems.</p> <p>Recognise problems or opportunities for improved work performance.</p> <p>Apply agreed problem-solving strategies to consider possible causes and solutions.</p> <p>Identify and access appropriate sources of help.</p> <p>Consider available alternatives and keep them open before agreeing on the most appropriate action.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p> <p>Use PPE, protective eye wear, gloves, safety footwear & specific laboratory specific PPE.</p>		
<p>Order and/or collect general grounds care supplies and materials as authorised by the Principal or nominated</p>	<p>Ordering and control of stock.</p>	<p>Principles and practices for ordering and control of stock.</p> <p>Operation/Navigation of relevant software and procedures.</p>	<p>SITXINV004 - Control stock</p>	<p>DET Guidelines and procedures</p>

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<p>delegate.</p>		<p>Follow stock control policies and procedures for; Rotation and replenishment. Receiving stock from suppliers. Recording incoming stock. Recording and reporting stock discrepancies and quality issues. Recording stock waste and shrinkage stock quality standards. Unpacking, storage and display of stock Damaged or missing stock. Handling techniques to minimise damage Optimum storage conditions. Features of damaged or spoiled stock correct disposal methods. Safe manual handling techniques for moving and storing stock.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p>		
<p>Coordination of removal and/or disposal of rubbish.</p> <p><i>(These duties should not include the emptying of bins in agreed eating areas).</i></p>	<p>Coordination of removal and/or disposal of rubbish</p>	<p>Principles and practices for Coordination of removal and/or disposal of rubbish. Recycling policies and procedures. Sharps and WHS procedures.</p> <p>General waste, contaminated and biological waste and recyclable items are identified according to company requirements, and any issues are clarified.</p>	<p>Accredited or non-accredited WHS manual handling training</p> <p>CPPCLO3019 - Remove waste and recyclable materials</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>Manual handling of rubbish education.qld.gov.au/health/docs/healthsafety/manual-handling-</p>

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		<p>Work site hazards are assessed and risks controlled according to company, legislative, and health and safety requirements.</p> <p>Equipment is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.</p> <p>Cleaning chemicals are selected and prepared according to manufacturer specifications, and health and safety, and company requirements.</p> <p>Personal protective equipment (PPE) is sourced and used according to manufacturer specifications, and health and safety, and company requirements.</p> <p>Tasks are sequenced to ensure maximum efficiency when completing cleaning requirements.</p> <p>Waste items are collected and safely transferred to waste carrier according to health and safety, and company requirements.</p> <p>Biological waste is transferred to biohazard bins according to health and safety requirements.</p> <p>Rubbish bins and surrounds are spot cleaned</p>	<p>rubbish.doc</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p> <hr/> <p>Hazardous chemicals and dangerous goods Qld Code of Practice</p> <hr/>
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		<p>according to company requirements.</p> <p>Soiled rubbish bin liners are replaced according to health and safety, and company requirements.</p> <p>Waste is removed from site according to health and safety, and company requirements.</p> <p>Waste is transported to disposal units by shortest practical safest route and according to health and safety, and company requirements.</p> <p>Recyclable materials are identified and separated according to health and safety, and company requirements.</p> <p>Recyclable materials are transferred safely to dedicated recycling collection units for each type of material according to health and safety, and company requirements.</p> <p>Recycling containers and surrounds are spot cleaned according to health and safety, and company requirements.</p> <p>Recycling containers are checked and replaced in designated locations.</p>		
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		<p>Transfer of recyclable materials is documented according to company requirements.</p> <p>Clean and safety check equipment, and store equipment and chemicals.</p> <p>Equipment and PPE are cleaned, safety checked and stored according to manufacturer specifications and environmental, health and safety, and company requirements.</p> <p>Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements.</p> <p>PPE including non-slip shoes and gloves.</p> <p>Safe manual handling techniques for removal and/or disposal of rubbish.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p>		
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Facilities				
		Capability		
Duties	Task	Skills & Knowledge	Licencing/ Qualification	References

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<p>Attend to/or arrange repairs to furniture and equipment.</p> <p>Monitor and maintain school facilities, for example, locks, windows, lighting, etc.</p> <p>Bring to appropriate attention any repairs required/safety hazards. Interpret work order and locate and apply relevant information.</p> <p>Identify materials used in the work process</p> <p>Select, safely use, clean and maintain the suite of hand and power tools to be used.</p> <p>Use mathematical ideas and techniques to correctly complete measurements, calculate area and estimate material requirements</p>	<p>Facilities repairs and maintenance</p>	<p>Principles and practices for general facilities repairs and maintenance;</p> <p>WHS requirements and legislation, including Safe handling requirements for equipment, products and materials, including use of personal protective equipment.</p> <p>Types, characteristics, uses, limitations and maintenance requirements of hand tools commonly used to repair furniture and equipment.</p> <p>Types, characteristics, uses, limitations and maintenance requirements of power tools and basic machines commonly used.</p> <p>Repair and touch up techniques. Repair or maintenance requirements are confirmed.</p> <p>Site access and specific site requirements are identified and appropriate arrangements are made.</p> <p>Work order is prepared and contingencies are planned to ensure client and organisational requirements are met in an efficient and effective manner.</p> <p>Safety and security requirements are recognised and implemented.</p>	<p>BSB41415 - Certificate IV in Work Health and Safety</p> <p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>Current first aid and CPR qualification</p> <p>RIIWHS202D Enter and Work in Confined Spaces.</p> <p>RIIWHS204D Work Safely at Heights.</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p> <p>CONFINED SPACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice 2011</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>Work at Heights Qld Code of Practice</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p>
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<p>Interpret basic plans.</p> <p>Minimise wastage of resources, including materials, time and money.</p> <p>Work with others and in a team to optimise work flow and productivity.</p> <p>Monitor and maintain school facilities.</p> <p>Communicate ideas and information to enable confirmation of work requirements and specifications</p> <p>Reporting of work outcomes and problems.</p> <p>Identify faulty plant and equipment.</p> <p>Conduct risk assessments and hazard controls</p>		<p>Communication channels and processes are established.</p> <p>Repair or maintenance operation is monitored against work schedules to ensure completion within designated timeframes.</p> <p>Factors affecting achievement of scheduled work are identified and required variations to schedules are negotiated and agreed.</p> <p>Established communication channels and processes are used to ensure accurate exchange of information throughout operation.</p> <p>Situations requiring specialist advice are identified and assistance is sought as required.</p> <p>Check and record completed repair or maintenance operation.</p> <p>Notification of completed repair or maintenance is received and checked against client and organisational requirements.</p> <p>Inspection is arranged to confirm repair or maintenance is fully operational and meets performance specifications and industry standards.</p>		
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		<p>Faults, errors or omissions are verified and prompt remedial action is determined and arranged.</p> <p>Documentation of repair or maintenance is prepared using business equipment and technology.</p> <p>Identify and address risks, hazards and environmental issues and implement control measures.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p>		
	<p>Plastering</p>	<p>Principles and practices for general Plastering repairs and maintenance.</p> <p>Materials storage and environmentally friendly waste management.</p> <p>Plans, drawings and specifications.</p> <p>Plastering and wall and ceiling terminology.</p> <p>Processes for the calculation of material requirements.</p> <p>Quality requirements.</p> <p>Surface preparation techniques, including</p>	<p>CPC30611 - Certificate III in Painting and Decorating</p> <p>RIIWHS204D Work Safely at Heights.</p> <p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>Current First Aid</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p> <p>Plastering Qld Code of Practice</p>

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		<p>sanding, planning, levelling, packing, patching and filling.</p> <p>Surface preparation tools and equipment types, characteristics, uses and limitations.</p> <p>Types, uses and limitations of surface preparation materials.</p> <p>Workplace and equipment safety requirements.</p> <p>Working from elevated platforms and ladders.</p> <p>Identify and address risks, hazards and environmental issues and implement control measures.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE</p> <p>Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards.</p>	<p>and CPR qualification</p>	<p>Work at Heights Qld Code of Practice</p>
	<p>Painting</p>	<p>Principles and practices for internal, external Painting,</p>	<p>CPC30611 - Certificate III in Painting and</p>	<p>DET Guidelines and procedures.</p>

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		<p>Agents available for chemical stripping. treatments, their uses and limitations.</p> <p>Types and specifications of lead-based paints and the manufacturer recommendations for removal.</p> <p>Containment techniques and processes/referral for removal for lead-based paint flakes, dust and chalk.</p> <p>Health risks associated with lead and lead-based paint products.</p> <p>Identification of asbestos and referral for removal.</p> <p>Processes for the calculation of material requirements.</p> <p>Principles relating to pigmentation and colouring agents, drying and curing processes and the role of solvents.</p> <p>Types, uses and limitations of brushes and rollers.</p> <p>Working from elevated platforms and ladders.</p> <p>Variances in work carried out within sectors of</p>	<p>Decorating</p> <p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>RIIWHS202D Enter and Work in Confined Spaces</p> <p>RIIWHS204D Work Safely at Heights</p> <p>Current First Aid and CPR qualification</p>	<p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>Work at Heights Qld Code of Practice</p> <p>Asbestos removal code of practice Qld code of practice</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>CONFINED SPACES Qld Code of Practice 2011</p>
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		<p>painting and decorating industry for: new building.</p> <p>Maintenance, renovation and refurbishment restoration.</p> <p>Conservation of heritage listed buildings.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE face masks, protective clothing, protective eye wear.</p>		
	<p>Carpentry & Joining</p>	<p>Principles and practices for internal, Carpentry & Joining,</p> <p>Carpentry materials.</p> <p>Carpentry tool use techniques.</p> <p>Construction terminology.</p> <p>Materials storage and environmentally friendly waste management.</p> <p>Plans, specifications and drawings.</p> <p>Calculation of materials requirements.</p> <p>Types, characteristics, uses and limitations of</p>	<p>CPCCCA2002B - Use carpentry tools and equipment</p> <p>CPCCOHS1001A Work Safely in the Construction Industry</p> <p>RIIWHS202D Enter and Work in Confined Spaces.</p> <p>RIIWHS204D</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>HAZARDOUS MANUAL</p>

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		<p>plant, tools and equipment,</p> <p>Use a power saw, electric plane, impact power drill, nail gun and compressor and hand tools.</p> <p>Maintain equipment according to manufacturer's recommendations.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE face masks, protective clothing, protective eye wear, safety footwear.</p>	<p>Work Safely at Heights.</p> <p>Current First Aid and CPR qualification</p>	<p>TASKS Qld Code of Practice 2011</p> <p>Carpenter Qld Code of Practice</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>Work at Heights Qld Code of Practice</p> <p>Asbestos removal code of practice Qld code of practice</p> <p>CONFINED SPACES Qld Code of Practice 2011</p> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <p>Electrical Safety Qld Code of Practice 2010 - Electrical Work</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES</p>
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				Qld Code of Practice 2011
	Glazing	<p>Principles and practices for internal, external Glazing,</p> <p>Qualities and characteristics of glass, including the hazards and handling requirements.</p> <p>Techniques, methods, materials and process of glazing simple/complex window and door frames.</p> <p>Relevant Australian Standards, AS1288.</p> <p>Glazing tools, equipment, glazing sealants, vinyls.</p> <p>Characteristics, purpose and operation of tools and equipment used in glazing simple/complex window and door frames.</p> <p>Working at heights.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE face masks, protective clothing, protective eye wear, safety footwear.</p>	<p>CPC30611 - Certificate III in Painting and Decorating</p> <p>RIIWH5204D Work Safely at Heights.</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>Work at Heights Qld Code of Practice</p> <p>Australian Standards AS1288</p>

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		Investigate and resolve issues, escalating where necessary, relating to unsafe equipment or environmental hazards.		
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<p>Basic maintenance of equipment specific to school with students with disabilities.</p>	<p>Maintenance of Disability Equipment</p>	<p>Principles and practices for maintenance of Disability equipment as per manufacturer’s instructions;</p> <p>Maintenance of Disability Equipment wheels and castors Principles and Pneumatic (air-filled) tyres are pumped up to the pressure specified.</p> <p>Tyres and castors free of any cracks, splits or excess wearing of the tyre tread.</p> <p>Wheels and castors are secure in their housings. Axles are free of hair, dirt.</p> <p>Maintenance of Disability Equipment Frames Signs of cracks and/or rust, which may indicate weakness in the frame.</p> <p>Free of the build-up of dust, dirt, soap scum.</p> <p>Maintenance of Disability Equipment Brakes Are in good working order. When a brake is applied to a wheel, the wheel should not move.</p> <p>Maintenance of Disability Equipment Upholstery Identify cracks and tears in upholstery. Tighten or replace if damaged.</p> <p>Maintenance of Disability Motorised</p>	<p>Relevant manufacturer instructions</p> <p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p> <hr/> <p>Disability Services Act 2006</p>
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		<p>Equipment; Battery recharging of wheelchairs, mobility scooters, hoists batteries; charge as often as possible.</p> <p>Use the battery charger that is supplied with the particular item of equipment.</p> <p>Check cords and plugs for cuts, breaks and exposed wires.</p> <p>Listen for unusual noises from motors and gearboxes.</p> <p>Regular servicing, at least once a year.</p> <p>Maintenance of Disability adjustable height & width equipment Regularly inspect adjustment points to make sure that they are secure so that the equipment does not move unexpectedly during use.</p> <p>Brackets are fastened tightly and that the equipment is held in place securely.</p> <p>Maintenance of Disability; slings, hoists and manual handling straps that are used for transfers Regularly; Inspect for wear of material such as fraying of edges or stitching coming undone.</p>		
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		<p>Inspect hoists at the points the sling attaches and other pivot points on the hoist for loose fittings.</p> <p>Maintenance of Disability; rails and poles that are used for transfers</p> <p>Regularly Inspect for any unusual kinks or bends. Signs of rust, on the rail or pole, fixing points.</p> <p>Rail or pole is securely in place.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		
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<p>Ad-hoc electrical testing and tagging of individual pieces of equipment, only where the person is the holder of an electrical work licence (under the Act); or bring to the appropriate attention any testing and tagging required.</p>	<p>Electrical testing and tagging of individual pieces of equipment</p>	<p>Carry out, a visual examination of electrical equipment in accordance with AS/NZS 3760.</p> <p>Distinguish between electrical equipment that is double insulated and equipment that is protectively earthed and identify the appropriate test for each type.</p> <p>Earthing continuity tests on electrical equipment in accordance with Appendix A of AS/NZS 3760, while flexing the flexible cable.</p> <p>Insulation resistance tests on electrical equipment in accordance with AS/NZS 3760.</p> <p>The ability to carry out tests on residual current devices (safety switches) in accordance with AS/NZS 3760.</p> <p>Relevant testing instruments and to interpret results for compliance with AS/NZS 3760.</p>	<p>UEENEEP026 Conduct In-service Safety Testing of electrical cord connected equipment</p> <p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Australian Standard AS/NZS 3760 In-service safety inspection and testing of electrical equipment</p>
<p>Manage electrical safety in schools</p>	<p>Identify and manage electrical safety and maintenance</p>	<p>Principles and practices for maintenance of Electrical equipment as per manufacturer's instructions and codes of practice.</p> <p>Identification and replacement of faulty lighting including; Compact fluorescent lamps. Incandescent light bulb. Fluorescent tubes. Fluorescent tube starters.</p>	<p>UEPOPS206B - Conduct minor electrical maintenance EWPA Yellow card</p> <p>RIIWH5202D Enter and Work in Confined Spaces.</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/>

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		<p>Emergency lighting. Identification and replacement of faulty Switchboard and control panel indicator lamps.</p> <p>Visual inspection of electrical equipment Damage, defects or modifications to the electrical equipment, including accessories, connectors, plugs or cord extension sockets. Discolouration that may indicate exposure to excessive heat, chemicals or moisture.</p> <p>Flexible cords are effectively anchored to equipment, plugs, connectors and cord extension sockets.</p> <p>Operating controls are in good working order, secure, aligned and appropriately identified. Covers, guards, are secured and working.</p> <p>Ventilation inlets and exhausts are unobstructed.</p> <p>Current rating of the plug matches the current rating of the associated electrical equipment.</p> <p>Fault indicators and tell-tales on plant equipment are working.</p>	<p>RIIWH5204D Work Safely at Heights.</p> <p>EWPA Yellow card</p> <p>Current first aid and CPR qualification</p>	<p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>CONFINED SPACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice 2011</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>First Aid Qld Code of Practice 2004</p> <p>Managing electrical risks in the workplace Electrical safety code of practice 2013</p>
<p>Maintain and update register on periodic maintenance issues, as well as ongoing repairs to such areas as facilities,</p>	<p>Maintain Facilities Register</p>	<p>Maintain registers in accordance with guidelines. Update as required. Check for accuracy and disseminate for information, action.</p>		<p>DET Guidelines and procedures.</p>

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equipment and tools		Input data on paper based documents, various specific software.		
Swimming pool maintenance	Maintaining swimming pool water quality & surrounds	<p>Principles and practices for maintenance of Maintaining swimming pool, facilities and water quality as per manufacturer's instructions, organisational guidelines and National, Qld health, local Council regulations/by laws,</p> <p>Water tests carried out on a regular basis, and increased during heavy patronage. Plant and equipment regularly inspected, adjusted and maintained to ensure optimal water quality.</p> <p>Filtration subsystems regularly cleaned via backwashing.</p> <p>Pool surface, surrounds, scum gutters and bottom, regularly cleaned to remove debris, scum and mould.</p> <p>Pool surface water scooped regularly to remove surface debris.</p> <p>Pool bottom regularly cleaned to remove debris build up.</p> <p>Pool changing areas and surrounds regularly cleaned and disinfected.</p>	CPPSPS3006A - Routinely maintain swimming pool and spa cleaning and vacuuming systems	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act. 2011 and regulations</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p> <p>First Aid Qld Code of Practice 2004</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Hazardous chemicals and dangerous goods Qld Code of Practice</p> <hr/> <p>MSDS sheets</p>

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		<p>Testing water Regular testing to ensure that optimum PH and Chlorine levels are maintained.</p> <p>Testing equipment to be stored in a safe and accessible place with ample testing indicators available</p> <p>Keeping records of tests. Records of tests and equipment maintenance to be recorded daily and accessible to all stakeholders.</p> <p>Adjusting/adding chemicals Use of chemicals to be varied according to test results. In line with procedures for handling hazardous Chemicals COP and MSDS sheets</p>		
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Security				
Duties	Capability			References
	Skills	Knowledge	Licencing/ Qualifications	
<p>Security monitoring checks</p> <p>Observation skills to identify potential security risks.</p> <p>Personal skills to relate to people from a range of social, cultural and ethnic backgrounds and varying physical and mental abilities.</p>	Personal safety competency	<p>Privacy and confidentiality of information.</p> <p>Handling of complaints.</p> <p>Inspection and screening of people and property.</p> <p>Complete workplace documentation in a legally appropriate manner.</p>	<p>Qld Govt. Unarmed security officer Licence</p> <p>Current First Aid and CPR qualification</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p>	<p>DET</p> <p>Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011and regulations</p>
	Security monitoring	<p>Observation skills to identify potential security risks.</p> <p>Foot traffic control.</p> <p>Foot traffic control.</p> <p>After hours first responder.</p> <p>Actioning unauthorised access.</p> <p>Protection of self, people and property.</p> <p>Surveillance and monitoring techniques.</p> <p>Telecommunications.</p>	<p>Qld Govt. Unarmed security officer Licence</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p> <p>Current First Aid and CPR</p>	<p>DET</p> <p>Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011and regulations</p>

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Schools Officer, Grounds and Facilities
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		<p>Limits of own responsibilities and authority. Organisational procedures and reporting requirements.</p> <p>Workplace communication channels and procedures.</p> <p>After hours first responder.</p> <p>Actioning unauthorised access.</p> <p>Requesting or providing back-up support or assistance.</p> <p>Written and verbal reporting.</p> <p>Auditing documentation and strategies.</p>	<p>qualification</p> <p>RIIWH205D Control traffic with a stop-slow bat.</p> <p>RIIWH302D - Implement traffic management plan</p> <p>Authorised by the Qld Department of Transport and Main Roads to control traffic at road worksites</p>	
	<p>Bomb threats</p>	<p>Survey ongoing school areas for unattended/suspicious, vehicles, parcels, baggage, objects and report immediately to principle/police.</p> <p>Bomb threats received by; telephone, note, letter or email.</p> <p>All threats must be taken seriously and handled as though an explosive is in the building, grounds.</p>	<p>Qld Govt. Unarmed security officer Licence</p> <p>RIIWH205D Control traffic with a stop-slow bat.</p> <p>RIIWH302D - Implement traffic</p>	<p>DET Guidelines and procedures BOMB THREAT CHECKLIST</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>Personal safety risk management Qld Govt</p>

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		<p>Risks are considered and integrated as part of planning for and managing all events.</p> <p>Document threat details using bomb threat checklist and disseminate to stakeholders.</p> <p>Liaise with principle to action emergency evacuation procedures.</p>	<p>management plan</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p> <p>Current First Aid and CPR qualification</p>	<p>Queensland Counter-Terrorism Strategy 2013–2018</p>
	<p>Terrorist threats</p>	<p>Threats received by; in person, telephone, note, letter or email.</p> <p>All threats must be taken seriously. Report immediately to principle/police.</p> <p>Risks are considered and integrated as part of planning for and managing all events.</p> <p>Document threat details and disseminate to stakeholders.</p> <p>Liaise with principle to action emergency evacuation procedures.</p>	<p>Qld Govt. Unarmed security officer Licence</p> <p>RIIWH205D Control traffic with a stop-slow bat.</p> <p>RIIWH302D - Implement traffic management plan</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011and regulations</p> <p>Personal safety risk management Qld Govt</p> <p>Queensland Counter-Terrorism Strategy 2013–2018</p>

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Schools Officer, Grounds and Facilities**
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			<p>Current First Aid and CPR qualification</p>	
	<p>Carrying weapons, dangerous substances, sharps, drugs and medication onto premises.</p>	<p>Identify any suspicious, objects, substances or suspicious persons. Report immediately to principle/police.</p> <p>Risks are considered and integrated as part of planning for and managing all events.</p> <p>Document details and disseminate to stakeholders. Liaise with principle to action emergency evacuation procedures.</p>	<p>Qld Govt. Unarmed security officer Licence</p> <p>RIIWS205D Control traffic with a stop-slow bat.</p> <p>RIIWS302D - Implement traffic management plan</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <hr/> <p>Weapons in schools in Queensland the nature, causes and responses Griffith University</p> <hr/> <p>QLD Work Health and Safety Act 2011and regulations</p> <hr/> <p>Personal safety risk management Qld Govt</p> <hr/> <p>Queensland Counter-Terrorism Strategy 2013–2018</p>

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Schools Officer, Grounds and Facilities
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<p>Use and maintain the school's security systems and train staff in its effective use.</p>	<p>Maintain security technology system Staff training</p>	<p>Operate and maintain security technology system to manufactures specifications.</p> <p>Secure use and recoding of access codes.</p> <p>Arm and disarm system, including timings.</p> <p>Accessible information on security services and Qld Police and Emergency services.</p> <p>Train relevant staff on operations and access to sources of relevant information for the above.</p>	<p>Qld Govt. Unarmed security officer Licence</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011and regulations</p>
<p>Banking of school funds. <i>This does not refer to the collection, receipt, or reconciliation of funds, but rather to the deposition of funds at the appropriate bank institution.</i></p>	<p>Banking of school funds</p>	<p>Secure routes and transport methods to be used on route.</p> <p>Appropriate secure storage of funds on route. Identify the most direct and safe route(s), taking into consideration traffic flow and parking options.</p> <p>Collection of and bank receipts.</p> <p>Expedient delivery of bank receipt to relevant staff.</p>	<p>Qld C Class manual drivers licence</p>	<p>DET Guidelines and procedures</p>
<p>Locking and unlocking buildings <i>within core hours.</i></p>	<p>Locking and unlocking buildings within core hours Maintain key register</p>	<p>Procedures for locking and unlocking buildings.</p> <p>Timings for locking and unlocking buildings.</p> <p>Location and secure storage of keys.</p> <p>Location of key register.</p>		<p>DET Guidelines and procedures</p>

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Schools Officer, Grounds and Facilities
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		Types of lock fittings. Operate and maintain lock fittings to manufacturers specifications.		
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Cleaning				
Duties	Capability			
	Task	Skills & Knowledge	Licencing/ Qualifications	References
<p>Assisting with the collection of waste, food and paper within the parameters of the school grounds as agreed by relevant staff and the Principal or nominated delegate for each school. <i>These duties should not include the emptying of bins in agreed eating areas.</i></p>	<p>Collection of waste, food and paper</p>	<p>Tasks are sequenced to ensure maximum efficiency when completing cleaning requirements.</p> <p>General waste, contaminated and biological waste and recyclable items are identified. Removed according to WHS requirements.</p> <p>Equipment is selected according to job requirements, checked for serviceability, and faults are rectified or reported.</p> <p>Cleaning chemicals are selected, unused chemicals are stored or disposed, according to manufacturer specifications, and health and safety, and organisational requirements.</p> <p>Biological waste is transferred to biohazard bins according to health and safety requirements.</p> <p>Rubbish bins and surrounds are spot cleaned. Soiled rubbish bin liners are replaced.</p> <p>Waste is transported to disposal units by shortest practical safest route.</p> <p>Rubbish contents/bags Inspected before lifting or transferring to ensure nothing is protruding</p>	<p>CPPCLO3019 - Remove waste and recyclable materials</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>Manual handling of rubbish education.qld.gov.au/health/docs/healthsafety/manual-handling-rubbish.doc</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011 www.worksafe.qld.gov.au</p> <p>First Aid Qld Code of Practice 2004</p> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p>

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Schools Officer, Grounds and Facilities
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		<p>that can cause injury.</p> <p>Follow procedures for emptying, moving and, cleaning and maintain wheelie bins.</p> <p>Identify and communicate timing and frequency for collecting and disposing of waste.</p> <p>PPE, including non-slip shoes and gloves. Follow approved hand washing procedures after handling waste.</p> <p>Remove and dispose of gloves at the end of the task to avoid contaminating other surfaces. Follow approved hygiene practices to reduce the risk of infection.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p>		
<p>Cleaning duties, that for various reasons such as health and hygiene, requires immediate action and cleaning staff are not rostered on duty when such duties are required.</p> <p><i>Such cleaning duties should only be performed outside the normal operating hours of the</i></p>	<p>Cleaning duties, that requires immediate action</p>	<p>Health and hygiene risk identification methods and cleaning methods.</p> <p>Use of risk control measures including signage Select and set up equipment and materials. Clean wet and dry areas and associated equipment.</p> <p>Handle/dispose of sharps and syringes according to approved method.</p> <p>Maintain and store cleaning equipment and</p>	<p>CPPCLO3019 - Remove waste and recyclable materials</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>Manual handling of rubbish education.qld.gov.au/health/docs/healthsafety/manual-handling-rubbish.doc</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>

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<p><i>school's cleaning staff.</i></p>		<p>chemicals.</p>		<p>HAZARDOUS MANUAL TASKS Code of Practice 2011 www.worksafe.qld.gov.au</p> <hr/> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>First Aid Qld Code of Practice 2004</p> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p>
<p>Clearing of drains and gutters. <i>As a guide this would include covered/uncovered spoon drains (not adjacent to the defined cleaning areas), fully fenced sports areas, car parks, driveways, or areas that are more than 10 meters from the main</i></p>	<p>Clearing of drains and gutters.</p>	<p>Drains Basic types of drainage systems.</p> <p>Drainage system cleaning procedures.</p> <p>WHS procedures relating to drainage system maintenance.</p> <p>Weeds encountered in drainage systems and their control.</p> <p>Equipment used to clean and maintain drainage</p>	<p>CPCPDR2011A Locate and clear blockages</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>Manual handling of rubbish education.qld.gov.au/health/docs/healthsafety/manual-handling-rubbish.doc</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>

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Schools Officer, Grounds and Facilities
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<p><i>defined cleaning areas.</i> <i>Each school to determine which part of the drainage system is to be maintained by the schools facilities officer.</i></p>		<p>systems.</p> <p>Legislation regarding the use of chemicals near waterways.</p> <p>Environmentally safe disposal procedures Identifying and reporting serious drainage system problems.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p> <p>Gutters Gutter system cleaning procedures. Working at heights.</p> <p>Safe operation of ladders and harnesses.</p> <p>Investigate and resolve issues (escalating where necessary) relating to unsafe equipment or environmental hazards.</p>	<p>HAZARDOUS MANUAL TASKS Code of Practice 2011 www.worksafe.qld.gov.au</p> <hr/> <p>SURFACE WATER DRAINAGE Code of Practice https://www.pub.gov.sg/Documents/COP_Final.pdf</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p>
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General				
		Capability		
Duties	Task	Skills & Knowledge	Licencing/ Qualifications	References
Provide Traffic control within and external to School grounds of, general public, staff and students.	Traffic control	Position or confirm temporary traffic signs and barriers.	Current First Aid and CPR qualification Authorised by the Qld Department of Transport and Main Roads to control traffic at road worksites RIIWH302D - Implement traffic management plan RIIWH205D Control traffic with a stop-slow bat.	DET Guidelines and procedures QLD Work Health and Safety Act 2011and regulations HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011
		Control vehicles and pedestrian traffic and ensure safety. Monitor traffic, make adjustments for changing conditions and position waiting vehicles for smooth traffic flow. Use hand held stop/slow bats. Use visibly clear and unobstructed hand signals. Report traffic offenders. Adjust communication device controls for optimum reception/transmission results. Transmit messages clearly and concisely. Remove or cover signs and devices sequentially to provide warning to motorists during shutdown. Clean, check, maintain and store tools and equipment.		

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Schools Officer, Grounds and Facilities
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<p>Communicate effectively with internal and external stakeholders to maintain effective Client Relations.</p>	<p>Client Relations</p>	<p>Training. Mentoring. Coaching Designing learning and development plans Advice and guidance.</p> <p>Contractor Management. Contractor induction.</p> <p>Support Principal with school appearance to welcome the wider community to our school. Support BM & teachers to ensure facilities meets requirements to assist with student learning.</p> <p>Develop a facilities improvement, maintenance and replacement plan to meet efficient and effective operation.</p> <p>Develop a grounds improvement, maintenance and replacement plan to meet efficient and effective operation.</p> <p>Goals for people and teams to optimise achievement in work tasks are established and agreed upon.</p> <p>Goals are unambiguous and take into account the capabilities of people and teams.</p> <p>Advice and support sensitive to the individual's needs is provided to people in the performance of their duties.</p>		<p>DET Guidelines and procedures</p>
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		<p>Activities are undertaken to achieve commitment to common goals.</p> <p>Initiative and innovation are recognised and encouraged.</p> <p>Achievements are recognised and communicated within the organisation. Performance criteria are negotiated and agreed upon with individuals, teams and work groups. Performance criteria are reviewed as circumstances change.</p> <p>Performance appraisal is conducted, based on clearly established and agreed performance criteria.</p> <p>Performance problems are addressed confidentially and in a constructive and timely manner, in line with relevant organisational procedures.</p> <p>Mechanisms are developed and implemented for the identification of human resource development needs within the work group taking account of the strategic plan for the organisation.</p> <p>Facilitate training, education and development opportunities.</p> <p>Information on planned training events is made</p>		
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		<p>widely available throughout the organisation. Training, education and development plans are included as part of individual/team performance plans.</p> <p>Individual/team access to, and participation in, training, education and development opportunities is facilitated.</p> <p>Coaching and mentoring contribute effectively to the training, education and development of personnel in an environment of change.</p> <p>Training, education and development opportunities enhance individual, team and organisational performance.</p> <p>A workplace environment is created which facilitates training, education and development. Problem solving/issue resolution procedures are established within legislative requirements and organisation's guidelines.</p> <p>Grievances and complaints are managed in a timely and caring way to optimise likelihood of a favourable outcome for all parties and in line with organisational objectives and procedures. Individual's rights and obligations under industrial awards/agreements and legislation are documented and communicated in a clear and concise manner and in appropriate language.</p>		
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		<p>Hearings, interviews and meetings are conducted within the principles of industrial democracy and participative, consultative processes.</p> <p>All relevant industrial parties are identified and invited to participate in the resolution process. Disciplinary matters are implemented in accordance with organisation's procedures. Investigations are conducted in a caring and confidential manner to maintain performance and morale.</p> <p>Appeals processes are instituted in accordance with organisational procedures. Deficiencies in procedures are recognised and recommendations for change are made.</p>		
<p>Asset management Including Stocktaking and recording/engraving of school equipment/furniture and assets.</p>	<p>Asset management</p>	<p>Record purchase of inventory from appropriate documentation in subsidiary ledger.</p> <p>Maintain periodic and perpetual records of inventory.</p> <p>Value inventory using appropriate valuation rules.</p> <p>Asset management plans prepared. Quality assurance goals and strategies related</p>	<p>CPPDSM5022A - Implement asset management plan</p>	<p>DET Guidelines and procedures</p>

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		<p>to implementation of the plan are communicated to stakeholders.</p> <p>Financial, physical and human resource requirements are identified and arranged according to asset management plan and organisational requirements.</p> <p>Roles and responsibilities for establishing and maintaining asset register are identified and documented according to organisational and legislative requirements.</p> <p>Business equipment and technology are used to securely maintain documentation according to legislative and organisational procedures. Prepare spreadsheets and reports on inventory status as required.</p> <p>Reconcile all inventory records to accounts in accordance with organisational policy, procedures and practices.</p> <p>Identify and action discrepancies according to organisational policy, procedures and practices.</p> <p>Prepare inventory schedules and reports. Develop and document schedules of inventory turnover.</p> <p>Engrave assets before use and record serial number in relevant asset register.</p>		
Delivering and collecting	Handle mail	Ensure incoming mail is checked and registered	BSBINM202 -	DET

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<p>mail, parcels, documents. Goods and receipting of goods</p> <p>General store duties including receipting, opening up, checking, storing and distributing school supplies and stocks such as soaps, towels, apparatus and general materials.</p>	<p>Collect and receipt goods inwards</p>	<p>in accordance with organisational policies and procedures.</p> <p>Identify and distribute urgent and confidential mail in accordance with organisational requirements.</p> <p>Sort and deliver mail to nominated person/location in accordance with organisational requirements.</p> <p>Record and/or report damaged, suspicious or missing items and take appropriate action in accordance with organisational policies and procedures.</p> <p>Register and distribute goods inwards collect and distribute documentation in accordance with organisational policies and procedures</p>	<p>Handle mail</p>	<p>Guidelines and procedures</p>
<p>Recording and delivering messages</p>	<p>Written and Oral messaging</p>	<p>Receive and clarify oral messages in a courteous manner.</p> <p>Log a written message according to organisational guidelines.</p> <p>Send the message to the required person using an appropriate method.</p> <p>Answer telephone calls promptly according to the organisational requirements.</p> <p>Determine and confirm the callers' requests and</p>	<p>BSBCMM101 - Apply basic communication skills</p>	<p>DET Guidelines and procedures</p>

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Schools Officer, Grounds and Facilities
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		<p>next actions.</p> <p>Record messages according to the organisational guidelines.</p> <p>Maintain records of documentation and reports associated with incoming calls.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		
Operation of rides	Operate rides safely and control traffic flow	<p>Inspect ride location according to approved checklist.</p> <p>Check safety equipment to ensure readiness for operation.</p> <p>Check cleanliness and standard of presentation of ride location, and take remedial action where appropriate.</p> <p>Inspect rides according to approved checklist. Note all items according to organisational procedures.</p> <p>Report discrepancies and irregularities to appropriate supervisor immediately.</p> <p>Check loading procedures prior to start of ride</p>		<p>DET Guidelines and procedures</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Specific Manufactures operational and maintenance guides</p>

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Schools Officer, Grounds and Facilities
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		<p>according to organisational procedures.</p> <p>Maintain appropriate communication with ride loader to ensure ride commences safely.</p> <p>Continuously monitor operator controls during ride operation.</p> <p>Monitor overall ride, ride area and rider behaviour and reactions.</p> <p>Take action in response to observations made during ride according to organisational procedures.</p> <p>Action emergency procedures where necessary according to organisation and specific ride procedures.</p> <p>Identify quality control issues or problems during ride and advise appropriate supervisor for action.</p> <p>Commence close-down procedures when customers have left ride location.</p> <p>Close down ride following organisational procedures for specific ride.</p> <p>Identify defects or deficiencies and promptly report to appropriate supervisor for action.</p> <p>Clean and prepare location and equipment for</p>		
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		<p>next operation.</p> <p>Secure ride location according to organisational procedures.</p> <p>Identify issues and events that require reporting.</p> <p>Make accurate and complete notes according to organisational procedures.</p> <p>Complete and distribute ride reporting information within required timeframe.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		
<p>Preparation of halls, classrooms for regular school activities, including moving furniture arranging seating etc, in accordance with WHS guidelines and Procedures.</p> <p>Assist with requirements for significant events such as fetes, plays and</p>	<p>Event management</p>	<p>Review event documentation and confirm requirements with relevant personnel.</p> <p>Identify materials, equipment and resources required for events with the assistance of relevant personnel.</p> <p>Confirm procedures and responsibilities for handling collection material, and installing and dismantling materials.</p> <p>Establish an agreed project timeline with stakeholders.</p>	<p>SITEEVT010 - Manage on-site event operations</p>	<p>DET Guidelines and procedures</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>

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<p>major sporting events.</p>		<p>Confirm site alterations are made in response to installation purposes.</p> <p>Ensure site is suitable and secure according to technical specifications.</p> <p>Install and dismantle elements according to requirements, available floor plans, and safety and security requirements, Pack, unpack, handle and move physical elements according to agreed plans, within required timeframes, and in line with scope of individual responsibility. Use safe manual handling techniques consistent with organisational procedures respecting the integrity of exhibition elements. Identify and resolve problems promptly within scope of own role. Return elements safely to appropriate locations according to event documentation and plans. Follow required recordkeeping procedures regarding installing and dismantling elements.</p>		<p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p>
<p>Emergency management team member</p>	<p>Assist in the preparation of emergency plans. Coordination and action requirements in the event of an emergency</p>	<p>Develop and implement an emergency plan that provides for the following: Emergency procedures including an effective response to an emergency. Evacuation procedures. Notifying emergency service organisations at the earliest opportunity. Medical treatment and assistance. Effective communications.</p>	<p>Current First Aid and CPR qualification</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p>	<p>DET Guidelines and procedures</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>QLD Work Health and</p>

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Schools Officer, Grounds and Facilities
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		<p>Testing of the emergency procedures including the frequency of testing. Information, training and instruction to relevant workers in relation to implementing the emergency procedures.</p> <p>Preparing an emergency plan The nature of the work being carried out at the workplace. The nature of the hazards at the workplace. the size and location of the workplace. The number and composition of cohort.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE.</p>	<p>FWPCOR2204 - Follow fire prevention procedures</p>	<p>Safety Act 2011 and regulations(S41)</p> <hr/> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>MSDS sheets</p> <p>First Aid Qld Code of Practice 2004</p> <p>AS3745 Planning for emergencies in facilities</p>
Fire warden	Execute the safe evacuation of occupants in a building.	<p>Procedures for specific emergencies. Responding to alarms. Communications. Human behaviour. Pre-emergency. Emergency. Post Emergency. Reporting emergencies and initiating warning equipment. Occupants and visitors with disabilities Personnel Emergency Evacuation Plan - 'PEEPS'. Use of installed emergency response equipment including extinguishers, hoses, blankets.</p>	<p>Current First Aid and CPR qualification</p> <p>PUAWER005B – Operate as part of an Emergency Control Organisation</p> <p>FWPCOR2204 - Follow fire prevention procedures</p>	<p>DET Guidelines and procedures</p> <p>AS3745 2010 Section 6.3.1.2 Guidelines and procedures</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>QLD Work Health and</p>

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Schools Officer, Grounds and Facilities
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		<p>Electrical safety. The performance of the building and its installations during a fire or other emergency.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE.</p>		<p>Safety Act 2011 and regulations(S41)</p> <hr/> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>MSDS sheets</p> <p>First Aid Qld Code of Practice 2004</p> <p>AS3745 Planning for emergencies in facilities</p>
Return to work/rehab Coordinator	Provide Return to work/rehab support	<p>Consult all relevant stakeholders to clarify and negotiate requirements of return to work plan. Reach agreement on the worker's capacity and the short-term and long-term rehabilitation goals. Identify and accommodate any specific needs or issues, guided by medical evidence. Obtain approval for suitable duties in accordance with medical restrictions from the nominated treating doctor or using other medical advice.</p> <p>Resolve disagreements on suitable duties or other aspects to be included in the return to work plan or refer for advice and resolution. Develop the return to work plan in accordance</p>	<p>Act reference 'appropriately qualified' to carry out their role in the context of the environment they are working in</p> <p>PSPINM006 - Develop return to work plans</p>	<p>DET Guidelines and procedures</p> <p>Workers' Compensation and Rehabilitation and Other Legislation Amendment Act 2013</p> <p>Workers' Compensation and Rehabilitation Act 2003 QLD & Regulation 2014 QLD.</p>

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Schools Officer, Grounds and Facilities
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		<p>with the requirements of the rehabilitation case management plan and overall return to work policy and program.</p> <p>Obtain agreement on the plan from the worker, employer and rehabilitation provider and get it signed by the parties.</p> <p>Distribute copies of the plan within organisational guidelines.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>	<p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>
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Finance				
		Capability		
Duties	Task	Skills & Knowledge	Licensing/Qualifications	References
<p>Participate in school planning to achieve savings in the areas of grounds and facilities budgets including provision of advice on these issues as required. Contribute to the</p>	<p>Procurement Gaining quotes Tendering Requisition orders (purchase orders) Purchasing & reconciliation Goods receipting</p>	<p>Delegation /limit of authority for basic procurement of goods or services is confirmed. Requirements are researched, confirmed and clarified as necessary with relevant personnel.</p> <p>Most suitable option for acquiring goods or services is determined in accordance with legislation, policy and procedures, and value for money considerations.</p>	<p>PSPPCM001 - Carry out basic procurement</p> <p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

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Schools Officer, Grounds and Facilities
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<p>preparation and implementation of grounds and facilities budget action plan. Obtain quotes and purchase equipment abiding by departmental purchasing policy guidelines.</p> <p>Assist in preparation of submission for grants, funding etc, relevant to role.</p>		<p>Risk planning is conducted for the activity in accordance with procedures, delegation and guidelines.</p> <p>Approvals are obtained as necessary for purchase of goods or services in accordance with organisational policy and procedures.</p> <p>Purchase orders are approved and forwarded. Quotations are obtained if necessary in accordance with legislation, policy and procedures, and any conflict of interest is declared and resolved in accordance with organisational policy and procedures.</p> <p>Suppliers or service providers are assessed and selected on the basis of best value for money. Activities are conducted in accordance with the organisation's probity and governance requirements.</p> <p>Goods are received or provision of services is accepted in accordance with requirements.</p> <p>Quality assurance processes are implemented to ensure goods or services meet specifications and outcomes required.</p> <p>Action is taken to resolve non-compliance with specifications within limits of own authority, or</p>		
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		<p>is referred according to organisational policy and procedures.</p> <p>Receipt of goods or services is confirmed and accounts are processed for payment according to organisational procedures.</p> <p><i>Records</i> are maintained and reporting obligations are met according to organisational and legal requirements to provide an audit trail and for other organisational purposes.</p> <p>Budget and action plans are developed and implemented in line with forecasts and guidelines and procedures.</p> <p>Grants applications are developed in a timely manner.</p>		
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Digital Literacy				
Software & Systems	Capability			
Duties	Task	Skills & Knowledge	Licencing/ Qualifications	References
<p>Using School and personal technology to Navigate and Edit Software & Systems.</p> <p>Maintaining various accurate school registers and the use of computers with pre-established programs.</p> <p>Software and systems MS Office Suit. Word Excel Outlook DET G Drive MyHR OneSchool BEMIR Protective services system</p>	<p>Navigate and edit MS Word</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required.</p> <p>Use manuals, user documentation and online help to overcome problems with document presentation and production.</p> <p>Operate relevant windows operating system to identify and manipulate screen display options and controls.</p> <p>Format text. Save documents. Modify page layout. Review documents. Check spelling and grammar. Print documents. Use indents and tabs. Work with templates, tables, headers /footers, text boxes, graphics and hyperlinks.</p> <p>Document is prepared within designated timelines and organisational requirements.</p>	<p>BSBITU201 - Produce simple word-processed documents.</p> <p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

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		<p>Preview, adjust and print document.</p> <p>Name and store document in accordance with organisational requirements and exit application without information loss/damage.</p>		
	<p>Navigate and edit MS Excel</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security, including completing pay cycle time sheets.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Identify document purpose, audience and presentation requirements, and clarify with relevant personnel as required.</p> <p>Use manuals, user documentation and online help to overcome problems with document presentation and production.</p> <p>Operate relevant windows operating system to identify and manipulate screen display options and controls.</p> <p>Navigate, name, colour, delete, copy, move worksheets.</p> <p>Add/delete columns and rows. Format cells.</p> <p>Insert charts.</p> <p>Use sum, average, product, count, filter functions.</p>	<p>BSBITU304 - Produce spreadsheets</p> <p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

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		<p>Document is prepared within designated timelines and organisational requirements.</p> <p>Preview, adjust and print spreadsheet and any accompanying charts.</p> <p>Save and store spreadsheet in accordance with organisational requirements and exit application without information loss/damage.</p>		
	<p>Navigate and edit MS Outlook</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security.</p> <p>Compose or reply to an email message according to organisational guidelines and time frames.</p> <p>Attach files to the email message.</p> <p>Determine and set a priority for an email message and spell check and edit text.</p> <p>Reply to received messages and forward as appropriate, using the carbon copy and forward features.</p> <p>Open and save an attachment to the relevant folder.</p> <p>Search for an email message and set a priority setting.</p> <p>Sort inbox according to sender's name and date received.</p> <p>Print an email message.</p>	<p>ICAU1133B - Send and retrieve information using web browsers and email</p> <p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

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Schools Officer, Grounds and Facilities
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<p>Registers</p> <p>MSDS (Material safety data sheets)</p> <p>Machinery maintenance register (servicing)</p> <p>Poison (chemicals) schedule</p> <p>Plant & equipment register</p> <p>PPE register</p> <p>Chemical manifest</p>		<p>Add an email address to the email address book.</p> <p>Create a distribution list and send out email messages.</p> <p>Manage and edit calendars, contacts, tasks.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p>		
	<p>Navigate and edit Adobe</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security.</p> <p>Use adobe software to convert MS Files into PDF format. Enter data into editable fields.</p> <p>Save, print or attach send documents via email.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>
	<p>Navigate DET G Drive</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security.</p> <p>Access, create, name, move, store files on the G Drive using windows operating system.</p> <p>Use windows search window to locate files.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

Capability Framework
Schools Officer, Grounds and Facilities
Confidential document

	<p>Navigate and edit MyHR OneSchool BEMIR Protective services system</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security.</p> <p>Access, edit and save on the G Drive using windows operating system.</p> <p>Access windows, search window, functions to locate files.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>
	<p>Maintain and action MSDS (Material safety data sheets) Machinery maintenance register (servicing) Poison (chemicals) schedule Plant & equipment register PPE register Chemical manifest</p>	<p>Follow organisational guidelines and protocols for, Access, style, content, user account and security.</p> <p>Access, action, read and interpret, edit, update, disseminate, store files, sheets, schedules, registers manifests.</p> <p>Refer to relevant stakeholders for information and action.</p> <p>Report discrepancies, WHS, servicing requirements.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

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Digital Literacy				
Technology	Capability			
Duties	Task	Skills & Knowledge	Licencing/ Qualifications	References
Use School and personal technology; Scanning & faxing Smart phones/tablets Smart boards Installing televisions Data projectors Photocopiers Audio visual equipment Soundfield systems PA systems (including portable) Telephone systems Bells system Electronic locks Security systems including software Emerging Technology (Drones)	Scanning documents	Follow organisational guidelines and protocols for, style, content, user account and security. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Operate scanner in accordance with manufacturer's instructions. Adjust resolution settings to ensure document clarity. Scan name, store file in pdf format. Send document to receiver via email attachment if required. Identify equipment faults and report to relevant person.	BSBADM101 - Use business equipment and resources	DET Guidelines and procedures.
	Faxing documents	Follow organisational guidelines and protocols for, style, content, user account and security. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Operate fax machine in accordance with manufacturer's instructions. Adjust Fax machine settings to ensure required resolution of document.	BSBADM101 - Use business equipment and resources	DET Guidelines and procedures.

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Schools Officer, Grounds and Facilities
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		<p>Mark document with date, time stamp. Record number of pages. Store document in accordance with organisational procedure. Follow up to ensure fax received by recipient.</p> <p>Identify equipment faults and report administration officer/relevant person.</p>		
	<p>Photocopying of class notes, notices (provided that this activity does not constitute more than 25% of the duties of the position).</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security. Operate photocopier in accordance with manufacturer's instructions.</p> <p>Securely maintain personal access code. Identify copier functions including 1,2 sided copies, sheet feeder, resolution, paper size, paper type, colour, number of copies, binding, distribution requirements.</p> <p>Fill paper draws, replace and dispose of spent toner cartridges according to organisational requirements.</p> <p>Identify and resolve paper jams according to manufactures instructions.</p> <p>Identify paper, toner stock level requirements, equipment faults and report to relevant person.</p>	<p>BSBADM101 - Use business equipment and resources</p>	

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Schools Officer, Grounds and Facilities
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	<p>Printing of class notes, notices (provided that this activity does not constitute more than 25% of the duties of the position).</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security. Operate photocopier in accordance with manufacturer’s instructions. Operate printer in accordance with manufacturer’s instructions.</p> <p>Identify printer functions including; 1,2 sided, portrait/landscape, selection, page numbers, colour, resolution, paper size, paper type, number of copies, binding, distribution requirements.</p> <p>Fill paper draws, replace and dispose of spent toner cartridges according to organisational requirements. Identify and resolve paper jams according to manufacturer’s instructions.</p> <p>Identify how to access, queue and cancel print jobs.</p> <p>Identify paper, toner stock level requirements, equipment faults, report to relevant person.</p>	<p>BSBADM101 - Use business equipment and resources</p>	
	<p>Use Smart Phones and Tablets</p>	<p>Follow organisational guidelines and protocols for, style, content, user account and security. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use devices according to manufacturer’s instructions, organisational guidelines to access</p>	<p>ICAU1133B - Send and retrieve information using web browsers and email</p> <p>BSBADM101 - Use business</p>	<p>DET Guidelines and procedures</p>

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Schools Officer, Grounds and Facilities
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		<p>the internet, download/upload software, set up email account, make/receive calls, skype, take & distribute photos, take & distribute videos, download & edit documents, email, text.</p> <p>Identify equipment faults and report to relevant person.</p>	<p>equipment and resources</p>	
	<p>Install and maintain Smart Boards</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Install and maintain smart board in accordance with manufacturer's instructions.</p> <p>Use hand, power tools to install smart board according to manufacturer's instructions.</p> <p>Connect smart board to computer, printer, data projector according to manufacturer's instructions.</p> <p>Clean smart board according to manufacturer's instructions.</p> <p>Provide instructions on use of smart board to staff, including printing, saving to an electronic file.</p> <p>Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>		<p>DET Guidelines and procedures</p>

Capability Framework
Schools Officer, Grounds and Facilities
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	<p>Install and maintain portable and mounted Televisions</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use hand, power tools to Install television if wall mounted, according to manufacturer’s instructions.</p> <p>Tune channels, connect and adjust internal/external ariel, internet, DVD, cables. Set up and maintain television in accordance with manufacturer’s instructions.</p> <p>Adjust settings for optimum image. Adjust parental controls if required.</p> <p>Check remote control periodically for battery life, corrosion on terminals.</p> <p>Identify equipment faults and report to relevant person.</p>	<p>BSBADM101 - Use business equipment and resources</p> <p>Restricted electrical work licence</p>	<p>DET Guidelines and procedures QLD Work Health and Safety Act 2011 and regulations(S41)</p>
	<p>Set up and maintain portable and mounted Data Projectors</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Set up and maintain data projector in accordance with manufacturer’s instructions. Check remote control periodically for battery life, corrosion on terminals.</p> <p>Adjust focus, keystone functions for optimal projection.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>

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Schools Officer, Grounds and Facilities
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		<p>Periodically check lamp hours function to determine, communicate to relevant person, lamp lifespan.</p> <p>Ensure all cables are available including computer connection, power cord, speaker cables.</p> <p>Periodically clean lens and housing. Ensure lens cap replaced after use.</p> <p>Portable projectors; Prior to storage, ensure lamp has cooled, all cables, remote accounted.</p> <p>Securely store when not in use. Identify equipment faults and report to relevant person.</p>		
	<p>Set up and maintain portable Projection Screen</p>	<p>Use safe work practices to ensure ergonomic, work organisation requirements are met. Set up/take down portable projector screen according to manufacturer's instructions.</p> <p>Ensure tripod is fully extended and on a stable floor surface. Adjust distance from projector to ensure maximum screen image.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>

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		<p>Check tripod, screen housing connections, use hand tools to tighten as required. Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>		
	<p>Set up and maintain Soundfield systems</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Set up and maintain Soundfield system in accordance with manufacturer's instructions. Teachers Microphone; Ensure connections and cords are in good working order, test for volume and clarity/feedback. Maintain hygiene with sterile wipes before each use.</p> <p>Transmitter; Ensure batteries full charged, connections are in good condition, spare batteries available. Periodically check battery terminals for corrosion.</p> <p>Audio Amplifier; Test, adjust amplifier bass and treble controls to ensure speech sound is natural and clear. Student Personal FM System Output; If available, ensure connections and cords are in good working order, test for volume and clarity/feedback. Teacher's microphone is interfacing between the sound-field system and</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p> <p>Sound-Field Systems Guide for Classrooms</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>

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		<p>the students' personal FM system.</p> <p>Maintain hygiene with sterile wipes before each use.</p> <p>Portable or mounted Loudspeakers; Use hand, power tools to Install wall mounted, loudspeakers according to manufacturer's instructions.</p> <p>Test to ensure loudspeakers have a uniform response throughout the entire range of speech frequencies, radiate sound uniformly. Maintain coverage angle of 140° or more. Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>		
	<p>Set up and maintain Personal Computers</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource requirements are met.</p> <p>Set up and maintain PC in accordance with manufacturer's instructions</p> <p>Ensure computers evenly spaced on a stable platform. cables securely connected, in good working order, neatly arranged, tied off and free of trip hazards.</p> <p>Monitor adjusted for appropriate resolution and brightness.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>

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Schools Officer, Grounds and Facilities
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		<p>Desk top icons pinned to task bar, relevant software installed & updated Ensure connections and cords are in good working order, test for volume.</p> <p>Periodically check browser history for inappropriate use.</p> <p>Identify equipment faults and report to relevant person.</p>		
	<p>Set up and maintain Laptop Computers</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource requirements are met.</p> <p>Set up and maintain laptop in accordance with manufacturer's instructions.</p> <p>Ensure laptops evenly spaced on a stable platform. cables securely connected, in good working order, neatly arranged, tied off and free of trip hazards.</p> <p>Desk top icons pinned to task bar, relevant software installed & updated.</p> <p>Ensure connections and cords are in good working order.</p> <p>Periodically check browser history for inappropriate use.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>

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Schools Officer, Grounds and Facilities
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		Store securely when not in use. Identify equipment faults and report to relevant person.		
	Set up and maintain Microphones	Set up and maintain microphone in accordance with manufacturer's instructions. Ensure connections, cords, housing, are in good working order, test for volume, clarity, feedback. Maintain hygiene with sterile wipes before each use. Securely store when not in use. Identify equipment faults and report to relevant person.	BSBADM101 - Use business equipment and resources Restricted electrical work licence	DET Guidelines and procedures Electrical Safety Act 2002 Electrical Safety Regulation 2013
	Maintain Public Address System PA fixed	Use safe work practices to ensure ergonomic, work organisation and energy requirements are met. Maintain PA in accordance with manufacturer's instructions. Ensure speaker, amplifier, microphone connections, cords, housings, are in good working order, test for volume, clarity, feedback. Periodically check each speaker for signs of damage, loose connections, volume.	RIIWH204D Work Safely at Heights. Restricted electrical work licence	DET Guidelines and procedures Electrical Safety Act 2002 Electrical Safety Regulation 2013 Work at Heights Qld Code of Practice MANAGING THE RISK OF FALLS AT WORKPLACES

Capability Framework
Schools Officer, Grounds and Facilities
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		<p>Identify equipment faults and report to relevant person.</p>		<p>Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p>
	<p>Set up and maintain Public Address System PA portable</p>	<p>Use safe work practices to ensure ergonomic, work organisation and energy requirements are met.</p> <p>Set up and maintain PA in accordance with specific manufacturer's instructions.</p> <p>Ensure speaker, amplifier, microphone connections, cords, housings, are in good working order, test for volume, clarity, feedback.</p> <p>Appropriate outdoor cabling and power cords used, power cords connected to electrical safety trip switch/box.</p> <p>All cords free of trip hazards, tripods set up on stable firm surfaces. Amplifier set up under cover.</p> <p>Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>	<p>RIIWH204D Work Safely at Heights.</p> <p>Restricted electrical work licence</p>	<p>DET Guidelines and procedures</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Work at Heights Qld Code of Practice</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p>

Capability Framework
Schools Officer, Grounds and Facilities
Confidential document

	<p>Set up and maintain Camcorders</p>	<p>Use safe work practices to ensure ergonomic, work organisation and energy requirements are met.</p> <p>Set up and maintain camcorders in accordance with specific manufacturer's instructions.</p> <p>Ensure batteries full charged, connections are in good condition, spare batteries available. Periodically check battery terminals for corrosion.</p> <p>Clean lens only in accordance with specific manufacturer's instructions.</p> <p>When using outdoors ensure cam corder is protected for dust, sand, heat, moisture in accordance with specific manufacturer's instructions.</p> <p>Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p>
	<p>Set up and maintain Digital Mixing Boards and Graphic Equalisers</p>	<p>Use safe work practices to ensure ergonomic, work organisation and energy requirements are met.</p> <p>Set up and maintain digital mixing board and graphic equalisers in accordance with specific manufacturer's instructions.</p> <p>Ensure digital mixing boards and graphic</p>	<p>Restricted electrical work licence</p> <p>RIIWHS204D Work Safely at Heights.</p>	<p>DET Guidelines and procedures</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p>

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Schools Officer, Grounds and Facilities
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		<p>equalisers are positioned in a secure area, on a stable platform.</p> <p>Cables, cords, securely connected, in good working order, neatly arranged, tied off and free of trip, electrical hazards.</p> <p>Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>		
	<p>Set up and maintain Stage Lighting</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource requirements are met.</p> <p>Set up Stage Lighting in accordance with specific manufacturer's instructions.</p> <p>Place lights and add filters according to specific requirements.</p> <p>Cables, cords, securely connected, in good working order, neatly arranged, tied off and free of trip, electrical hazards.</p> <p>Use specific lifting equipment including block and tackle, elevated platforms to position, remove lights.</p> <p>Use hand and power tools to secure, remove lights.</p>	<p>Restricted electrical work licence</p> <p>RIIWHS204D Work Safely at Heights.</p>	<p>DET Guidelines and procedures</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Safety Guidelines for the Entertainment Industry Developed by the Australian Entertainment Industry Association and the Media Entertainment and Arts Alliance 24 August 2001</p> <p>Work at Heights Qld Code of Practice</p> <p>MANAGING THE RISK OF</p>

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Schools Officer, Grounds and Facilities
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		<p>Access, Interpret, follow relevant legislation, codes of practice & approved guidelines for, stage lighting, electrical safety, working at heights, working in confined spaces, hazardous manual tasks.</p> <p>Securely store when not in use. Identify equipment faults and report to relevant person.</p>		<p>FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>
	<p>Set up and maintain Stage Speaker Banks</p>	<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource requirements are met.</p> <p>Set up Stage Speaker Banks in accordance with specific manufacturer’s instructions and venue specific requirements.</p> <p>Ensure speakers positioned and secured on a stable surface. Cables, cords, securely connected, in good working order, neatly arranged, tied off and free of trip, electrical hazards.</p> <p>Access, Interpret, follow relevant legislation, codes of practice & approved guidelines for, stage speaker set up, electrical safety, hazardous manual tasks.</p>	<p>Restricted electrical work licence</p> <p>RIIWHS204D Work Safely at Heights.</p>	<p>DET Guidelines and procedures</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Safety Guidelines for the Entertainment Industry Developed by the Australian Entertainment Industry Association and the Media Entertainment and Arts Alliance 24 August 2001</p> <p>Work at Heights</p>

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Schools Officer, Grounds and Facilities
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		<p>Securely store when not in use.</p> <p>Identify equipment faults and report to relevant person.</p>		<p>Qld Code of Practice</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>
	<p>Operate and maintain Bells system</p>	<p>Operate and maintain Bells system according to manufacturer instructions and organisational guidelines.</p> <p>Cables, cords, securely connected, in good working order, neatly arranged, tied off and free of trip, electrical hazards.</p> <p>Operate software to action bell times, various indicator sounds, lockdown, emergency procedures.</p> <p>Identify equipment faults and report to relevant person.</p>	<p>Restricted electrical work licence</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>

Capability Framework
Schools Officer, Grounds and Facilities
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	<p>Operate Telephone systems</p>	<p>System is accessed and set up in accordance with organisational procedures and manufacturer's instructions.</p> <p>Answering protocols are applied for emergency calls and general enquiries.</p> <p>Use of head set and hand set.</p> <p>System functions are applied; allocating lines to specific operators, conference calls, direct lines, holding calls, muting calls, transferring calls. Messages are recorded and disseminated to appropriate person.</p> <p>System testing is conducted in accordance with organisational procedures and manufacturer's instructions.</p> <p>Telephony systems are monitored for faults and appropriate action is taken and or referred to appropriate person.</p> <p>Back-up telephone system and business continuity arrangements are followed when primary telephony systems fail.</p>	<p>BSBADM101 - Use business equipment and resources</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p>
	<p>Operate Electronic locks Security systems</p>	<p>Electronic locks, Security systems are monitored for correct operation, maintenance, in accordance with manufacturer's instructions.</p>	<p>Restricted electrical work licence</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and</p>

Capability Framework
Schools Officer, Grounds and Facilities
Confidential document

		<p>Established communication channels and processes are verified with relevant persons.</p> <p>Change of shift procedures are carried out and ensure system and monitoring continuity in accordance with organisational procedures.</p> <p>Security codes, timing of system settings, securely updated and communicated to relevant personnel.</p> <p>Relevant documentation is completed and securely maintained.</p> <p>Faults or malfunctions are identified, documented, corrected or reported for remedial action.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		<p>Safety Act 2011 and regulations(S41)</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p>
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Plant & Equipment				
	Capability			
	Task	Skills & Knowledge	Licencing/ Qualifications	References
<p>Duties</p> <p>Operate and maintain a variety of plant, equipment and machinery.</p>	<p>Engrave School Assets</p>	<p>Engraver used, cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Engraver is regularly checked for serviceability. Defects, blunt or worn tools are identified, reported and appropriate maintenance, repair or replacement action is taken according to manufacturer's instructions.</p> <p>Engraver is switched off and the plug is removed from the power point before making any adjustments or maintenance procedures.</p> <p>Use an extension cord suitable for outdoor use. Avoid wet conditions.</p> <p>Update asset register of engraved numbers and codes.</p> <p>PPE eye protection, gloves.</p> <p>Identify and report potential work health and safety hazards.</p>	<p>UEENEEJ151A Service small electrical appliances and power tools</p> <p>MARC030 Use and care for hand and power tools</p> <p>Restricted electrical work licence</p>	<p>DET Guidelines and procedures.</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Electrical safety code of practice QLD 2010.</p> <p>Carpenter Qld Code of practice</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Electric Engraver manufacturer's instructions guide</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>

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Schools Officer, Grounds and Facilities
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	<p>Mow lawns using a Push Mower</p>	<p>Push Mower is operated, serviced, cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Push Mower is regularly checked for serviceability. Defects, blunt or worn blades, spark plugs are identified, reported and appropriate maintenance, repair or replacement action is taken according to manufacturer's instructions.</p> <p>Perform scheduled maintenance; Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Suitable fuel identified and used according to manufacturer's instructions.</p> <p>Clippings disposed of according to organisational, environmental procedures.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. PPE protective clothing, sunscreen, sun hat, safety boots, hearing protection.</p>	<p>AHCMOM203 - Operate basic machinery and equipment</p> <p>Current First Aid and CPR qualification</p>	<p>HAZARDOUS MANUAL TASKS Code of Practice 2011.</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>
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	<p>Mow lawns Using a Ride on Mower</p>	<p>Ride on Mower is operated, serviced, cleaned and stored after use, according to organisational procedures and manufacturer's instructions.</p> <p>Ride on Mower is regularly checked for serviceability. Defects, blunt or worn blades, spark plugs are identified, reported and appropriate maintenance, repair or replacement action is taken according to manufacturer's instructions.</p> <p>Suitable fuel identified and used according to manufacturer's instructions.</p> <p>Clippings disposed of according to organisational, environmental procedures.</p> <p>Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Ensure key to mower is securely stored when to prevent unauthorised access.</p> <p>Develop and implement a risk management</p>	<p>AHCMOM203 - Operate basic machinery and equipment</p> <p>Current First Aid and CPR qualification</p>	<p>Riding safely with ride-on lawnmowers ACCC 2013. guidelines</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>

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Schools Officer, Grounds and Facilities
Confidential document

		<p>plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE.</p> <p>PPE protective clothing, sunscreen, sun hat, safety boots, protective eye wear, hearing protection.</p>		
	<p>Operate a Whipper snipper</p>	<p>Whipper snipper is operated, serviced cleaned and stored after use, according to organisational procedures and manufacturer's instructions.</p> <p>Whipper snipper is regularly checked for serviceability. Defects, blunt or worn blades, spark plugs are identified, reported and appropriate maintenance, repair or replacement action is taken according to manufacturer's instructions.</p> <p>Suitable fuel identified and used according to manufacturer's instructions.</p> <p>Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic,</p>	<p>AHCMOM203 - Operate basic machinery and equipment</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures.</p> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>

Capability Framework
Schools Officer, Grounds and Facilities
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		<p>work organisation, energy and resource conservation requirements are met. Use appropriate PPE.</p> <p>PPE protective clothing, sunscreen, sun hat, safety boots, hearing protection.</p>		
	Operate a Tractor & slasher & attachments	<p>Tractor & slasher & attachments is operated, serviced, cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Select, and check for faults, equipment and/or attachments for work activities.</p> <p>Carry out pre-start, start-up, park, shutdown and secure equipment procedures.</p> <p>Coordinate activities with others at the site prior to commencement of, and during, the work activity.</p> <p>Drive and operate tractor, and modify the operating technique to meet changing work conditions,</p> <p>Tractor controls and instruments, brakes, clutch and gears.</p> <p>Tractor safety features, guards, seat belts. Comfort controls, adjusting the seat to be in reach of all controls.</p>	<p>RIIMPO315D - Conduct tractor operations</p> <p>C Class manual open drivers licence</p> <p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Tractor safety Precautions Qld Code of practice 2013</p> <p>Rural plant Qld Code of Practice 2004</p> <p>The Safe Design and Operation of Tractors Qld Qld Code of Practice</p>

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Schools Officer, Grounds and Facilities
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		<p>Operating instructions including starting, moving off and how to stop the tractor.</p> <p>Complete work plan within the operating capacity of the equipment.</p> <p>Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment.</p> <p>Select attachment for the task Remove and fit attachment. Test attachment to ensure correct fitting and operation.</p> <p>Use attachment in accordance with recommendations and design limits</p> <p>Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. PPE, safety boots, sunscreen, sun hat, gloves.</p>		
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	<p>Operate hand & Power tools</p>	<p>Hand & Power tools are operated, serviced cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Check tools for serviceability and safe use.</p> <p>Assemble tools, equipment and materials and prepare the work area.</p> <p>Locate and hold in place material needed for both hand and power tool application.</p> <p>Use tools safely and effectively. Safely store tools when not in immediate use.</p> <p>Perform scheduled maintenance, Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Identify problems or tasks requiring specialised assistance or tradesperson and report to relevant person.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE. PPE, safety boots, sunscreen, sun hat, gloves,</p>	<p>MEM18002B - Use power tools/hand held operations</p> <p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <hr/> <p>Carpenter Qld Code of Practice</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p>
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		respirators, protective eye wear, hard hat, hearing protection.		
	Connect and use Trailers	<p>Trailers are operated, serviced cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Pre-operational inspections and checks of trailer are carried out according to manufacturer specifications and workplace procedures.</p> <p>Trailer load is inspected and secured according to manufacturer specifications and workplace procedures.</p> <p>Safe condition of towing vehicle is determined according to manufacturer specifications and workplace procedures.</p> <p>Connect trailer to vehicle Trailer and vehicle are aligned and trailer is coupled to vehicle according to manufacturer specifications, workplace procedures and safety requirements.</p> <p>Ancillary devices are connected between vehicle and trailer according to manufacturer specifications and workplace procedures.</p>	<p>AURTGA001 - Drive and manoeuvre trailers</p> <p>C Class manual open drivers licence</p> <p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures.</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Safe coupling and de-coupling of trailers Qld Code of practice 2013</p> <p>Rural plant Qld Code of Practice 2004</p>

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		<p>Trailer and vehicle connections are tested according to manufacturer specifications and workplace procedures.</p> <p>Faults are identified and action is taken to report them according to workplace procedures.</p> <p>Drive and manoeuvre trailer Brake lock-out devices are set according to manufacturer procedures.</p> <p>Trailer is safely manoeuvred by vehicle in forward and reverse directions and parked according to road safety regulations, and without causing damage to trailer, towing vehicle, other vehicles or surrounding environment.</p> <p>Disconnect trailer from vehicle Parking devices of trailer and vehicle are applied as appropriate according to manufacturer procedures. Ancillary devices are disconnected and trailer is decoupled from vehicle according to manufacturer specifications, workplace procedures and safety requirements.</p> <p>Trailer or vehicle is placed in appropriate parking area according to road safety regulations.</p>		
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		<p>Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Identify problems or tasks requiring specialised assistance or tradesperson and report to relevant person.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. PPE, safety boots, sunscreen, sun hat, gloves, respirators, protective eye wear, hard hat, hearing protection.</p>		
	<p>Operate Front end loader</p>	<p>Front end loader is operated, serviced cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Access, interpret and apply wheeled front end loader operations documentation and ensure the work activity is compliant.</p> <p>Obtain, read, interpret, clarify and confirm work instructions.</p> <p>Identify and address risks, hazards and environmental issues and implement control</p>	<p>RIIMPO321E - Conduct civil construction wheeled front end loader operations</p> <p>C Class manual open drivers licence</p> <p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <p>Front end loaders and their attachments on tractors</p> <p>Qld Code of practice 2013</p> <p>Managing risks of plant in the workplace</p>

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		<p>measures.</p> <p>Obtain, identify and implement traffic management signage requirements.</p> <p>Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency.</p> <p>Operate front end loader Carry out pre-start, start-up, park, shutdown and secure equipment procedures.</p> <p>Coordinate activities with others at the site prior to commencement of, and during, the work activity.</p> <p>Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment.</p> <p>Modify the operating technique to meet changing work conditions.</p> <p>Complete work plan within the operating capacity of the equipment.</p> <p>Act on or report monitoring systems and alarms.</p> <p>Attach, secure, lift, carry and place materials Conduct communication practices associated</p>	<p>Qld Code of practice 2013</p> <p>Rural plant Qld Code of Practice 2004</p>
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		<p>with transportation and lifting of materials. Establish weight of load and ensure it is within safe operational limits of the machine. Select, attach and use slings and lifting gear in accordance with safe working load requirements.</p> <p>Position machinery to ensure stability and locate to effectively shift materials according to job specifications.</p> <p>Shift load safely and effectively Move load using hand/audible/communication signals.</p> <p>Relocate the front-end loader Move front end loader safely within and/or between work areas, observing relevant codes and traffic management requirements.</p> <p>Load and unload machine from float/trailer.</p> <p>Prepare machine for maintenance. Conduct inspection and fault finding. Carry out scheduled maintenance tasks. Process written maintenance records.</p> <p>Identify problems or tasks requiring specialised assistance or tradesperson and report to relevant person. Develop and implement a risk management plan.</p>		
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		<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. PPE, hearing protection, hard hat, safety boots, sunscreen, sun hat, gloves. protective clothing & eye wear.</p>		
	<p>Operate All-terrain Vehicles ATV's</p>	<p>All-terrain Vehicle is operated, serviced cleaned and stored after use, according to organisational procedures and manufacturer's instructions.</p> <p>Conduct safety pre-operational checks on quad bike and report faults or malfunctions for repair Identify safe work areas and applications (loads and attachments) from workplace safety plan and operators' manual.</p> <p>Unload, load quad bike safely from the trailer or transportation device.</p> <p>Steer, manoeuvre, position and stop quad bike in a smooth and controlled manner.</p> <p>Apply hand-eye coordination and transfer of body weight appropriately (active riding) to maintain bike stability.</p> <p>Identify and avoid riding surfaces, terrains and slopes that are dangerous to safe operation.</p>	<p>C Class manual open drivers licence</p> <p>Current first aid and CPR qualification</p> <p>AHCMOM212 - Operate quad bikes</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Quad bikes and side-by-side vehicles Qld Code of practice</p> <p>State-wide Plan for Improving Quad Bike Safety in Queensland 2016 – 2019</p> <p>Rural plant Qld Code of Practice 2004</p>

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		<p>Identify environmental implications associated with machinery operation and minimise impact.</p> <p>Perform routine operational servicing and minor maintenance.</p> <p>Identify and report malfunctions, faults, irregular performance or damage.</p> <p>Clean, secure and store quad bike when not in use. Follow wash-down procedures in line with biosecurity guidelines where required.</p> <p>Maintain quad bike use records for servicing purposes.</p> <p>Recognise and control risks to self and others.</p> <p>Identify and report malfunctions, faults, irregular performance or damage.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE, sunscreen, helmet, gloves. protective clothing & eye wear.</p>		<p>Guideline for Conditionally Registered Vehicles in Queensland Form 17 Version 3.8 May 2017</p>
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	<p>Operate Golf Cart</p>	<p>Golf Cart is operated, serviced, cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Conduct safety pre-operational checks on golf cart and report faults or malfunctions for repair Identify safe work areas and applications (loads and attachments) from workplace safety plan and operators' manual.</p> <p>Steer, manoeuvre, position and stop golf cart in a smooth and controlled manner.</p> <p>Identify and avoid riding surfaces, terrains and slopes that are dangerous to safe operation.</p> <p>Perform routine operational servicing and minor maintenance.</p> <p>Maintain golf cart use records for servicing purposes.</p> <p>Recognise and control risks to self and others.</p> <p>Identify and report malfunctions, faults, irregular performance or damage. PPE, sunscreen.</p>	<p>Current first aid and CPR qualification</p> <p>AHCMOM205 - Operate vehicles</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <hr/> <p>Guideline for Conditionally Registered Vehicles in Queensland Form 17 Version 3.8 May 2017</p> <hr/> <p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>
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	<p>Use Trolleys and Pallet Jacks</p>	<p>Trolleys and Palate Jacks are operated, serviced and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Manual handling risks are identified and reported in accordance with hazard and incident reporting procedures.</p> <p>Workplace layout and environment is modified within area of control to minimise manual handling risk.</p> <p>Work tasks are modified within area of control to minimise the risk of injury.</p> <p>Movement and postures used minimise the risk of injury within the limits of the work environment and the demands of the task.</p> <p>Perform routine operational servicing and minor maintenance.</p> <p>Identify and report malfunctions, faults, irregular performance or damage.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE, gloves, protective clothing.</p>	<p>FDFOP1003A - Carry out manual handling tasks</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations(S41)</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p>
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	<p>Operate Chainsaws</p>	<p>Chainsaw operated, serviced, cleaned and stored after use, according to organisational procedures and manufacturer instructions.</p> <p>Identify site hazards, assess risks.</p> <p>Confirm work zone and monitor site.</p> <p>Confirm first aid and emergency personnel, equipment and procedures.</p> <p>Record and implement work health, safety, site, environmental and traffic control measures.</p> <p>Identify hazards relevant to the maintenance and operation of chainsaws, assess risks and implement risk controls.</p> <p>Transport chainsaw and fuel appropriately.</p> <p>Conduct routine checks and maintenance procedures before operation.</p> <p>Calculate fuel oil ratios before mixing.</p> <p>Communicate with work team during operations using voice, hand and whistle signals.</p> <p>Place supports appropriately to ensure a stable base.</p>	<p>AHCMOM213 - Operate and maintain chainsaws</p> <p>FPICOT2221B - Trim and cross cut felled trees</p> <p>FPICOT3238B - Operate a pole saw</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>HAZARDOUS MANUAL TASKS Code of Practice 2011</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <p>Work at Heights Qld Code of Practice</p> <p>Tree felling Qld code of practice</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>
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		<p>Identify materials to be cut and position them for operation.</p> <p>Assess material to be cut visually for defects Determine cutting methods appropriate to material type and implement risk controls. Select and use appropriate tools associated with chainsaw use.</p> <p>Operate chainsaw to cross cut timber using documented low risk work methods. Identify, assess and control environmental implications associated with chainsaw operation.</p> <p>Record and report chainsaw damage, malfunction and irregular performance. Dispose of debris from operation in accordance with environmental requirements.</p> <p>Maintain relevant reports.</p> <p>Follow WHS risk management procedures. First Aid procedures.</p> <p>Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. Use PPE, leather aprons, protective eye wear,</p>	<p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>Guide to safeguarding common machinery and plant Qld Code of practice</p> <p>Electrical Safety - Working Near Exposed Live Parts Qld Code of Practice 2010</p> <p>First Aid Qld Code of Practice 2004</p>
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		leather gloves, harness, lifting equipment safety footwear.		
	Operate and maintain Compressors	<p>Electrical. Diesel powered compressor operated, serviced, according to organisational procedures and manufacturer's instructions.</p> <p>Check operational status of compressor system.</p> <p>Complete routine checks, logs and paperwork taking action on unexpected readings.</p> <p>Start-up/shut down compressor according to the compressor type and duty in liaison with other personnel.</p> <p>Adjust operational speeds and operating cycles as required.</p> <p>Monitor or activate safety systems to ensure that any system shutdowns are controlled and conducted safely and effectively.</p> <p>Adjust compressor system and its component plant items as appropriate to their type and duty to maximise performance.</p> <p>Monitor compressor and its component plant items frequently and critically using measured/indicated data and senses.</p>	<p>PMAOPS304 - Operate and monitor compressor systems and equipment</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <p>Electrical Safety Qld Code of Practice 2010</p>

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		<p>Recognise actual and developing situations which may require action.</p> <p>Apply operational knowledge to resolve problems.</p> <p>Complete any required pre-start checks on compressor and auxiliary systems, including oil and water.</p> <p>Situations requiring action include one or more of the following; urging, control of temperature and pressure, variations in feed, vibration.</p> <p>Initiate load-up through the selection of appropriate speed or cycle.</p> <p>Maintain relevant reports.</p> <p>Follow WHS risk management procedures. Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. First Aid procedures PPE, gloves</p>		<p>- Electrical Work</p>
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	<p>Operate and maintain Spray units Ground spraying</p>	<p>Spray units operated, serviced, cleaned and stored after use, according to organisational procedures and manufacturer's instructions.</p> <p>Refer to Australian Pesticides and Veterinary Medicines Authority (APVMA) for chemical spraying requirements, spray drift management.</p> <p>Features, functions and calibration techniques for a range of powered and hand-held application equipment relevant to the industry sector.</p> <p>Spray nozzle identification, selection, operation and use.</p> <p>Pests, weeds and/or diseases relevant to the industry sector.</p> <p>Requirements for disposal of excess chemicals, clearing spillages and equipment clean up.</p> <p>Assess the requirement for chemical use as an option within an integrated pest management strategy.</p> <p>Undertake a hazard and risk analysis of different chemical options.</p> <p>Confirm requirement for chemical application.</p>	<p>AHCCHM303 - Prepare and apply chemicals</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Hazardous chemicals and dangerous goods Qld Code of Practice</p> <p>Australian Pesticides and Veterinary Medicines Authority (APVMA)</p>
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		<p>Assess the spray drift risk of various application options.</p> <p>Assess the risk to sensitive areas and environmentally sensitive organisms.</p> <p>Prepare application/spray plan where required.</p> <p>Access the workplace application or spray plan to determine chemical and target, application rate or dose, type of application equipment, set-up requirements and amount to be applied as per the label instructions.</p> <p>Interpret and apply requirements from chemical labels.</p> <p>Select appropriate mixing equipment and a suitable location for mixing and loading.</p> <p>Mix chemicals in accordance with registered use and clean equipment when finished task.</p> <p>Confirm that neighbours/students/staff have been notified of chemical application as appropriate</p> <p>Select application equipment to be used to minimise spray drift risk and maximise efficacy.</p>		
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		<p>Carry out pre-operational checks of application equipment.</p> <p>Safely load chemical mix wearing appropriate Personal Protective Equipment (PPE) and controlling risks to human health and the environment.</p> <p>Monitor meteorological conditions and forecasts prior to and during application to minimise spray drift and other off target movement of chemicals</p> <p>Apply chemical in accordance with the label and application/spray plan.</p> <p>Assess and minimise risks to others, product integrity and the environment. Follow label instructions in the event of a spill.</p> <p>Clean up equipment and complete records.</p> <p>Dispose of excess chemicals and containers as per label and SDS instructions.</p> <p>Clean and decontaminate application equipment in appropriate location.</p> <p>Clean and store personal protective equipment in appropriate location</p>		
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		<p>Report incidents.</p> <p>Maintain relevant reports.</p> <p>First Aid procedures.</p> <p>Select appropriate personal protective equipment (PPE) for each stage of work and ensure correct fit Select and, use appropriate PPE in accordance with chemical label and MSDS's.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		
	<p>Operate and maintain Rotary Hoe</p>	<p>Rotary Hoe operated, serviced, stored, according to organisational procedures and manufacturer instructions.</p> <p>Select, and check for faults, equipment and/or attachments for work activities.</p> <p>Carry out pre-start, start-up, park, shutdown and secure equipment procedures.</p> <p>Coordinate activities with others at the site prior to commencement of, and during, the work activity.</p>	<p>AHCMOM203 - Operate basic machinery and equipment</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Rural plant Qld Code of Practice 2004</p>

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Schools Officer, Grounds and Facilities
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		<p>Operate Rotary Hoe, and modify the operating technique to meet changing work conditions. Rotary Hoe controls and instruments, brakes, clutch and gears.</p> <p>Rotary Hoe safety features, guards, seat belts. Comfort controls, adjusting the seat to be in reach of all controls.</p> <p>Operating instructions including starting, moving off and how to stop the Rotary Hoe.</p> <p>Complete work plan within the operating capacity of the equipment.</p> <p>Continually monitor hazards and risks, and ensure safety of self, other personnel, plant and equipment.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE, sunscreen, sun hat, gloves, safety eye wear, safety boots, protective clothing.</p>		
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	<p>Erect/use Ladders & scaffolding</p>	<p>Ladders & scaffolding erected, used, maintained and stored, according to organisational procedures and manufacturer's instructions.</p> <p>Work instructions, including plans, specifications, quality requirements and operational details, are obtained from relevant sources of information, confirmed and applied for planning and preparation purposes.</p> <p>Workplace health and safety (WHS) requirements are followed in accordance with safety plans and policies.</p> <p>Signage and barricade requirements are identified and implemented.</p> <p>Plant, tools and equipment are selected to carry out tasks consistent with job requirements, are checked for serviceability, and any faults are rectified or reported prior to commencement.</p> <p>Scaffolding quantity requirements are calculated in accordance with plans, specifications and quality requirements.</p> <p>Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.</p> <p>Environmental requirements are identified for the project in accordance with environmental</p>	<p>RIIWHS204D Work Safely at Heights.</p> <p>CPCCCM20088 - Erect and dismantle restricted height scaffolding</p> <p>Current First Aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Scaffolding Qld Code of Practice 2009</p> <p>Work at Heights Qld Code of Practice</p> <p>managing the risk of falls at workplaces Qld Code of Practice 2011</p> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <p>Electrical Safety Qld Code of Practice 2010 - Electrical Work</p>
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Schools Officer, Grounds and Facilities
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		<p>plans and statutory and regulatory authority obligations, and are applied.</p> <p>Purpose for scaffolding/ladder is confirmed and associated work tasks are identified.</p> <p>Expected loading on scaffold and supporting structure is determined using load tables.</p> <p>Site access and egress routes are identified.</p> <p>Scaffolding/ladders and components are selected and inspected with damaged components labelled and rejected or repaired.</p> <p>Adequate footing is established in accordance with Australian standard for scaffolding.</p> <p>Scaffolding/ladder is erected in accordance with regulations, planned hazard prevention and control measures, acceptable safe work practices and manufacturer requirements.</p> <p>Critical structural and safety areas of scaffolding/ladder are inspected for damage, corrosion and wear.</p> <p>Current use of scaffolding is checked for compliance with type of scaffolding equipment.</p> <p>Scaffolding is reviewed to determine if changes or modifications were scheduled as per original</p>		
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		<p>planning.</p> <p>Alteration or repair is carried out where specified.</p> <p>Scaffolding is dismantled using reverse procedure as for erection.</p> <p>Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations, codes of practice and job specification.</p> <p>Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturer recommendations and standard work practices.</p> <p>Follow WHS risk management procedures. Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE. PPE, gloves, non-slip footwear.</p>		
	<p>Maintain Solar panel systems</p>	<p>Solar panel systems are maintained, according to organisational procedures and manufacturer's instructions.</p> <p>The nature of the apparatus problem is obtained from documentation or from work</p>	<p>UEENEEK125A - Solve basic problems in photovoltaic energy apparatus and systems</p>	<p>DET Guidelines and procedures</p> <p>Maintaining your solar photovoltaic (PV) system</p>

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		<p>supervisor to establish the scope of work to be undertaken.</p> <p>Sources of materials that may be required for the work are identified and accessed in accordance with established procedures.</p> <p>Tools, equipment and testing devices needed to carry out the work are obtained and checked for correct operation and safety.</p> <p>Solve problem in photovoltaic energy apparatus and systems.</p> <p>OHS risk control work measures and procedures are followed.</p> <p>The need to test or measure live is determined in strict accordance with OHS requirements and when necessary conducted within established safety procedures.</p> <p>Circuits are checked as being isolated where necessary in strict accordance OHS requirements and procedures.</p> <p>Established routines are used to solve photovoltaic energy apparatus problems using measured and calculated values of apparatus operating parameters.</p> <p>Circuits/apparatus are checked as being isolated</p>	<p>Pre-requisite for unit is: Unrestricted Electrician's Licence'.</p>	<p>Qld Code of Practice</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>Plumbing and Drainage Act 2002.</p> <p>Queensland Building and Construction Commission Act 1991.</p> <hr/> <p>Work at Heights Qld Code of Practice</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <p>Electrical Safety Qld Code of Practice 2010 - Electrical Work</p>
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		<p>where necessary in strict accordance WHS requirements and procedures.</p> <p>Component parts are tagged during the dismantling to help ensure correct and efficient reassembly and stored to protect them against loss or damage.</p> <p>Apparatus is assembled in an appropriate sequence with all parts placed, secured and connected in accordance with manufacturer guide or industry practice.</p> <p>Problems are solved without damage to apparatus, circuits, the surrounding environment or services and using sustainable energy practices.</p> <p>Work site is cleaned and made safe in accordance with established procedures.</p> <p>Justification for solutions used to solve photovoltaic energy apparatus problems is documented.</p> <p>Work completion is documented and appropriate person(s) notified in accordance with established routine procedures.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource</p>	<p>Stick to electrical work when installing solar photovoltaic panels Qld Code of Practice</p> <p>AS/NZS5033:2014 Installation and safety requirements for photovoltaic (PV) arrays</p>
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		<p>conservation requirements are met. Use appropriate PPE. PP, non-slip footwear, protective clothing, sunscreen, sun hat. gloves.</p>		
	<p>Operate and maintain a Leaf Blower</p>	<p>Leaf Blower operated, serviced, stored, according to organisational procedures and manufacturer's instructions.</p> <p>Select, and check for faults, equipment and/or attachments for work activities.</p> <p>Carry out pre-start, start-up, park, shutdown and secure equipment procedures.</p> <p>Coordinate activities with others at the site prior to commencement of, and during, the work activity.</p> <p>Secure attachments according to manufacturer's directions</p> <p>Replace and report damaged or worn components.</p> <p>Sharpen blades, replace cord to ensure maximum efficiency.</p> <p>Identify and use correct fuel, sparkplugs.</p> <p>Adjust harness for correct operating procedure and WHS.</p>	<p>AHCMOM203 - Operate basic machinery and equipment</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>

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		<p>Minimise environmental impacts associated with machinery operation and maintenance Perform routine operational servicing and minor maintenance.</p> <p>Identify and report malfunctions, faults, irregular performance or damage.</p> <p>Maintain Leaf Blower use records.</p> <p>Follow WHS risk management procedures. Develop and implement a risk management plan. Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE. PPE, gloves, safety boots, sunscreen, protective clothing, safety eye wear, sun hat.</p>		
	<p>Operate and maintain a Pressure Cleaner</p>	<p>Pressure Cleaner operated, serviced, stored, according to organisational procedures and manufacturer's instructions.</p> <p>Type and condition of surfaces to be pressure washed are assessed, job requirements are reviewed, and issues are clarified.</p> <p>Soil types are identified by observation and cleaning chemicals required for the task are selected and prepared.</p>	<p>CPPCLO3020 - Pressure wash and clean surfaces</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p>

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Schools Officer, Grounds and Facilities
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		<p>Soil types, graffiti, grease and oil, mould and mildew, pollution marks are identified.</p> <p>Appropriate cleaning chemicals, acid cleaners, alkaline cleaners, low environmental impact chemicals, neutral cleaners, solvents, are used.</p> <p>Equipment is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.</p> <p>Personal protective equipment (PPE) is sourced according to manufacturer specifications, and health and safety and company requirements.</p> <p>Signs and barricades are selected and installed according to health and safety, and company requirements.</p> <p>Pre-existing damage is identified and reported according to company requirements.</p> <p>Use pressure washing equipment and techniques.</p> <p>Items requiring protection from pressure spray are covered and secured according to specified requirements.</p> <p>Heavily soiled areas are pre-sprayed according to manufacturer specifications and company requirements.</p>	<p>Hazardous chemicals and dangerous goods Qld Code of Practice</p> <hr/> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <hr/> <p>Electrical Safety Qld Code of Practice 2010 - Electrical Work</p> <hr/>
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		<p>Washed area is rinsed using required equipment and allowed to dry.</p> <p>Collected soil and waste are disposed of according to client and company specifications, and legislative, environmental, and health and safety requirements.</p> <p>Clean and safety check equipment, and store equipment and chemicals.</p> <p>Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements.</p> <p>Follow WHS risk management procedures. Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p> <p>PPE, water proof gloves, safety boots, sunscreen, protective clothing, safety eye wear, sun hat.</p>		
	<p>Erect and maintain Portable Lighting Towers</p>	<p>Portable Lighting Tower erected, maintained, stored, according to organisational procedures and manufacturer's instructions.</p> <p>Perform lamp checks and test functionality and safety of venue lighting.</p>	<p>CUALGT301 - Operate basic lighting</p> <p>CUALGT302 - Repair and</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and</p>

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Schools Officer, Grounds and Facilities
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		<p>Test lights and accessories and other lighting elements to ensure all items are in working order.</p> <p>Plot and operate lighting cues.</p> <p>Test line of sight needed for visual cues for feasibility during performance.</p> <p>Follow standard procedures to record cues in line with instructions and within agreed timeframes.</p> <p>Establish suitable backup lighting states to be used if recorded cues fail to operate.</p> <p>Check channel inputs and outputs for continuity and patching.</p> <p>Action cues during shows in line with directions and production requirements.</p> <p>Identify problems with equipment promptly and take appropriate action, or refer to relevant personnel as required.</p> <p>Assess the need for remedial action, taking into consideration safety issues and the need for minimal disruption to performances.</p>	<p>maintain lighting equipment</p> <p>RIIWH204D Work Safely at Heights.</p>	<p>regulations</p> <hr/> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <hr/> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <hr/> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <hr/> <p>Electrical Safety Qld Code of Practice 2010 - Electrical Work</p> <hr/> <p>Safe operation of an elevating work platform Qld Code of Practice 2011</p> <hr/> <p>Work at Heights Qld Code of Practice</p> <hr/> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice</p>
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		<p>Follow manufacturer's diagnostic and remedial procedures as required.</p> <p>Liaise with relevant personnel to identify backup alternatives if faults cannot be rectified before next production deadline.</p> <p>Seek clearance to execute power down and disassemble equipment safely.</p> <p>Pack and store equipment and accessories according to safety regulations and production requirements.</p> <p>Check hired equipment against inventory before packing and report lost or damaged equipment to relevant personnel.</p> <p>Clean work environment after use and restore environment to previous condition.</p> <p>Clean and maintain equipment, cables and accessories according to organisational procedures.</p> <p>Check and replace spares and consumables and ensure production equipment is ready and available to productions at specified locations.</p> <p>Recognise faults and safely shut down equipment if necessary, following manufacturer instructions and organisational procedures.</p>		2011
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		<p>Isolate fault to specific equipment or parts of equipment using fault detection procedures, and determine nature of repair requirements.</p> <p>Tag faulty production equipment according to organisational procedures.</p> <p>Make minor repairs to faulty equipment according to safety requirements, manufacturer instructions and level of own responsibility. Refer complex repairs to technical specialists or licensed personnel.</p> <p>Discuss faults and repair needs with technical specialists, demonstrating correct use of terminology.</p> <p>Undertake simple modifications to equipment, ensuring current safety measures and deadlines are met.</p> <p>Review repair and maintenance activities to ensure compliance with legislation.</p> <p>Follow WHS risk management procedures.</p> <p>Complete required documentation to ensure accurate records of checked and maintained items, and provide copies to relevant personnel</p> <p>Develop and implement a risk management plan.</p>		
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		<p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met. Use appropriate PPE.</p>		
	<p>Operate and maintain Generators</p>	<p>Electric, diesel, Generators, operated, maintained, stored, according to organisational procedures and manufacturer instructions.</p> <p>Work, plant and type of start requirements are identified from relevant personnel and documentation.</p> <p>The turbine running-up and loading schedule are ascertained from relevant documentation and in accordance with enterprise/site requirements.</p> <p>Localised plant inspection, pre-operational tests and field preparation for service are carried out in accordance with manufacturer and enterprise/site procedures.</p> <p>Plant operational prerequisites are established in accordance with manufacturer and enterprise/site procedures.</p> <p>Sequence for recommissioning of plant is determined to suit existing circumstances in accordance with enterprise/site requirements.</p> <p>Plant is operated within limits of plant design,</p>	<p>AHCMOM203 - Operate basic machinery and equipment</p> <p>UEPOPS372A - Operate and Monitor Generator/Alternator Auxiliary Plant (prerequisites required)</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <p>Electrical Safety Qld Code of Practice 2010</p>

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		<p>regulators requirements, enterprise or site requirements.</p> <p>Plant is monitored and observed to detect deviations from required operating conditions.</p> <p>Corrective actions are taken to rectify abnormalities in accordance with manufacturer and enterprise/site procedures.</p> <p>Tests are performed in accordance with defined procedures applicable to the operational test.</p> <p>System and plant is observed for correct operational response.</p> <p>Correct action is taken when response is not in accordance with documentation, plant integrity or personnel safety requirements.</p> <p>Plant is returned to required operational status upon completion of test.</p> <p>Cause of abnormal plant operating conditions are identified by analysing the technical and operational information in a logical and sequential manner.</p> <p>Actions necessary to rectify fault are correctly determined.</p> <p>Plant integrity and personnel safety is maintained through consultation with</p>		<p>- Electrical Work</p> <hr/>
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		<p>appropriate personnel, and reference to plant, technical and operational documentation</p> <p>Plant to be monitored/inspected is physically identified.</p> <p>Plant is monitored/inspected for normal operation or to detect deviations.</p> <p>Corrective action taken is in accordance with enterprise procedures.</p> <p>Appropriate personnel are notified when defects are detected.</p> <p>Documentation is updated and plant problems, movements, abnormalities and status are reported and logged in accordance with enterprise/site procedures.</p> <p>Follow WHS risk management procedures.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		
	<p>Operate Cherry pickers/ Elevating Work Platforms</p>	<p>Cherry pickers/ Elevating Work Platforms, maintained, stored, according to organisational procedures and manufacturer instructions.</p> <p>Access, interpret and apply elevating work platforms documentation and ensure the work activity is compliant.</p>	<p>RIIWH5204D Work Safely at Heights.</p> <p>RIIHAN301D - Operate elevating work platform</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>

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		<p>Obtain, read, interpret, clarify and confirm work requirements.</p> <p>Identify and select any required tools and equipment, check for serviceability and rectify or report, verbally or in writing, any faults prior to commencement.</p> <p>Perform pre-start and post-start inspections/checks.</p> <p>Coordinate activities with others prior to commencement of, and during, the work activity.</p> <p>Obtain and interpret emergency procedures, and be prepared for fire/accident/emergency.</p> <p>Stabilise elevating work platform.</p> <p>Place tools and equipment into bucket/platform.</p> <p>Use approved safety devices, ensure safety of personnel and surrounding site.</p> <p>Act on or report, verbally or in writing, monitoring systems and alarms.</p> <p>Recognise and respond to hazardous and emergency situations.</p>	<p>High risk work (HRW) licence</p>	<p>Electrical Safety Act 2002 Electrical Safety Regulation 2013</p> <p>Managing risks of plant in the workplace Qld Code of practice 2013</p> <p>Electrical Safety Qld Code of Practice 2010 - Working near exposed live parts</p> <p>Electrical Safety Qld Code of Practice 2010 - Electrical Work</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>HAZARDOUS MANUAL TASKS Qld Code of Practice 2011</p> <p>Work at Heights</p>
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		<p>Complete work and shut-down in accordance with agreed work plan.</p> <p>Carry out work platform inspections and fault finding.</p> <p>Carry out routine operational servicing, lubrication and housekeeping tasks in accordance with manufacturer's instructions and site authorised procedures and practices.</p> <p>Carry out minor operator maintenance to manufacturer's instructions and site requirements.</p> <p>Clear work area and reuse, recycle or dispose of materials.</p> <p>Identify and address, Equipment characteristics, technical capabilities and limitations.</p> <p>Elevating work platform operational procedures. Basic geological and survey data related to elevating work platforms. Site environmental requirements and constraints related to elevating work platforms.</p> <p>Identify and address potential risks, hazards and environmental issues, and implement control measures.</p> <p>Recognise and respond to hazardous and</p>	<p>Qld Code of Practice</p>
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		<p>emergency situations. Select and wear personal protective equipment appropriate for work activities.</p>		
	Maintain Water Tanks	<p>Water Tanks, maintained, according to organisational procedures and manufacturer's instructions.</p> <p>Determine work requirements for maintenance and repair of tanks and water storage assets from specifications and instructions.</p> <p>Plan work according to job requirements using relevant plans, drawings, standards and technical data.</p> <p>Check coordination issues with relevant personnel, including isolations and permits to work.</p> <p>Identify, check and prepare materials, equipment and resources required to satisfy job plan according to legislative and organisational requirements.</p> <p>Clean and maintain water tanks and water storage assets.</p> <p>Monitor, operate and tag flow-regulating devices to isolate tanks according to organisational requirements.</p>	<p>RIIWH2020 Enter and Work in Confined Spaces.</p> <p>RIIWH204D Work Safely at Heights.</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p> <hr/> <p>Work at Heights Qld Code of Practice</p> <p>HOW TO MANAGE WORK HEALTH AND SAFETY RISKS Qld Code of Practice 2011</p> <hr/> <p>MANAGING THE RISK OF FALLS AT WORKPLACES Qld Code of Practice 2011</p> <hr/> <p>Rural plant Qld Code of Practice 2004</p> <hr/> <p>MANAGING THE RISK OF</p>

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		<p>Use safety equipment and follow safety procedures for entry into storages.</p> <p>Carry out de-silting processes and clean and flush assets according to organisational requirements.</p> <p>Repair minor structural damage to storage assets and tanks and identify and report major faults according to organisational procedures.</p> <p>Check and operate flow-regulating devices to return tank to service.</p> <p>Check maintenance and repairs to tanks and water storage assets to ensure specifications are met.</p> <p>Check level sensing equipment and alarms to ensure effective operation.</p> <p>Check, maintain and store equipment, tools and materials according to manufacturer guidelines and organisational procedures.</p> <p>Restore work site to meet environmental and organisational requirements.</p> <p>Maintain workplace records.</p> <p>Identify and address potential risks, hazards and</p>	<p>FALLS AT WORKPLACES Qld Code of Practice 2011</p> <p>Safe operation of an elevating work platform Qld Code of Practice</p>
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		<p>environmental issues, and implement control measures.</p> <p>Recognise and respond to hazardous and emergency situations.</p> <p>Develop and implement a risk management plan.</p> <p>Use safe work practices to ensure ergonomic, work organisation, energy and resource conservation requirements are met.</p> <p>Use appropriate PPE.</p>		
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Medical				
Duties	Capability			
	Medical Issue	Skills & Knowledge	Licencing/ Qualifications	References
<p>Provide first responder treatment for common medical issues including:</p> <p>Epilepsy</p> <p>Asthma</p> <p>Diabetes</p> <p>Anaphylactic Shock</p>	Epilepsy	<p>Recognise the emergency situation.</p> <p>Identify Epilepsy symptoms.</p> <p>Confusion, loss of consciousness, repetitive movements or twitching, stiffness and/or jerking of limbs, or staring spells (these may appear like daydreaming). Seizures are unpredictable and may occur every day and/or several times a day.</p> <p>Identify, assess and manage immediate hazards to health and safety of self and others.</p> <p>Assess the casualty and recognise the need for first aid response.</p> <p>Assess the situation and seek assistance from emergency response services.</p> <p>Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines if required.</p> <p>Provide first aid in accordance with established first aid principles.</p> <p>Display respectful behaviour towards casualty.</p>	Current first aid and CPR qualification	<p>DET Guidelines and procedures</p> <p>First Aid Qld Code of Practice 2004</p>

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		<p>Obtain consent from casualty where possible.</p> <p>Use available resources and equipment to make the casualty as comfortable as possible.</p> <p>Operate first aid equipment according to manufacturer's instructions.</p> <p>Monitor the casualty's condition and respond in accordance with first aid principles.</p> <p>Accurately convey incident details to emergency response services.</p> <p>Report details of incident to workplace supervisor as appropriate.</p> <p>Maintain confidentiality of records and information in line with statutory and/or organisational policies.</p> <p>Recognise the possible psychological impacts on self and other rescuers involved in critical incidents.</p> <p>Participate in debriefing to address individual needs.</p>		
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	<p>Asthma</p>	<p>Recognise the emergency situation.</p> <p>Identify asthma attack symptoms. Difficulty breathing, wheezing, coughing, shortness of breath, very rapid breathing chest pain or pressure, tightened neck and chest muscles, called retractions, difficulty talking, feelings of anxiety or panic, pale, sweaty face, blue lips or fingernails.</p> <p>Identify the severity of an asthma attack, and escalation.</p> <p>Identify, assess and manage immediate hazards to health and safety of self and others.</p> <p>Assess the casualty and recognise the need for first aid response.</p> <p>Assess the situation and seek assistance from emergency response services.</p> <p>Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines if required.</p> <p>Provide first aid in accordance with established first aid principles.</p> <p>Display respectful behaviour towards casualty.</p> <p>Obtain consent from casualty where possible.</p>	<p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>First Aid Qld Code of Practice 2004</p>
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		<p>Use available resources and equipment to make the casualty as comfortable as possible.</p> <p>Operate first aid equipment according to manufacturer's instructions.</p> <p>Monitor the casualty's condition and respond in accordance with first aid principles.</p> <p>Accurately convey incident details to emergency response services.</p> <p>Report details of incident to workplace supervisor as appropriate.</p> <p>Maintain confidentiality of records and information in line with statutory and/or organisational policies.</p> <p>Recognise the possible psychological impacts on self and other rescuers involved in critical incidents.</p> <p>Participate in debriefing to address individual needs.</p>		
	<p>Diabetes</p>	<p>Recognise the emergency situation.</p> <p>Identify diabetes symptoms.</p> <p>Excessive thirst, frequent urination including bedwetting, excessive hunger, unexplained weakness and fatigue, unexplained weight loss,</p>	<p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>First Aid Qld Code of Practice 2004</p>

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Schools Officer, Grounds and Facilities
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		<p>blurred vision, having cuts that heal slowly, itching and skin infections, mood swings, headache, dizziness, leg cramps.</p> <p>Identify, assess and manage immediate hazards to health and safety of self and others.</p> <p>Assess the casualty and recognise the need for first aid response.</p> <p>Assess the situation and seek assistance from emergency response services.</p> <p>Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines if required.</p> <p>Provide first aid in accordance with established first aid principles.</p> <p>Display respectful behaviour towards casualty.</p> <p>Obtain consent from casualty where possible.</p> <p>Use available resources and equipment to make the casualty as comfortable as possible.</p> <p>Operate first aid equipment according to manufacturer's instructions.</p>		
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		<p>Monitor the casualty's condition and respond in accordance with first aid principles.</p> <p>Accurately convey incident details to emergency response services.</p> <p>Report details of incident to workplace supervisor as appropriate.</p> <p>Maintain confidentiality of records and information in line with statutory and/or organisational policies.</p> <p>Recognise the possible psychological impacts on self and other rescuers involved in critical incidents.</p> <p>Participate in debriefing to address individual needs.</p>		
	<p>Anaphylactic shock</p>	<p>Recognise the emergency situation.</p> <p>Identify Anaphylactic shock symptoms. Generalised flushing of the skin, nettle rash (hives) anywhere on the body, sense of impending doom., swelling of throat and mouth, difficulty in swallowing or speaking, alterations in heart rate, severe asthma, abdominal pain, nausea and vomiting.</p> <p>Identify, assess and manage immediate hazards to health and safety of self and others.</p>	<p>Current first aid and CPR qualification</p>	<p>DET Guidelines and procedures</p> <p>First Aid Qld Code of Practice 2004</p>

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Schools Officer, Grounds and Facilities
Confidential document

		<p>Assess the casualty and recognise the need for first aid response.</p> <p>Assess the situation and seek assistance from emergency response services.</p> <p>Perform cardiopulmonary resuscitation (CPR) in accordance with Australian Resuscitation Council (ARC) guidelines if required.</p> <p>Provide first aid in accordance with established first aid principles.</p> <p>Display respectful behaviour towards casualty.</p> <p>Obtain consent from casualty where possible.</p> <p>Use available resources and equipment to make the casualty as comfortable as possible.</p> <p>Operate first aid equipment according to manufacturer's instructions.</p> <p>Monitor the casualty's condition and respond in accordance with first aid principles.</p> <p>Accurately convey incident details to emergency response services.</p> <p>Report details of incident to workplace supervisor as appropriate.</p>		
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		<p>Maintain confidentiality of records and information in line with statutory and/or organisational policies.</p> <p>Recognise the possible psychological impacts on self and other rescuers involved in critical incidents.</p> <p>Participate in debriefing to address individual needs.</p>		
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Workplace Health and Safety				
	Capability			
Duties	Task	Skills & Knowledge	Licencing/ Qualifications	References
Ensure compliance with Workplace health and safety requirements including maintenance of a safe working environment	Assist with Compliance with WHS Laws	Assist with determining the legal framework for WHS in the workplace. Assist with providing advice on WHS compliance. Assist with WHS legislation compliance measures. Including interpreting, applying and advising on Acta, regulations, codes of practice and industry standards/guidelines.	BSB41415 Certificate IV in Work Health and Safety (WHS) RIIWHS202D Enter and Work in Confined Spaces.	DET Guidelines and procedures QLD Work Health and Safety Act 2011 and regulations
	Contribute to WHS Hazard Identification, Risk Assessment and Risk Control	Access information to identify hazards, and assess and control risks Contribute to compliance and workplace requirements. Contribute to workplace hazard identification. Contribute to WHS risk assessment. Contribute to the development, implementation and evaluation of risk controls.	RIIWHS204D Work Safely at Heights. CPCCOHS1001A Work Safely in the Construction Industry	Electrical Safety Act 2002 Electrical Safety Regulation 2013 Plumbing and Drainage Act 2002.
	Contribute to Implementing and Maintaining WHS Consultation and Participation Processes	Identify individuals and parties involved in WHS consultation and participation processes. Contribute to WHS consultation and participation processes. Contribute to processes for communicating and sharing WHS information and data. Contribute to identifying and meeting training requirements for effective WHS consultation and participation. Contribute to improving WHS consultation and participation processes.	Authorised by the Qld Department of Transport and Main Roads to control traffic at road worksites RIIWHS302D -	Queensland Building and Construction Commission Act 1991. Qld codes of Practice Industry standards/Guidelines

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	<p>Contribute to Implementing and Maintaining WHS Management Systems WHSMS</p>	<p>Contribute to developing and promoting WHS policy. Contribute to WHSMS planning Contribute to implementing the WHSMS plan. Contribute to evaluating WHS performance. Contribute to reviewing and improving the WHSMS.</p>	<p>Implement traffic management plan</p>	
	<p>Assist with Effective WHS Management of Contractors</p>	<p>Assist with identifying existing contractor WHS arrangements Assist with evaluating contractor WHS arrangements and making improvements as required.</p> <p>Cohort includes: Contractor or Subcontractor; Employee of a contractor or subcontractor. Employee of a labour hire company who has been assigned to work in the person's business or undertaking. Outworker. Apprentice or trainee. Student gaining work experience. Volunteer. Person of a prescribed class.</p>	<p>RIIWH205D Control traffic with a stop-slow bat.</p> <p>Current First Aid and CPR qualification</p>	
	<p>Assist with Responding to Incidents</p>	<p>Assist with identifying legislative and other requirements. Assist with implementing initial incident response procedures. Assist with collecting WHS information and data relevant to an investigation. Assist incident investigations. Assist in implementing recommended measures</p>		

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		and actions arising from investigations.		
	Assist with Claims Management, Rehabilitation and Return to Work Programs	Assist with managing claims. Assist with planning for and implementing a successful rehabilitation or return-to-work program. Assist with monitoring and evaluating a rehabilitation or return-to-work program.		
	Ensure Workplace Emergency Prevention Procedures, Systems and Processes are Implemented	Ensure workplace emergency prevention processes are implemented. Ensure appropriate hazard analysis is undertaken and results are implemented. Ensure workplace emergency protection systems, emergency control equipment and evacuation systems remain effective. Including: Communicate effectively, delegate affectively according to workplace procedures and level of responsibility, effective leadership and decision-making to ensure safety in the workplace, monitor and review the work area to identify new and emerging risks on an ongoing basis. Identify. basic types, principles of operation and limitations of emergency prevention and, protection systems and emergency control equipment typically installed in the workplace, hazard analysis processes, reporting procedures, workplace procedures to rectify problems.		

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Schools Officer, Grounds and Facilities
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	Contribute to Managing WHS Information Systems	Contribute to identifying WHSIS requirements. Contribute to the use and operation of the WHSIS. Use the WHSIS to support effective WHS management as required by job role. Assist with monitoring, evaluating and improving the WHSIS to ensure quality assurance and ongoing continuous improvement.		
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Quality Assurance					
Duties	Task	Capability			References
		Skills & Knowledge	Licencing/ Qualifications		
Ensure compliance and continually improve the procedures of the organisation	Continuous Improvement	<p>Actively encourage and support team members to participate in decision-making processes and to assume responsibility and exercise initiative.</p> <p>Communicate the organisation's continuous improvement processes to individuals and teams.</p> <p>Effectively utilise mentoring and coaching to ensure that individuals/teams are able to support the organisation's continuous improvement processes.</p> <p>Monitor and report specified outcomes.</p> <p>Utilise the organisation's systems and technology to monitor team progress and to identify ways in which planning and operations could be improved.</p> <p>Apply continuous improvement techniques and processes to improve customer service.</p> <p>Support opportunities for further improvement.</p> <p>Communicate agreed recommendations for improvements in achieving the business plan to team members.</p>	<p>BSB41415 Certificate IV in Work Health and Safety (WHS)</p> <p>BSBFLM309 - Support continuous improvement systems and processes</p> <p>MEM30024A - Participate in quality assurance techniques</p> <p>BSBAUD402 - Participate in a quality audit</p>	<p>DET Guidelines and procedures</p> <p>QLD Work Health and Safety Act 2011 and regulations</p>	

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		<p>Document and use work performance to identify opportunities for further improvement.</p> <p>Maintain records, reports and recommendations for improvement within the organisation's systems and processes.</p>		
	<p>Quality Assurance</p>	<p>Quality standards and procedures are interpreted and applied to individual and teamwork in accordance with standard operating procedures.</p> <p>Quality of all received, in-work and finished materials and products is monitored as required in accordance with standard operating procedures.</p> <p>Designated process improvement tools are used either individually or in a team to identify and solve design, development and production quality problems.</p> <p>Designated analytical tools are used to evaluate principal causes of process variation in consultation with the team or other subject experts.</p> <p>Further action to improve quality is recommended, where required, using standard operating procedures.</p>		

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		<p>Assist in implementing approved improvement strategy or strategies.</p> <p>Key indicators and performance measures are established and agreed in consultation with the team or other subject experts.</p> <p>Process, product output is measured against key indicators in consultation with the team or other subject experts.</p> <p>Steps are taken to lock in improvements in accordance with standard operating procedures.</p>		
	<p>Auditing</p>	<p>Where applicable, review auditee's previous quality audits to establish possible impact on the conduct of the current audit.</p> <p>Request relevant organisational documents from auditee, and review and check the adequacy of these documents.</p> <p>Amend reviewed documents, and determine and source any further documentation required.</p> <p>Resolve issues which arise with auditee and relevant parties.</p> <p>Participate in developing audit schedules.</p> <p>Access or prepare appropriate checklists/tools</p>		

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		<p>and audit related documentation.</p> <p>Confirm schedules and required resources with auditee before beginning auditing activities.</p> <p>Anticipate possible issues and outline strategies to address these issues, should they arise.</p> <p>Ensure preparation activities and documentation correspond to the audit plan.</p> <p>In consultation with auditing team, determine appropriate methods and techniques.</p> <p>Assist lead auditor in creating entry and exit meeting agendas.</p> <p>Access a range of potential sources of information.</p> <p>Collect and make an initial assessment of sample documentation.</p> <p>Interview appropriate persons in relation to relevant documentation.</p> <p>Identify and report patterns, trends, interrelationships and areas of risk.</p> <p>Identify aspects of the audit that require the use of specialists and request appropriate assistance.</p>		
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		<p>Evaluate information against prescribed benchmarks. Form a defensible opinion as to the meeting of these benchmarks by the auditee.</p> <p>Ensure opinions are formed from and supported by available information.</p> <p>Formulate findings and prepare a corrective action report if discrepancies or non-compliances are detected.</p> <p>Examine results/findings against audit objectives and present to lead auditor.</p> <p>Report recommendations for improvements as applicable.</p> <p>Prepare for exit meeting. Ensure reporting arrangements are agreed upon and documented during the meeting.</p> <p>Ensure context and consequences of audit are explained, and follow-up is discussed.</p>		
<p>Maintain and update Schools registers as required</p>	<p>Maintain Registers</p>	<p>Maintain paper and electronic registers in accordance with organisational procedures including,</p> <p>MSDS (Material safety data sheets) SDS (safety data sheets). Machinery maintenance register (servicing).</p>	<p>BSB41415 Certificate IV in Work Health and Safety (WHS)</p> <p>BSBFLM309 - Support</p>	<p>DET Guidelines and procedures</p> <hr/> <p>QLD Work Health and</p>

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		<p>Poison (chemicals) schedule. Plant & equipment register. PPE register. Chemical manifest. Service maintenance agreements.</p> <p>Access, interpret and apply record keeping documentation and ensure the work activity complies.</p> <p>Identify and comply with document storage, filing and handling requirements.</p> <p>Check registered documents against register.</p> <p>Report or replace missing registered documents.</p> <p>Recognise and adhere to organisation's quality assurance requirements.</p> <p>Select equipment that is consistent with the task of maintaining records, check for serviceability and rectify or report any faults.</p> <p>Accurately and legibly record details in accordance with organisation's instructions.</p> <p>Record details to specified quality control procedures.</p> <p>Ensure alterations to records are initialled by</p>	<p>continuous improvement systems and processes</p> <p>MEM30021A - Participate in quality assurance techniques</p> <p>BSBAUD402 - Participate in a quality audit</p> <p>RIIIMG301D - Maintain site records</p>	<p>Safety Act 2011 and regulations</p>
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		<p>the responsible person.</p> <p>Record signatures, dates and times.</p> <p>Ensure records are referred to for historical data.</p> <p>Make records available to authorised personnel for checking purposes.</p> <p>Bring trends affecting work in progress to the attention of appropriate personnel.</p> <p>Use registered document control systems.</p> <p>Comply with quality control administration.</p> <p>Use resources and infrastructure Industry terminology.</p>		
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Liaison				
Duties	Task	Capability		References
		Skills & Knowledge	Licencing/ Qualifications	
<p>Provide limited supervisory responsibilities (including less experienced staff) by providing guidance and advice</p> <p>(does not include supervision of students).</p> <p>Liaise with Principle or nominated delegate regarding periodic maintenance of facilities.</p>	<p>Training</p> <p>Mentoring</p> <p>Coaching</p>	<p>Provide to relevant persons, training, mentoring and or coaching in relation to relevant duties requirements, including and not limited to facilities & grounds maintenance, safe use of plant and equipment. Completion relevant documentation, WHS requirements. Provide access to and instruction on relevant policies and procedures, codes of practice and legislation.</p> <p>Identify scope and boundaries of the mentoring relationship according to organisational procedures.</p> <p>Document mentoring plan in accordance with organisational requirements.</p> <p>Establish ground rules and negotiate realistic expectations.</p> <p>Establish and maintain confidentiality of the relationship in accordance with legislation, policy and procedures.</p> <p>Develop learner’s confidence, self-esteem, respect and trust in the mentoring relationship.</p>	<p>TAEDEL404 -</p> <p>Mentor in the workplace</p>	

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		<p>Share personal experiences and knowledge with the person being mentored according to agreed objectives.</p> <p>Support the person being mentored to develop and use skills in problem solving and decision making.</p> <p>Use personal and professional networks to assist the person being mentored Provide information, and guidance to enhance engagement in the workplace.</p> <p>Use techniques for resolving differences without damaging the relationship, and obtain assistance according to organisational policy and procedures.</p> <p>Provide planning assistance and guidance as requested by the person being mentored in a form and style to suit their requirements.</p> <p>Provide feedback to the person being mentored on progress towards achieving the expectations and goals of the mentoring process.</p> <p>Recognise and discuss changes in the mentoring relationship with appropriate stakeholders.</p> <p>Negotiate and manage closure of the mentoring arrangement once objectives have been met.</p>		
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		<p>Establish and discuss benefits gained from the mentoring process.</p> <p>Reflect on and articulate the personal benefits gained from providing mentoring.</p> <p>Identify and report the outcomes of the mentoring arrangement and the benefits to the organisation according to organisational policy and procedures to improve the mentoring system or program.</p>		
	<p>Design learning and development plans</p>	<p>Design learning and development plans for relevant persons, relation to relevant duties requirements, including and not limited to facilities & grounds maintenance, safe use of plant and equipment. Completion relevant documentation, WHS requirements.</p> <p>Clarify the purpose and type of learning program with key stakeholders.</p> <p>Access and confirm the competency standards, and other training specifications, on which to base the learning program.</p> <p>Identify language, literacy and numeracy requirements of the program.</p> <p>Identify and consider characteristics of the target learner.</p>	<p>TAEDES401 - Design and develop learning programs</p>	

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		<p>Conduct work according to organisational quality assurance policies and procedures.</p> <p>Research, develop and document specific subject matter content, according to agreed design options.</p> <p>Evaluate existing learning resources for content relevance and quality.</p> <p>Specify assessment requirements of the learning program.</p> <p>Break the learning content into manageable segments, and document the timeframe for each segment.</p> <p>Determine and confirm delivery strategies, required assessment methods and tools.</p> <p>Document the complete learning program in line with organisational requirements.</p> <p>Review the complete program with key stakeholders, and adjust as required.</p> <p>Ensure a safe learning progression by analysing risks in the learning environment, and including a risk control plan.</p>		
	<p>Contractor Management</p>	<p>Oversee and induct contractors and other external workers within the school</p>	<p>LGADMIN423A - Provide induction</p>	

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	<p>Contractor induction</p>	<p>environment.</p> <p>Existing induction processes and procedures are identified and evaluated based on current and future needs of the organisation.</p> <p>Relevant information and organisational requirements are utilised in preparing induction documentation.</p> <p>Content and methodology for induction processes are developed and documented.</p> <p>Forms, procedures and induction processes are trialled and measured against objectives.</p> <p>Induction is undertaken in accordance with the induction plan.</p> <p>Implementation of the induction is monitored against the induction plan.</p> <p>Induction activities are coordinated in accordance with the induction plan.</p> <p>Participant progress and the extent to which the induction process is meeting its objectives are monitored through feedback from participants and other relevant persons.</p> <p>A reliable and valid evaluation methodology is</p>	<p>and orientation for new employees</p>	
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		<p>developed and implemented.</p> <p>Information from a variety of sources is collected and analysed in order to determine the effectiveness and efficiency of the induction process.</p> <p>The evaluation methodology allows for the organisation's process to be compared with other models of good practice in induction.</p> <p>Recommendations on modifications or enhancements are formulated for future revision of induction processes.</p>		
	<p>Facilities & Grounds improvement planning</p>	<p>Develop and implement a grounds and facilities improvement, maintenance and replacement plan to meet efficient and effective operation.</p> <p>Planning needs are determined and confirmed as required in consultation with relevant people.</p> <p>Risk assessment of facilities/grounds management outcomes is conducted and assessed according to industry and organisational policies and procedures.</p> <p>Relevant industry benchmarks are analysed to assess expected performance of assets in varying market conditions.</p> <p>Applicable industry, organisational and</p>		

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		<p>legislative requirements are interpreted to establish user, contractual and legal compliance for facilities/grounds performance.</p> <p>Facilities/grounds management plans including aims and objectives is prepared in appropriate format for dissemination to relevant people.</p> <p>Quality assurance goals and strategies are established according to plans.</p> <p>Monitoring and reporting arrangements for plans are determined in line with organisational requirements.</p> <p>Life cycle analysis is undertaken and capital investment strategies are planned.</p> <p>Financial, physical and human resource requirements are organised according to plan.</p> <p>Information relating to implementation of plan is distributed using established communication channels.</p> <p>Roles and responsibilities associated with implementation of plan are clearly defined and documented.</p> <p>Plan is reviewed and evaluated in consultation with relevant people using appropriate</p>		
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		<p>feedback strategies</p> <p>Systematic review processes are established and suitable evaluation methods used to evaluate plan outcomes.</p> <p>Evaluation results are reviewed and recommendations for modification of plan and corrective actions are incorporated as required into plan.</p> <p>Information is securely maintained with due regard to organisational requirements</p>		
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