

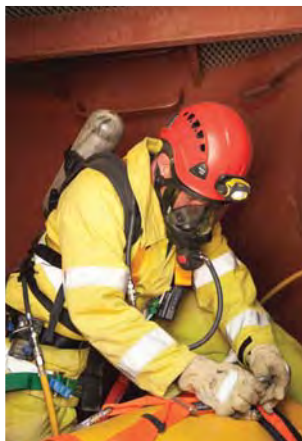


Government of Western Australia  
Department of Fire & Emergency Services



# Demands of Being a Firefighter

# DUTIES MANUAL



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### Using the Suitable Duties Manual

The suitable duties manual contains a broad range of information on duties performed by Firefighters. It is designed to provide a holistic understanding to users on the physical, cognitive and psychological demands as well as the environmental impact on the role of a Firefighter.

The primary purpose of the duties manual is to assist in identification of available duties for injured Firefighters.

The detailed description and photographs will enable the Injury Management Consultants and General Practitioners to collaboratively develop appropriate Return to Work (RTW) plans. This will ensure the Firefighters with a reduced physical, cognitive and/or psychological capacity are still able to perform meaningful duties relevant to their operational role as a Firefighter.

The physical demands table provides a guide to the level of strength, position tolerance, mobility and limb coordination required to complete each duty. The cognitive and psychological demands table provides a guide to the level of executive functioning and stress involved in each duty as a Firefighter.

The tables are designed as a discussion tool for Injury Management Consultants and treating medical practitioners to ensure the most appropriate restrictions are applied to facilitate a safe and durable return to work.

## 1.0 Usual Duties



## 1.1 Firefighter Duties

### Job Task Summary

A Firefighter works as a member of a cohesive and cooperative team, under supervision, whether involved in emergency response or work associated with maintaining readiness or community safety activities.

A Firefighter directly participates in emergency incidents to assist and safeguard people, property and/or the environment including responding to fires, vehicle accidents, rescues and other emergencies. A Firefighter must at all times be physically fit and capable of responding to emergency calls and rescuing personnel from life threatening situations. They must be capable of a rapid physical response, which in the case of a property fire with life involvement would include donning the breathing apparatus, entering a building with a helmet and coat on, dragging a line of hose and performing a search and rescue operation. They are required to work in awkward positions, often under load; e.g. when performing extractions in motor vehicle accidents.

A Firefighter must be able to operate vehicles and equipment in emergency and non-emergency situations. They are required to undertake relevant incident-related communication, including liaising with other emergency service personnel, members of the public and people under duress.

A Firefighter also

- Participates in public community education programs and community centered emergency management activities
- Carries out or assists with inspection of properties for compliance with building codes and fire safety rules, including risk assessments
- Contributes to environmental care through appropriate activities including bushfire mitigation strategies.
- Participates in drills, physical training, servicing hydrants, domestic duties and vehicle checks.

**Hours:** Shift work, being 0800 - 1800: 2 days followed by 2 night shifts which are 1800 - 0800, followed by 4 days off.

### Personal Protective Clothing

The following protective equipment is required to be worn on occasions:

- Eye protection (goggles, glasses)
- Hearing protection (ear muffs, ear plugs)
- Helmets
- Gloves
- Footwear

## 1.1 Firefighter Duties

- Breathing Apparatus
- Protective Clothing (level 1 or 2 tunic and trousers)

Other: The wearing of fully encapsulated suits in the case of a chemical spill.

### Equipment

Firefighters are required to be able to utilise the following equipment:

- The driving and maintenance of fire pump/truck
- Pumps and hoses
- Breathing Apparatus (BA) (12kg)
- Spreaders (20kg) and cutters (18kg) (Jaws of life)
- Oxy-Viva (8kg)
- Ladder (20kg)
- Suction hose (25kg)
- Hooligan tool (10kg)
- Rescue Equipment
- Hydraulic rams
- Chemical equipment
- Kit bag with PPC and other equipment (20kg)
- Fully encapsulated suits

### Environment

The work of a Firefighter involves exposure to the following:

- Rapid transition from rest to maximum exertion
- Extensive time outdoors exposed to the elements
- Extreme fluctuations in temperature while wearing equipment that significantly impairs body temperature regulation
- Lighting variation ie. Poor visibility working at night and reduced vision from smoke (*Figure 40, 41 43 & 44*)
- Trip hazards (*Figure 41-45*)
- Varied surfaces ie. uneven, rocky and undulating terrain, slippery and hazardous surfaces (*Figure 42-45*)
- Extreme environments, including high noise, limited mobility, at heights, in enclosed or confined spaces
- Physical, chemical and biological hazards that require the safe and effective use of appropriate protective equipment.

## 1.1 Firefighter Duties

The work involves exposure to the following risks:

- Moving parts
- Uneven work surfaces
- Exposure to fall
- Burns or heat
- Vibration
- Noise
- Extremes of postures
- Fumes or dust
- Fluctuations in temperatures and humidity
- Grease or oil
- Exposure to chemicals
- Exposure to traumatic incidents

### Physical Demands

These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Strength</b>					
Floor to waist lift		<20kg			Using cutters and spreaders on motor vehicle accidents <i>(Figure 1-3)</i>
Waist to eye level lift		<20kg			Using cutters and spreaders on motor vehicle accidents <i>(Figure 1 &amp; 2)</i> Lifting kit bag off hook and into pump <i>(Figure 39)</i>
Floor to overhead height lift		<20kg			Lifting hose up over shoulder to unwind <i>(Figure 21, 22 &amp; 23)</i>
Two handed carrying			<25kg		Holding spreaders and cutters <i>(Figure 1, 2 &amp; 3)</i> Lifting suction hose off pump <i>(Figure 9 &amp; 10)</i> Carrying hose <i>(Figure 16)</i> Carrying casualties
One handed carrying			<10kg		Carrying Hooligan multipurpose tool, oxy-viva and first aid kit <i>(Figure 37 &amp; 38)</i>
Pushing			X		Pushing ladder and suction hose back onto pump <i>(Figure 9-13)</i> Pushing and pulling equipment

## 1.1 Firefighter Duties

These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
					onto and off the pump ie. BAS
Pulling			X		Pulling hose off pump, over the shoulder ( <i>Figure 14</i> ) When the hoses are charged= >90 kg Pulling ladder off pump ( <i>Figure 11-13</i> ) Pulling hose while climbing up ladder ( <i>Figure 32-35</i> )
Position Tolerance					
Sitting		X			
Standing			X		Note; when attending incidents are required to wear PPC and other equipment ie BA. Weighs 30kg in total.
Working with arms over head		X			To reach ladder, hose and shutters ( <i>Figure 9-13</i> ). Removing roof of car ( <i>Figure 4 &amp; 5</i> ) Carrying hose ( <i>Figure 21-23</i> )
Working with arms at shoulder height		X			To unravel hose ( <i>Figure 25 &amp; 26</i> )
Working bent over stand/ stooping		X			Rolling up hose ( <i>Figure 14, 28 &amp; 29</i> )
Work kneeling		X			<i>Figure 30 &amp; 31</i>
Work bent over sitting		X			
Work squatting/ crouching		X			Rolling up hose ( <i>Figure 28 &amp; 29</i> )
Work arms over head supine		X			
Mobility					
Climbing stairs/steps/ladder		X			Steps ( <i>Figure 6-8, 11 &amp; 12</i> ) Ladder ( <i>Figure 30-34</i> )
Repetitive squatting		X			<i>Figure 3</i>
Repetitive kneeling		X			Putting hose back into tray ( <i>Figure 30 &amp; 31</i> )
Walking			X		Walking to unravel the hose ( <i>Figure 27</i> )
Crawling		X			



## 1.1 Firefighter Duties

These Physical demands are rated on the NOFC scale:  
 N= Never  
 O= Occasionally (up to 1/3 day)  
 F= Frequently (1/3-2/3 of day)  
 C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
Repetitive trunk rotation standing		X			Twisting side to side to put hose back into tray ( <i>Figure 30 &amp; 31</i> )
Repetitive trunk rotation sitting		X			
Grip- power, cylindrical, fine			X		Cylindrical firm grasp on most equipment (spreaders, cutters, hose)
<b>Upper Limb Coordination</b>					
Bilateral				X	Holding equipment. ie. Holding hose for extended period with sustained posture ( <i>Figure 43-45</i> ).
Unilateral			X		Holding equipment.

## Cognitive and Psychological Demands

These Cognitive and Psychological demands are rated on the NOFC scale:  
 N= Never  
 O= Occasionally (up to 1/3 day)  
 F= Frequently (1/3-2/3 of day)  
 C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
<b>Cognitive</b>					
Problem solving			X		Rapid effective problem solving during and reasoning emergency.
Concentration			X		High level of attention and concentration required as well as multi-tasking.
Following instructions				X	Following Station Officers orders
Observant			X		
Decision making				X	Rapid and effective
Working when fatigued		X			Weight of PPE along with heat exhaustion

## 1.1 Firefighter Duties

These Cognitive and Psychological demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
Communication				X	Understanding instructions, clear thinking and verbal expression to Firefighters and emergency personnel.
Reading and writing		X			
Psychological					
Exposure to traumatic incidents			X		Exposure to death, multiple extreme injury, children involvement
Exposure to high stress situations			X		Note; Frequent alarms going off for fire calls may increase stress
Responding to high pressure and high changeable situations			X		
Fast work pace			X		
Work in confined spaces			X		
Work at heights			X		
Dealing with conflict			X		
Teamwork				X	
Shift work				X	2 days on, 2 nights on, 4 days off

## 1.1 Firefighter Duties

### Figures – Photographs of the Work of a Fire Fighter



Figure 1



Figure 2



Figure 3

Lifting and holding the spreaders and cutters. Weight: 20kg, held for up to 1 hour during motor vehicle rescue.

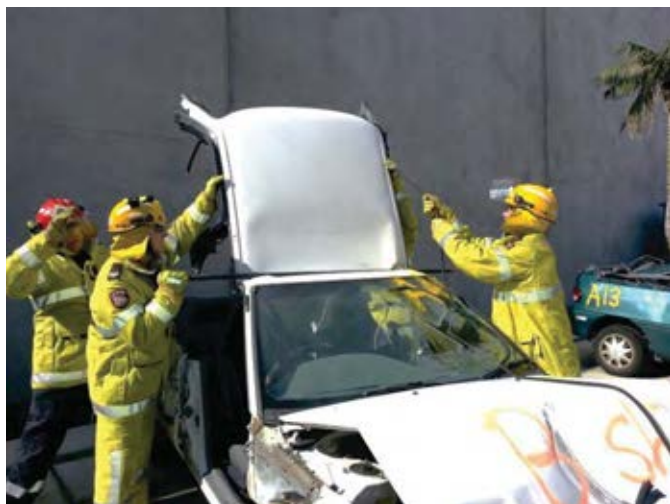


Figure 4



Figure 5

Lifting and pulling above shoulder height during motor vehicle rescue.

## 1.1 Firefighter Duties



Figure 6



Figure 7



Figure 8

Climbing in and out of the pump.



Figure 9



Figure 10

Lifting the suction hose off the pump. Weight: 25kg; 2 man job.



## 1.1 Firefighter Duties



Figure 11



Figure 12



Figure 13

Stepping up, lifting and slipping the extension ladder from the rear of the pump.



Figure 14



Figure 15



Figure 16

Pulling the hose off the pump. Length: 60m  
When the hoses are charged= >90 kg

## 1.1 Firefighter Duties



Figure 17



Figure 18

Lifting the flaked hose out of the pump.



Figure 19



Figure 20



Figure 21

Lifting the flaked hose out of the pump.



## 1.1 Firefighter Duties



Figure 22



Figure 23

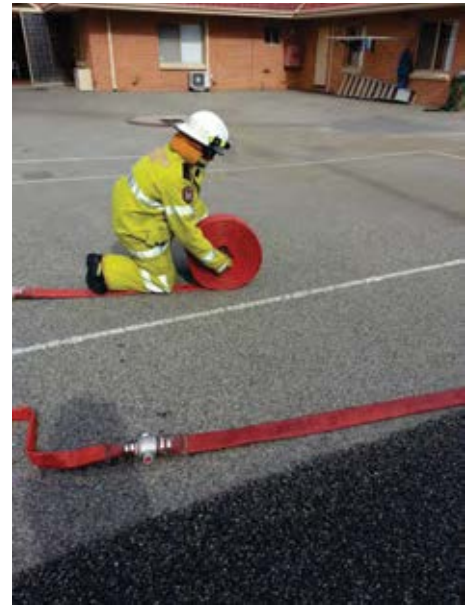


Figure 24

Lifting and unravelling the hose.



Figure 25



Figure 26



Figure 27

Rolling out the hose. Length: 30m Weight: 20kg without water.

## 1.1 Firefighter Duties



Figure 29



Figure 23

Rolling up the hose.

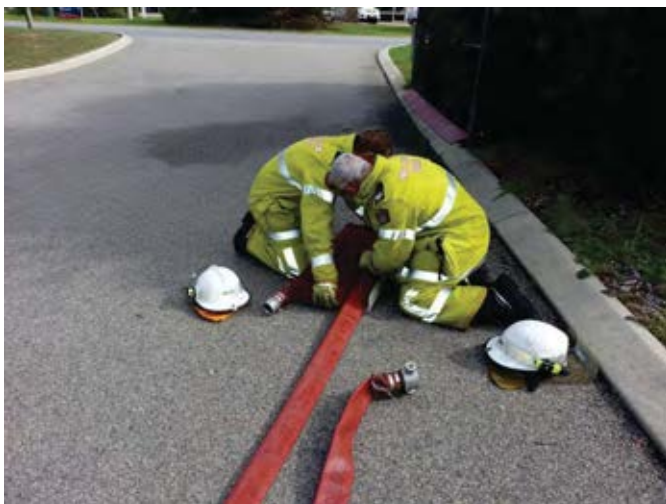


Figure 30



Figure 31

Rolling up the hose to put back into the pump.



# 1.1 Firefighter Duties



Figure 32



Figure 33



Figure 34

Carrying hose up a ladder.



Figure 35



Figure 36

Carrying hose up a ladder.

## 1.1 Firefighter Duties



Figure 37



Figure 38

The hooligan multipurpose tool, tool box and Oxy-Viva.



Figure 39

Kit bag with PPC and extra clothing.  
Weight: approximately 20kg



Figure 40

Poor visibility from smoke. This photograph was taken during the day.



## 1.1 Firefighter Duties



Figure 41

Putting out bushfire.



Figure 42

Uneven surfaces- rocky terrain.



Figure 43



Figure 44

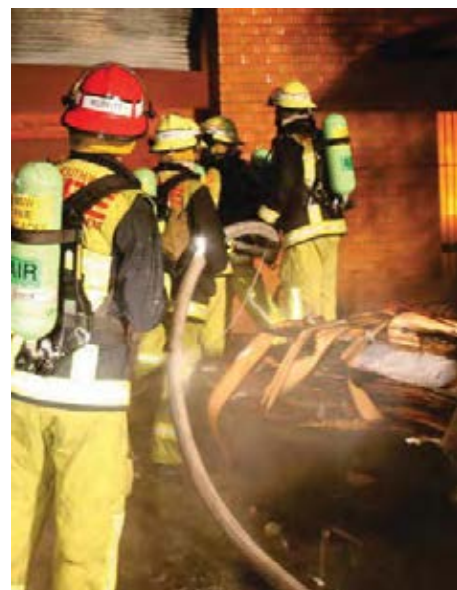


Figure 45

Working on uneven surfaces, low visibility, trip hazards, slippery surfaces while controlling charged line of hose.  
Weight of hose: >90kg when charged. Weight of tunic and BA: 30kg

## 1.2 Station Officer Duties

### Job Task Summary

Station Officers are responsible for the management and supervision of Firefighters on Station, at incidents and under emergency conditions. The main tasks include:

- Day to day management of the fire station
- Managing and supervising Firefighters effectively in a team environment, encompassing leadership, negotiation skills, communication, conflict resolution and interpersonal skills
- Ensures all Firefighters are trained for the functions they are required to perform, including operational effectiveness, in a safe and effective manner.
- Responds to and commands, controls and coordinates operations at emergencies as required.
- Liaising with other emergency personnel at an incident and safeguarding the Firefighters and community from harm.
- Participates in public community education programs and community centered emergency management activities
- Carries out or assists with inspection of properties for compliance with building codes and fire safety rules, including risk assessments
- Contributes to environmental care through appropriate activities including bushfire mitigation strategies.
- Undertakes building inspections and hydrant maintenance in the community.
- Computer based work at the Station to carry out daily administration duties.

**Hours:** Shift work, being 0800 - 1800: 2 days followed by 2 night shifts which are 1800 - 0800, followed by 4 days off.

### Personal Protective Equipment

Refer to Firefighter Duties page 3.

Corporate Uniform with 2 buttons on epaulette.

### Equipment

Refer to Firefighter duties page 4. The Station officer also uses a computer.

### Environment

Refer to Firefighter duties page 4. The Station Officer also works in an office environment at the Fire Station.

### Physical, Cognitive and Psychological Demands

Refer to Firefighter demands. The Station Officer also has an administrative role throughout the working day.

## 1.3 District Officer Duties

### Job Task Summary

District Officers are responsible for the management of all resources under their control to ensure effective operational capability and support, based on comprehensive emergency management principles. District Officers posted to shift or non-rostered shift work are responsible for specific work activities to support the Directorate Business Plan as defined for their manager.

The responsibilities include:

- Responds, commands, controls, coordinates emergency operations as an Incident Controller and/or member of an Incident Management Team
- Contributes to the development of appropriate policies and strategies which support emergency management on a regional and state-wide basis and implements them as required
- Provides effective leadership, supervision, management, administration and training support including volunteers and/or career employees.
- Manages and contributes to the development of human, physical and financial resources to ensure that appropriate service delivery standards are achieved and when/where possible, continuously improved.
- At a regional/directorate level, delivers, coordinates and provides counseling or advice.
- Required to attend incident, however, supervisory role and not involved in actual Firefighting

**Hours:** Shift work, being 0800 - 1800: 2 days followed by 2 night shifts which are 1800 - 0800, followed by 4 days off. Non shift work: 0900 – 1700, 5 days per week.

### Personal Protective Clothing

Refer to Firefighter Duties page 3.

Corporate uniform with 3 gold buttons on epaulette.

### Equipment

- Computer workstation
- Vehicle

### Environment

Perth Fire station or Cockburn offices. Region District officers visit Fire Station on occasion.

## 1.3 District Officer Duties

### Physical Demands

These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Strength</b>					
Floor to waist lift		<20kg			Occasionally lift kit bag, stationary boxes
Waist to eye level lift		<15kg			Occasionally Fill store room
Floor to overhead height lift	X				
Two handed carrying		<5kg			Paper and boxes in office
One handed carrying		<2kg			Paper and notebook
Pushing		X			Driving
Pulling		X			Driving
<b>Position Tolerance</b>					
Sitting				X	Office based work and Driving
Standing		X			
Working with arms over head	X				
Working with arms at shoulder height		X			Workstation and driving
Working bent over stand/ stooping	X				
Work kneeling	X				
Work bent over sitting	X				
Work squatting/ crouching	X				
Work arms over head supine	X				
<b>Mobility</b>					
Climbing stairs/steps/ladder				X	Climbing stairs at Cockburn. Step in and out of car. Note; Lift at Cockburn offices
Repetitive squatting	X				
Repetitive kneeling	X				
Walking			X		Walking around the offices. Walking at incidents supervising
Crawling	X				
Repetitive trunk rotation standing	X				
Repetitive trunk rotation		X			To reach telephone and files

## 1.3 District Officer Duties

These Physical demands are rated on the NOFC scale:  
 N= Never  
 O= Occasionally (up to 1/3 day)  
 F= Frequently (1/3-2/3 of day)  
 C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
sitting					while sitting at workstation
Grip- power, cylindrical, fine			X		Fine manipulation- handwriting and typing
<b>Upper Limb Coordination</b>					
Bilateral				X	Computer work and driving
Unilateral				X	Computer work, handwriting

## Cognitive and Psychological Demands

These Cognitive and Psychological demands are rated on the NOFC scale:  
 N= Never  
 O= Occasionally (up to 1/3 day)  
 F= Frequently (1/3-2/3 of day)  
 C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
<b>Cognitive</b>					
Problem solving				X	Prioritising workload
Concentration				X	Multitasking. Driving for long periods.
Following instructions			X		From superintendent
Observant			X		
Decision making				X	
Working when fatigued			X		During summer at an incident required to wear full PPC. Driving fatigued.
Communication				X	
Reading and writing				X	Computer based work
<b>Psychological</b>					
Exposure to traumatic incidents			X		If Firefighter injured then required to investigate.
Exposure to high stress situations			X		Decision making, liaising with community and combat agencies at incident.
Responding to high pressure and high changeable situations			X		Meeting deadlines and workload

## 1.3 District Officer Duties

These Cognitive and Psychological demands are rated on the NOFC scale:

N= Never

O= Occasionally (up to 1/3 day)

F= Frequently (1/3-2/3 of day)

C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
Fast work pace			X		To complete work
Work in confined spaces	X				
Work at heights		X			At incident to view what is happening
Dealing with conflict				X	Dealing with conflict with Station officers and Firefighters.
Teamwork				X	
Shift work		X			Perth Station and Communications centre at Cockburn has shift work.





## 2.0 Suitable Duties Cockburn Offices



### Job Task Summary

The Firefighter is able to participate in office based duties while fit for restricted return to work. These duties include:

- Project work
- Computer work within various DFES departments - word, excel and outlook
- Scanning, faxing and photocopying

**Hours:** 09:00 – 17:00 unless otherwise restricted on Gradual Return to Work Program

### Personal Protective Clothing

- Fire and rescue uniform

### Equipment

- Desk
- Chair
- Computer with keyboard and mouse
- Printer/fax/scanner
- Pen and notebook

### Environment

The Department of Fire and Emergency Services offices at 20 Stockton bend Cockburn. The Firefighter will be working in a shared office environment on either the first or second floor which is accessible by stairs and lifts. The offices are climate controlled with even ground.

## 2.0 Suitable Duties Cockburn Offices

### Physical Demands

These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Strength</b>					
Floor to waist lift	X				
Waist to eye level lift	X				
Floor to overhead height lift	X				
Two handed carrying		<1kg			Carrying paper, notebook from printer to work station.
One handed carrying		<1kg			Carrying paper, notebook from printer to work station.
Pushing	X				
Pulling	X				
<b>Position Tolerance</b>					
Sitting				X	Figure 1 & 2
Standing		X			At the printer (Figure 3)
Working with arms over head	X				
Working with arms at shoulder height	X				
Working bent over stand/ stooping	X				
Work kneeling	X				
Work bent over sitting	X				
Work squatting/ crouching	X				
Work arms over head supine	X				
<b>Mobility</b>					
Climbing stairs/steps/ladder		X			Stairs to 1 <sup>st</sup> and 2 <sup>nd</sup> floor. (However, lift available)
Repetitive squatting	X				
Repetitive kneeling	X				
Walking		X			To different departments
Crawling	X				
Repetitive trunk rotation standing		X			Scanning and photocopying paperwork
Repetitive trunk rotation		X			At desk to reach phone and

## 2.0 Suitable Duties Cockburn Offices

These Physical demands are rated on the NOFC scale:

N= Never

O= Occasionally (up to 1/3 day)

F= Frequently (1/3-2/3 of day)

C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
sitting					notebook ( <i>Figure 1 &amp; 2</i> ).
Grip- power, cylindrical, fine			X		Fine manipulation on computer keyboard and mouse, handwriting
<b>Upper Limb Coordination</b>					
Bilateral				X	Desk work ( <i>Figure 2</i> ).
Unilateral				X	Desk work.

## Cognitive and Psychological Demands

These Cognitive and Psychological demands are rated on the NOFC scale:

N= Never

O= Occasionally (up to 1/3 day)

F= Frequently (1/3-2/3 of day)

C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
<b>Cognitive</b>					
Problem solving		X			
Concentration			X		Sustained attention required at workstation
Following instructions			X		Supervisor instructions
Observant		X			
Decision making		X			
Working when fatigued	X				
Communication			X		
Reading and writing				X	Computer work
<b>Psychological</b>					
Exposure to traumatic incidents	X				
Exposure to high stress situations		X			Depending on workload
Responding to high pressure and high changeable situations	X				
Fast work pace	X				

## 2.0 Suitable Duties Cockburn Offices

These Cognitive and Psychological demands are rated on the NOFC scale:

N= Never

O= Occasionally (up to 1/3 day)

F= Frequently (1/3-2/3 of day)

C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
Work in confined spaces	X				
Work at heights	X				
Dealing with conflict	X				
Teamwork		X			Shared office environment (Figure 1)
Shift work	X				09:00 -17:00

### Figures – Photographs of Office Based Duties



Figure 1.

Desk set up and shared workstation.

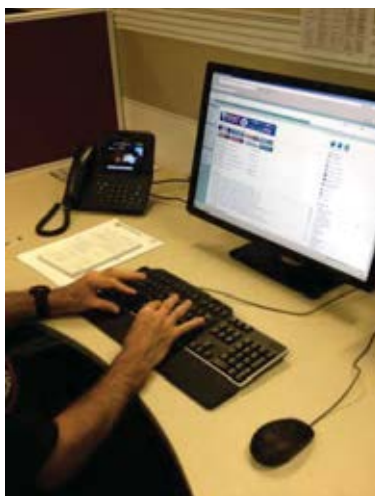


Figure 2.

Computer, keyboard and mouse



Figure 3.

Printer/photocopier/scanner /fax

### 3.0 Suitable Duties Perth Fire Station

#### Job Task Summary

Perth fire station is the largest Fire Station in Western Australia and provides the opportunity for Firefighters to return to restricted work with suitable duties. The Firefighter must be under direct supervision; therefore, only one person can be undertaking suitable duties per shift. There are 4 shifts throughout the week which the Firefighters work 2 days on, 2 nights on and 4 days off. The Firefighter will work shift hours as long as it's within medical restrictions, to encourage gradual return to work.

The suitable duties for a **Firefighter** at Perth Station include:

- Morning duties
  - Maintaining records- filling out station occurrence book
  - Raise the Australian flag at 8.00am
  - Collecting the mail and locking the back gate
  - Vehicle fault report Petrol Oil Water Electrical Rubber (VPOWER) check of pump and line rescue vehicle. This will involve mainly observation and assisting the other firefighters
- Answering phones and directing calls
- Assisting District Officer at incidents:
  - Driving to the incident
  - Scribe and fill out incident diary
  - Radio operator
  - Liaison officer to other team members and combat agencies
- BA servicing after attending an incident. The firefighter can assist with cleaning the masks.
- Domestic duties. This involves vacuuming, mopping and tidying store rooms, stairs, toilets, dormitories, gym and kitchen areas.
- Administrative work
  - Stock orders and quarterly checks. This involves checking and ordering stock if not in the cupboards.
  - Firefighter development. This involves computer based work to complete modules and assessments.
  - Project work provided by the District Officer. This will depend on the duration of the return to work program.
- Safety officer of drills. This involves observing the drill to ensure it is being undertaken correctly and that safety procedures are being upheld as well as providing feedback on observations. If the firefighter has extra qualifications ie. HAZMAT, then can oversee a drill or present a drill session.
- Checking keys for Direct Brigade Alarms (DBAs). This involves ringing the company to organise the visit and then driving out in the Line Rescue Vehicle to the required location to check the keys are correct. The keys are also checked to ensure they are all returned to the storage room
- Rehabilitation in the gym as medically required. Note; the gym is on the second floor which is only accessible via stairs.

### 3.0 Suitable Duties Perth Fire Station



The suitable duties for a **Station Officer** at Perth Station include:

- Developing roster of station officers and firefighters
- Supervising firefighters
- Reviewing and updating standard operating procedures and standard administration procedures
- Emailing and SAMs
- Scheduling visits, presentations and fire prevention talks
- Rehabilitation in the gym as medically required.
- Project work
- Building inspections. This involves checking buildings for hazards and the maintenance of fire equipment ie. Extinguishers, hydrants, sprinkler systems etc.

#### Personal Protective Clothing

The following protective clothing is required to be worn if assisting the District Officer at an incident:

- Eye protection (goggles, glasses)
- Hearing protection (ear muffs, ear plugs)
- Helmets
- Gloves
- Footwear
- Breathing Apparatus (BA)(12 kg)
- Protective clothing (level 1 or 2 tunic)

#### Equipment

Firefighters are required to be able to utilise the following equipment:

- Computer, desk, notebook, stationary
- Clipboard, pen, checklist
- Telephone and radio
- Cleaning equipment- mop, bucket, vacuum cleaner (7kg)
- Line Rescue Vehicle. Note; only required to drive if within medical restrictions

#### Environment

- Perth Fire Station
- Buildings within the community
- Incidents in the community

## Physical Demands

These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Strength</b>					
Floor to waist lift		<7kg			Lifting vacuum cleaner to put on back ( <i>Figure 12</i> )
Waist to eye level lift	X				
Floor to overhead height lift	X				
Two handed carrying		<1kg			Clipboard, notebook
One handed carrying		<2kg			Carrying clipboard, cleaning equipment ( <i>Figure 10</i> )
Pushing		<2kg			Locking back gate ( <i>Figure 3</i> ). Cleaning (Mopping and vacuuming)
Pulling		<2kg			Pull down shutter of garage or pump during VPOWER check. Cleaning (Mopping and vacuuming)
<b>Position Tolerance</b>					
Sitting			X		Administrative work ( <i>Figure 14 &amp; 15</i> )
Standing			X		Note; when attending incidents are required to wear PPC and other equipment ie BA. Weighs 30kg in total.
Working with arms over head	X				
Working with arms at shoulder height		X			Checking keys ( <i>Figure 6</i> )
Working bent over stand/ stooping		X			Cleaning BA masks ( <i>Figure 11</i> ), filling out station occurrence book, answering phones ( <i>Figure 5</i> )
Work kneeling	X				
Work bent over sitting	X				
Work squatting/ crouching		X			Stock order check, to open garage door with LRV inside
Work arms over head supine	X				



### 3.0 Suitable Duties Perth Fire Station



These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Mobility</b>					
Climbing stairs/steps/ladder		X			Climbing into vehicle ( <i>Figure 8 &amp; 9</i> ) and climbing stairs to gym. Note; no lift to gym
Repetitive squatting	X				
Repetitive kneeling	X				
Walking			X		Throughout majority of duties
Crawling	X				
Repetitive trunk rotation standing		X			Stock orders ( <i>Figure 10</i> )
Repetitive trunk rotation sitting		X			Computer work ( <i>Figure 14 &amp; 15</i> )
Grip- power, cylindrical, fine				X	Fine manipulation: Handwriting records, incident diary, project work and checks. Computer work. Power grasp: cleaning equipment and driving
<b>Upper Limb Coordination</b>					
Bilateral				X	Raising flag, computer work, rehab in the gym, driving, cleaning ( <i>Figure 1, 5, 9, 10, 14</i> )
Unilateral				X	Checking keys ( <i>Figure 6</i> )

### Cognitive and Psychological Demands

These Cognitive and Psychological demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Cognitive</b>					
Problem solving		X			Project work and assessments. Rapid effective problem solving and reasoning while assisting DO at incidents.
Concentration			X		Project work and assessments

### 3.0 Suitable Duties Perth Fire Station

These Cognitive and Psychological demands are rated on the NOFC scale:

N= Never

O= Occasionally (up to 1/3 day)

F= Frequently (1/3-2/3 of day)

C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
Following instructions				X	Following instructions of the RTW plan, District officer and Station officer.
Observant			X		Assisting DO
Decision Making			X		
Working when fatigued		X			
Communication				X	Verbal and written communication to Firefighters, combat agencies and people in the community.
Reading and Writing			X		Administrative duties
<b>Psychological</b>					
Exposure to traumatic incidents		X			Driving to an incident with District officer.
Exposure to stressful situations		X			If attending incident
Responding to high pressure and high changeable situations		X			If attending incident. Using the radio during incident
Fast work pace		X			
Working in confined spaces	X				
Work at heights	X				
Dealing with conflict		X			
Teamwork			X		VPOWER checks, drills, attending incidents, domestic duties
Shift work				X	2 days on, 2 nights on, 4 days off

### 3.0 Suitable Duties Perth Fire Station

#### Figures – Photographs of Suitable Duties



Figure 1.

Raising Australian Flag



Figure 2.

Collecting mail

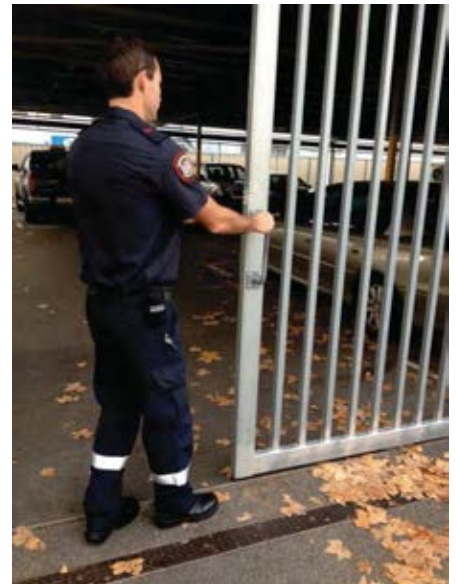


Figure 3.

Locking back gate



Figure 4.

Sorting roster

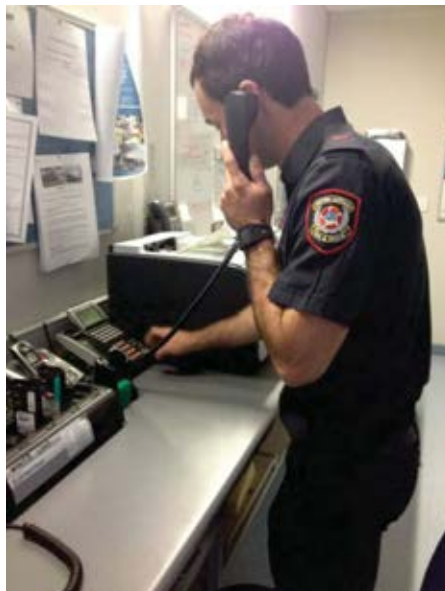


Figure 5.

Answering phones and directing calls



Figure 6.

Checking keys for DBAs



### 3.0 Suitable Duties Perth Fire Station



Figure 7.

Line Rescue Vehicle for key checks and building inspections



Figure 8.

Driving to incidents with District Officer



Figure 9.



Figure 10.

Stock order in Stationary cupboard



Figure 11.

Cleaning BA masks



Figure 12.

Cleaning products and equipment for domestic duties

### 3.0 Suitable Duties Perth Fire Station



Figure 13.

Gym for Rehabilitation. Located on  
2<sup>nd</sup> floor



Figure 14.

Project work and completion of  
assessments for career  
development

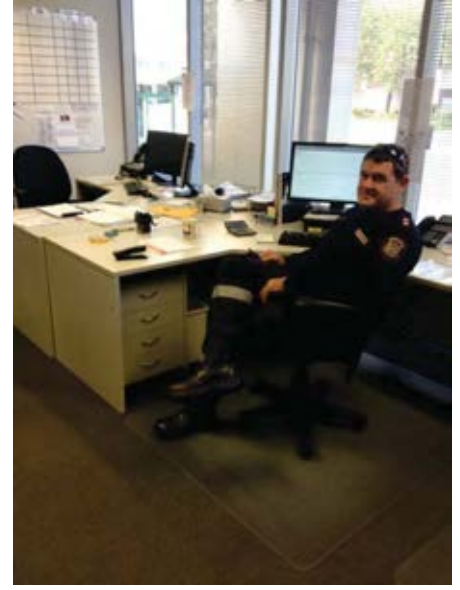


Figure 15.

Station Officer administrative  
duties

## 4.0 Suitable Duties WAFES Academy

### Job Task Summary

Western Australia Fire and Emergency Services (WAFES) Academy has positions for Firefighters that are fit for suitable duties. The duties include:

- Administrative duties
  - Project work
  - Computer work- word, excel and outlook
  - Reviewing and developing Training Resource Kit (TRK)
  - Filing
- Moving items and stocktaking (if within medical restrictions)

The Firefighters also undertake rehabilitation in the gymnasium.

**Hours:** 08:00 –16:00, 5 days per week

### Personal Protective Clothing

Usual corporate uniform.

### Equipment

- Workstation- desk, computer, telephone, documents
- Filing cabinet
- Printer/ scanner/ fax

### Environment

Western Australia Fire and Emergency Services (WAFES) Academy at 547 Dundas Road Forrestfield WA 6058. The Firefighter will be working in a shared office environment as well as the gymnasium for rehabilitation purposes.

**Physical Demands**

These Physical demands are rated on the NOFC scale: N= Never O= Occasionally (up to 1/3 day) F= Frequently (1/3-2/3 of day) C= Constantly (more than 2/3 day)					
Tasks	N	O	F	C	Comments
<b>Strength</b>					
Floor to waist lift	X				
Waist to eye level lift	X				
Floor to overhead height lift	X				
Two handed carrying		X			Carrying paper, notebook from printer to work station.
One handed carrying		X			Carrying paper, notebook from printer to work station.
Pushing		X			Moving objects within office space. Pushing the filing cabinet (Figure 3 & 4).
Pulling		X			Moving objects within office space. Pulling the filing cabinet (Figure 3 & 4)
<b>Position Tolerance</b>					
Sitting				X	Figure 5
Standing		X			At printer/scanner/fax and filing (Figure 3 & 6) and stocktaking
Working with arms over head	X				
Working with arms at shoulder height	X				
Working bent over stand/ stooping	X				
Work kneeling	X				
Work bent over sitting	X				
Work squatting/ crouching	X				
Work arms over head supine	X				
<b>Mobility</b>					
Climbing stairs/steps/ladder	X				
Repetitive squatting	X				
Repetitive kneeling	X				
Walking		X			To gymnasium and printer

## 4.0 Suitable Duties WAFES Academy

These Physical demands are rated on the NOFC scale:  
 N= Never  
 O= Occasionally (up to 1/3 day)  
 F= Frequently (1/3-2/3 of day)  
 C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
Crawling	X				
Repetitive trunk rotation standing		X			Scanning and photocopying paperwork
Repetitive trunk rotation sitting		X			At desk to reach phone and notebook
Grip- power, cylindrical, fine			X		Fine manipulation on computer keyboard and mouse, handwriting
<b>Upper Limb Coordination</b>					
Bilateral				X	Desk work ( <i>Figure 5</i> ). Upper body rehab in gym ( <i>Figure 1</i> )
Unilateral				X	Desk work ( <i>Figure 5</i> ).

## Cognitive and Psychological Demands

These Cognitive and Psychological demands are rated on the NOFC scale:  
 N= Never  
 O= Occasionally (up to 1/3 day)  
 F= Frequently (1/3-2/3 of day)  
 C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
<b>Cognitive</b>					
Problem solving		X			
Concentration				X	Project work
Following instructions			X		From Special Projects Instructor
Observant		X			
Decision making		X			
Working when fatigued	X				
Communication				X	With colleagues
Reading and writing				X	Computer based work
<b>Psychological</b>					
Exposure to traumatic incidents	X				
Exposure to stressful situations	X				
Responding to high pressure	X				



## 4.0 Suitable Duties WAFES Academy

These Cognitive and Psychological demands are rated on the NOFC scale:

N= Never

O= Occasionally (up to 1/3 day)

F= Frequently (1/3-2/3 of day)

C= Constantly (more than 2/3 day)

Tasks	N	O	F	C	Comments
and high changeable situations					
Fast work pace	X				
Work in confined spaces	X				
Work at heights	X				
Dealing with conflict		X			
Teamwork		X			Shared office environment
Shift work	X				40 hour week. 8am-4pm

### Figures – Photographs of Suitable Duties at WAFES Academy



Figure 1.



Figure 2.

Rehabilitation in the Gym.



Figure 3.



Figure 4.

Filing.



Figure 5.

Computer based work.



Figure 6.

Printer/ Scanner/ Fax

# DFES Demands of being Firefighter: Duties Manual

Version 1.0 June 2013

