



STANDING COMMITTEE ON JUSTICE AND COMMUNITY SAFETY

JEREMY HANSON CSC MLA (CHAIR), MARISA PATERSON MLA (DEPUTY CHAIR), JO CLAY MLA

Inquiry into referred 2019–20 Annual and Financial Reports and Budget Estimates 2020-21
ANSWER TO QUESTION ON NOTICE

Asked by Mrs Elizabeth Kikkert MLA: To ask the Minister for Corrections

In relation to: **Prisoner employment**

Ref: JACS Annual Report 2019-2020, subheading "Other Challenges", p461

1. What is the definition used by ACTCS to determine if someone is employed at the AMC?
2. What is each individual paid job title available within the AMC?
3. What are the position descriptions and duties of each of these job titles?
 - a. What is the award rate for each paid job title?
 - b. How many inmates are employed in each paid job title as of 25 February 2021?
 - c. What is the average amount of hours worked in a shift for each paid job title?
 - d. What is the average amount of shifts worked per week for each paid job title?
 - e. How many jobs are considered full time, part time or casual?
4. How many inmates at the AMC were granted work release in the community for this past financial year?
 - a. How many inmates at the AMC were granted work release in the community for the past 3 financial years?
 - b. What kinds of work release do these inmates perform?

Mick Gentleman MLA: I am advised that the answer to the Member's question are as follows:—

1. ACT Corrective Services (ACTCS) considers someone to be employed if they are being remunerated as a result of participating in remunerated activity. The *Detainee Work Policy 2019* provides the following definitions:
 - remunerated activity – includes detainee work, programs to address criminogenic risks and behaviours and education; and
 - remuneration – monies paid to detainee's trust fund account in recognition of their participation in remunerated activities.
2. A full list of individual paid job titles available at the Alexander Maconochie Centre (AMC) can be found at [Attachment A](#).



LEGISLATIVE ASSEMBLY
FOR THE AUSTRALIAN CAPITAL TERRITORY

JACS No. 117

STANDING COMMITTEE ON JUSTICE AND COMMUNITY SAFETY

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3. A full list of the position descriptions and duties for each paid job at the AMC can be found at Attachment A.
 - a. Detainees may be remunerated between \$25.50 and \$71.82 per week for participating in remunerated activities.
 - b. As at 25 February 2021, the number of detainees employed in each role is as follows:
 - i. Service Industry – 209
 - ii. Full-time education (Cultural Aboriginal Land Management) – 10
 - iii. Full-time programs (Therapeutic Communities) – 35
 - c. Detainees are remunerated based on a six-hour shift, although the actual length of time worked can vary (e.g. some detainees may complete their employment-related tasks in under six hours, while others make take the full six hours).
 - d. A response to this question was unable to be completed within the timeframe provided.
 - e. All employment within the AMC is considered full-time service industry employment.
4. In the 2020-21 financial year to date, four detainees have been engaged in the Transitional Work Release Program.
 - a. A total of four detainees participated in the Transitional Work Release Program in the 2017-18 financial year; eight in 2018-19; and five in 2019-20.
 - b. All arrangements were put in place on a casual employment basis, performing full-time hours. Examples of work release positions undertaken include:
 - i. metal powder coating work; and
 - ii. manual labour sorting and warehousing waste.

Approved for circulation to the Standing Committee on Justice and Community Safety

Signature:

A handwritten signature in blue ink, appearing to read 'Mick Gentleman'.

Date: 25/3/2021

By the Minister for Corrections, Mick Gentleman MLA



AMC Detainee Employment	Title: Duty Statement Hairdressing/Barber
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform hairdressing/barber duties are required.

2 Security Requirements

- 2.1 This position is a trusted role. Employment in hairdressing/barbering is open to a detainee who is considered low risk with have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Wash/style detainee hair as required
- 3.2 Maintain appointment book.
- 3.3 Clean and sanitise all barbering tools (including clippers) and maintain with oil.
- 3.4 Maintain a clean and hygienic work room and tools.
- 3.5 Inform staff of any maintenance or damage to the equipment or tools.
- 3.6 Notify staff immediately of any damages or risks to health and safety.
- 3.7 Ensure hands are washed thoroughly with soap and water and dried in between detainee haircuts.
- 3.8 Ensure new latex gloves are worn for each detainee haircut.
- 3.9 Ensure detainee receiving haircut has a new disposable neck roll placed around the nape of their neck and a clean barber's cape is secured prior to the haircut commencing.
- 3.10 At completion of haircut, remove all hair from clippers and combs with the cleaning tool provided.
- 3.11 Wash combs and clipper blades with warm, soapy water between detainees and at end of day.
- 3.12 Spray combs and clipper blades with approved sterilising agent in between haircuts and at end of day. Sterilising agent should be allowed to dry for at least five minutes prior to resuming haircuts.
- 3.13 Shake loose hair from cape in between haircuts.
- 3.14 Sweep floor and pick up all hair in between haircuts and at end of day.
- 3.15 Dispose of hair in a rubbish bin with liner in between haircuts and at end of day.
- 3.16 Mop floor with hot, soapy water at end of day.
- 3.17 At completion of haircuts, place all combs, cutting guide combs and any other barbers implements in boiling water for at least 10 minutes and dry with clean towel. Spray clipper blades, guide combs, combs and any other barbers implement with approved sterilising agent and pack in box ready for re-use.
- 3.18 Wash capes in warm machine wash with appropriate detergent and dry at end of day. Capes to be packed in box ready for re-use.

3.19 Zero '0' haircuts are not permitted under any circumstances. A comb guide must be secured to the clippers at all times during the haircutting process.

3.20 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

4.1 White Card (Mandatory must have prior to commencement)

4.2 Certificate II Hairdressing skill set

4.3 Management of Spills of Blood/Bodily Substances

4.4 Blood Borne Virus Awareness

4.5 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

5.1 Nitrile gloves as required

5.2 Apron as required

5.3 Protective eye wear as required

6 Work Health and Safety (WH&S) requirements

6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never

Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may

be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement AMC Bulk Stores
Remuneration Rate	General Services Level 2-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform bulk stores duties as required.

2 Security Requirements

- 2.1 This employment placement is a **trusted** position. Employment in Bulk Stores is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees or TRC residents who meet the assessment criteria will be considered in the first instance.

3 Duties associated with position:

- 3.1 Attend area as directed for work shifts
- 3.2 Maintain hygiene and cleanliness of all kitchen surfaces, cool rooms and dry stores
- 3.3 Sweep/mop all hard surface floors
- 3.4 Receive goods and ensure they are marked off against the provided picking list
- 3.5 Pack goods away in cool rooms and dry stores using the FIFO (first in first out) system
- 3.6 Check temperature controlled goods using a thermometer. Report any discrepancies in temperature to workplace supervisors immediately
- 3.7 Pick and pack AMC kitchen orders as directed
- 3.8 Pick and pack weekly cottage orders as directed
- 3.5 Other work as reasonably directed by workplace supervisors

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Protective clothing appropriate for cool room work (freezer jacket and pants)
- 5.2 Riggers/thermal gloves
- 5.3 Safety boots
- 5.4 Earplugs
- 5.5 Any other PPE as deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations

- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally
OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this duty statement, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Crisis Support Unit (CSU) sweeper
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform cleaning duties in the CSU as required.

2 Security Requirements

- 2.1 This position is a trusted position. Employment as a CSU sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 All floors in common areas to be swept and mopped
- 3.2 All benches and surfaces in common areas to be cleaned with approved cleaning solution
- 3.3 Sweep and remove litter from external exercise yard
- 3.4 Remove any cobwebs from internal/external exercise yard as required
- 3.5 Empty all rubbish and replace bin liners
- 3.6 Clean CSU common area kitchen (including splashbacks, benches, tables, kitchen appliances and fridge)
- 3.7 Clean bathroom (floors, basins and toilets)
- 3.8 Clean all windows that are accessible and easily reached
- 3.9 Clean all vacant cells including windows, rubbish removal, linen in preparation for laundry pickup, benches/chairs, toilet/basin
- 4.0 Any other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations

- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Delegate
Remuneration Rate	General Services Level 3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform the duties of unit delegate as required. Appointment as the unit delegate will be for a period of up to 12 months.

2 Security Requirements

- 2.1 This position is a trusted position. Employment as the delegate is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 As a peer leader you will liaise with staff regarding any unit/centre issues in an informal way in the unit and formally attend Unit Delegates meetings.
- 3.2 You are responsible to raise issues affecting your fellow prisoners (only after their attempts to resolve an issue through normal channels has been unsuccessful) not promote your personal agenda.
- 3.3 To represent the workers in consultation with management relating to all WH&S issues.
- 3.4 You will be responsible for collecting, collating, and reporting all WH&S issues from your area to ensure WH&S is maintained by yourself and fellow detainees and report all work related issues to staff.
- 3.5 You shall not expose yourself or others in the workplace to unnecessary risk.
- 3.6 To cooperate and obey work safety and report unsafe work issues.
- 3.7 You will be the first point of call if unit cleanliness and WH&S is below an acceptable level.
- 3.8 To follow lawful directions of custodial staff at all times.
- 3.9 To present in a timely, neat, and tidy manner at designated working location.
- 3.10 To advise Unit staff in a timely manner of inability to attend work.
- 3.11 To follow the code of conduct regarding swearing, demeanour and behaviour in general.
- 3.12 Any other duties as reasonably directed.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)

5 Personal Protective equipment requirements:

Nil

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never

Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with hot substances	Never
Standing for extended periods	Occasionally
Exposure to infectious substances/materials	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Food Services
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform food service duties as required.

2 Security Requirements

- 2.1 This position is a trusted position. Employment in food services is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, sentenced/cottage detainees will be considered in the first instance followed by remand/cottage detainees.

3 Duties associated with position:

- 3.1 Prepare food in accordance with directions given by supervisor
3.2 Clean work areas as directed by workplace supervisor
3.3 Maintain personal hygiene to industry standards
3.4 Maintain clothing and PPE in a clean and serviceable condition
3.5 Handle food in accordance with food handling processes
3.6 Undertake supervisory roles including café assistant, stores/packer, pot wash and dixie duties at the recommendation of workplace supervisors
3.7 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Work boots
5.2 Catering attire (shirt, trousers and apron)
5.3 Protective eyewear
5.4 Chemical safety mask as required
5.5 Earplugs as required
5.6 Hair/beard nets
5.7 Butchers gloves
5.8 Oven mitts
5.9 Any other PPE as directed and deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduced as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness (as appropriate)
 - Participate in the development of a safe and healthy workplace
 - Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
 - Co-operate with ACTCS in its fulfilment of its legislative obligations.
 - Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
 - Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
 - Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health (or otherwise).
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Library Assistant
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform library assistant duties as required.

2 Security Requirements

- 2.1 Employment as a Library Assistant is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Undertaking regular shelf reading to keep shelves tidy and in order;
3.2 Shelving returns correctly from the trolleys;
3.3 Maintaining neat and tidy library area.
3.4 Assisting with the selection of books for the librarians trolley;
3.5 Compiling of monthly Detainee Newsletter;
3.6 Updating DVD lists and sorting and cleaning of DVD's.
3.7 Promotion of education;
3.8 All other duties as reasonably directed

* **You will be required to provide assistant to detainee in accessing library services**

* **This position is 4 days per week (Monday, Tuesday, Thursday and Friday) during your usual allocated education times**

* **Detainees currently engaged in education will be prioritised for the role**

4 Training requirements, opportunities, and pathways for position:

- 4.1 AHCWHS201 Participate in work health and safety processes or White Card must be completed prior to commencement.
4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 As directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the *Work Health and Safety Act 2011* to ensure workplaces are safe and risks are managed and reduced as far as possible.
6.2 ACT Corrective Services (ACTCS) will provide you with a safe working environment as well as all the personal protective equipment (PPE) required to perform your duties safely.
6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required PPE

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- D35.F1 Trusted Work Application
- Integration Agreement
- D35.F2 Work Dismissal
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Vehicle cleaning
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform vehicle cleaning duties as required.

2 Security Requirements

- 2.1 Employment in vehicle cleaning is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Clean all exterior surfaces of vehicle;
3.2 Vacuum all interior surfaces of vehicle;
3.3 Wipe down inside surfaces (doors, dashboard, steering wheel)
3.4 All other duties as reasonably directed

*** vehicles to be cleaned with approved cleaning products****4 Training requirements, opportunities and pathways for position:**

- 4.1 White Card (mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
5.2 Protective eye wear as required
5.3 Disposable earplugs as required
5.4 Closed toe shoes
5.5 Wide brim hat as required
5.6 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduced as far as possible.
- 6.2 ACT Corrective Services (ACTCS) will provide you with a safe working environment as well as all the personal protective equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.

- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required PPE

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally

Working with hot substances	Occasionally
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- D35.F1 Trusted Work Application
- Integration Agreement
- D35.F2 Work Dismissal
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Ground Maintenance
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform Ground maintenance duties as required.

2 Security Requirements

- 2.1 This is a trusted position. Employment in Ground Maintenance is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees will be considered in the first instance.

3 Duties associated with position:

- 3.1 Mow, whipper snip grass areas as required
3.2 Trim trees and hedges as required
3.3 Weed garden beds as required
3.4 Operate tools and equipment under instruction of workplace supervisor in accordance with safe operating procedure
3.5 Ensure all work is conducted to a high standard.
3.6 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Leather boots
5.2 Long sleeve shirt (outdoor work)
5.3 Long trousers
5.4 P2 dust mask as required
5.5 Protective eye wear as required
5.6 Leather gloves as required
5.7 Earplugs as required
5.8 Sunscreen
5.9 Any other PPE as deemed reasonably appropriate by your workplace supervisor

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never

Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Application for employment
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement Hazard and Infection Waste Cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform hazard and infectious waste cleaning duties as required. Correctional Officers will make an assessment on any area requiring cleaning prior to the job commencing to ensure that it is a suitable task for detainees to undertake.

2 Security Requirements

- 2.1 This employment is a trusted position. Employment as a hazards cleaner is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Hazard cleaning should only be undertaken when safe to do so
 - 3.2 Personal Protective Equipment (PPE) **must** be used for all cleaning procedures and disposed of appropriately or sent for cleaning as possible after use
 - 3.3 Yellow hazard bags must be used for disposal of hazardous waste and red hazard bags must be used for disposal of linen
 - 3.4 Hands must be washed thoroughly with warm soap and water after cleaning is completed
 - 3.5 Assist in any other reasonable task as directed by work supervisor.
- This employment **must** be conducted under the direct supervision of correctional officers in the area requiring cleaning.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (mandatory must have prior to commencement)
- 4.2 Clean using safe work practices
- 4.3 Identify wastes and hazards
- 4.4 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Over/coveralls
- 5.2 Boots
- 5.3 Disposable boot coverlets
- 5.4 Nitrile/latex gloves
- 5.5 Riggers gloves
- 5.6 Puncture resistant gloves
- 5.7 Protective eye wear
- 5.8 Face shield

- 5.9 Disposable gown/apron
- 5.10 Biohazard Infection Waste Kit
- 5.11 Any other PPE as directed/appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace
 - Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
 - Co-operate with ACTCS in its fulfilment of its legislative obligations.
 - Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
 - Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
 - Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally

Working outdoors	Occasionally
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SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Frequently
Working with hot substances	Occasionally
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- *Detainee work policy*
- *Incentives and earned privileges policy*

RELATED FORMS

- Trusted Work Application and Health Declaration forms
- Integration Agreement
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement General Maintenance
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform General maintenance duties as required.

2 Security Requirements

- 2.1 This is a trusted position. Employment in Maintenance is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees will be considered in the first instance however, a cellblock detainee may be considered under certain circumstances.

3 Duties associated with position:

- 3.1 Assist maintenance staff in general maintenance and repairs
3.2 Operate tools and equipment under instruction of workplace supervisor
3.3 Ensure all work is conducted to a high standard.
3.4 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Leather boots
5.2 Long sleeve shirt (outdoor work)
5.3 Long trousers
5.4 P2 dust mask as or P3 respirator as required
5.5 Protective eye wear as required
5.6 Leather gloves as required
5.7 Earplugs as required
5.8 Any other PPE as deemed reasonably appropriate by your workplace supervisor

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.
6.3 You have the following obligations.
- Work within your medical and fitness limitations

- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never
Excessive noise	Frequently

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Management Unit sweeper
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform cleaning duties in the Management Unit as required.

2 Security Requirements

- 2.1 This position is a trusted position. Employment as a Management Unit sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 All floors in common areas to be swept and mopped
- 3.2 All benches and surfaces in common areas to be cleaned with approved cleaning solution
- 3.3 Sweep and remove litter from external exercise yard
- 3.4 Remove any cobwebs from internal/external exercise yard as required
- 3.5 Empty all rubbish and replace bin liners
- 3.6 Clean Management Unit common area kitchen (including splashbacks, benches, tables, kitchen appliances and fridge)
- 3.8 Clean all windows that are accessible and easily reached;
- 3.9 Clean all **vacant** cells including windows, rubbish removal, linen in preparation for laundry pickup, benches/chairs, toilet/basin
- 4.0 Any other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations

- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Metal Work/Fabrication
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform metalwork/fabrication duties as required.

2 Security Requirements

- 2.1 This position is a trusted position. Employment in metalwork is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Maintain a safe, clean and organised work area;
- 3.2 Operate equipment and tools under the direct supervision of staff safely;
- 3.3 Assist in maintaining equipment and tools to ensure they are clean and in good working condition;
- 3.4 Follow the directions of all staff at all times;
- 3.5 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Overalls/ trousers
- 5.2 Boots
- 5.3 Riggers gloves
- 5.4 Protective eye wear as required
- 5.5 Hearing protection as required

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Painting and Refurbishment
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform painting and refurbishment duties as required.

2 Security Requirements

- 2.1 This is a trusted position. Employment in painting and refurbishment is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees will be considered in the first instance however, a cellblock detainee may be considered under certain circumstances.

3 Duties associated with position:

- 3.1 Thorough cleaning of all surfaces to be painted with approved cleaning products.
- 3.2 Preparation of area to be painted including filling and sanding of surfaces with approved filler.
- 3.3 Taping off any areas not to be painted (i.e. light switches, power points, trims).
- 3.4 Utilisation of drop sheets in all areas being painted.
- 3.5 Application of one or more coats of approved paint by brush or roller to walls, ceilings and trim. Application of additional coats of paint will be at the discretion of the workplace supervisor.
- 3.6 Appropriate disposal of left-over paints, paint trays, brushes and rollers after completion of each area. If you need to retain the equipment for use at a later stage, paint brushes/rollers and paint trays must be wrapped in cling wrap/plastic bags to ensure preservation for future work. You must NOT wash brushes, rollers, painting trays and associated products with water from your unit or area where painting is being undertaken. The AMC water recycling system is not capable of handling these products.
- 3.7 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Leather boots
- 5.2 Long sleeve shirt (external painting)
- 5.3 Long trousers
- 5.4 P2 dust mask as or P3 respirator as required
- 5.5 Protective eye wear as required
- 5.6 Leather gloves as required
- 5.7 Earplugs as required

5.8 Any other PPE as deemed reasonably appropriate by your workplace supervisor

6 Work Health and Safety (WH&S) requirements

6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never
Excessive noise	Frequently
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Application for employment
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement Recycling
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform Recycling duties as required.

2 Security Requirements

- 2.1 This position is a trusted position. Employment in recycling is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Sort all recyclables, organic waste and landfill.
- 3.2 Dispose of organic waste in the Pulp master system located in the recycling area.
- 3.3 Dispose of recyclables and landfill in appropriate compactus (under escort).
- 3.4 Press and bail all cardboard and paper for recycling.
- 3.5 Separate all aluminium cans/tins and press using the pneumatic can press located in the recycling area.
- 3.6 Pressure wash empty bins daily.
- 3.7 Keep recycling area both inside the industries building and externally (around compactus) clean and tidy at all times.
- 3.8 All other duties as reasonably directed.
- 3.9 You must declare any items of medication, non prescribed substance or drug implement or other item that has been found in the bins to staff immediately.
- 3.10 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Overalls
- 5.2 Boots
- 5.3 Riggers gloves
- 5.4 Puncture resistant gloves
- 5.5 Protective eye wear as required

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently

Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: TRC Gatehouse Cleaning
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform Gatehouse cleaning duties as required.

2 Security Requirements

- 2.1 Employment in Gatehouse cleaning is open to TRC detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Clean and sanitise all property tubs;
- 3.2 Clean and sanitise all bag weights;
- 3.3 Clean and sanitise all hard surfaces including property tub table and door handles in the Gatehouse;
- 3.4 Clean and sanitise all seating in visits reception;
- 3.5 All other duties as reasonably directed

*** Any duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace

- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never

Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Ground Maintenance - TRC
Remuneration Rate	General Services Level 1 - 3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform Ground maintenance duties as required at the Transitional Release Centre.

2 Security Requirements

- 2.1 This is a trusted position. Employment in Ground Maintenance is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Mow and whipper snip grass areas as required
- 3.2 Trim trees and hedges as required
- 3.3 Weed garden beds as required
- 3.4 Operate tools and equipment under instruction of workplace supervisor in accordance with safe operating procedures
- 3.5 Ensure all work is conducted to a high standard
- 3.6 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Leather boots
- 5.2 Long sleeve shirt (outdoor work)
- 5.3 Long trousers
- 5.4 P2 dust mask as required
- 5.5 Protective eye wear as required
- 5.6 Leather gloves as required
- 5.7 Earplugs as required
- 5.8 Sunscreen
- 5.9 Any other PPE as deemed reasonably appropriate by your workplace supervisor

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.
- 6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never

Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Application for employment
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Vehicle cleaning
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform vehicle cleaning duties as required.

2 Security Requirements

- 2.1 Employment in vehicle cleaning is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Clean all exterior surfaces of vehicle;
- 3.2 Vacuum all interior surfaces of vehicle;
- 3.3 Wipe down inside surfaces (doors, dashboard, steering wheel)
- 3.4 All other duties as reasonably directed

*** vehicles to be cleaned with approved cleaning products****4 Training requirements, opportunities and pathways for position:**

- 4.1 White Card (mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Disposable earplugs as required
- 5.4 Closed toe shoes
- 5.5 Wide brim hat as required
- 5.6 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduced as far as possible.
- 6.2 ACT Corrective Services (ACTCS) will provide you with a safe working environment as well as all the personal protective equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.

- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required PPE

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally

Working with hot substances	Occasionally
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- D35.F1 Trusted Work Application
- Integration Agreement
- D35.F2 Work Dismissal
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Waste Collection
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform waste collection duties as required.

2 Security Requirements

- 2.1 This position is a trusted position. Employment in waste collection is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Collect bins from the following areas: cottages 1,2,3,4, Sentenced Block, AU, SCC, Remand Block, town square, visits, management, crisis support unit and deliver to industries building for recycling Monday to Friday
- 3.2 Collect bins from the following areas: cottages 1,2,3,4, Sentenced Block, AU, SCC, Remand Block, town square, visits, management, crisis support unit and dispose in the red compactus Saturday, Sunday and public holidays.
- 3.3 Bins are to be collected as soon as possible in the morning and empty bins collected in the afternoon and distributed across the centre
- 3.4 Assist in any other reasonable task as directed by work supervisor

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile gloves
- 5.2 Protective eye wear as required.

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medial or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.

- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Frequently
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement – Cottage room cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Area Custodial Officers

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are responsible for the cleaning of detainee bedrooms.

2 Security Requirements

- 2.1 This position is **not** a trusted position under the detainee work policy and therefore open to all detainees housed in cottage accommodation **do you want it to be trusted or not trusted?**

3 Duties associated with position:

- 3.1 Removal of all rubbish from room
3.2 Emptying of bins
3.3 Removal of linen in preparation for laundry collection
3.4 Replace linen (i.e. change sheets/pillowcases) and towels
3.5 Vacuuming/sweeping and moping of floors
3.6 Cleaning of carpet and hard surfaces as directed
3.7 Wipe down all hard surfaces (e.g. chairs/desks)
3.8 Cleaning of room windows
3.9 Assist with any other room cleanliness duties as reasonably directed

4 Training requirements for position:

- 4.1 White Card (mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate.

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Nitrile gloves
5.2 Closed toe, non-slip footwear
5.3 Protective eyewear (as required)
5.4 Any other PPE as deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the *Work Health and Safety Act 2011* to ensure workplaces are safe and risks are managed and reduced as far as possible.
6.2 ACTCS will provide you with a safe working environment as well as all the PPE required to perform your duties safely.
6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness (as appropriate)
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Physical requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Occasionally
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this Duty Statement you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return buy Hume Health (or otherwise)
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension/dismissal or internal discipline proceedings

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earnt privileges policy

RELATED FORMS

- D35F1 Trusted Work Application
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement Accommodation Waste Collection
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform accommodation waste collection duties as required.

2 Security Requirements

- 2.1 Employment in waste collection is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Collect bins from accommodation area and place in larger bins provided, ready for removal to the recycling area
- 3.2 Clean and sanitise all bins weekly and additionally as required
- 3.3 Replace bin liners in all bins
- 3.4 Ensure all bins are ready for collection daily
- 3.5 Assist in any other reasonable task as directed by work supervisor

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile gloves
- 5.2 Protective eye wear as required.

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace
 - Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures

- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Frequently
Working with hot substances	Never

Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Activities Sweeper
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform cleaning duties in the Activities area as required.

2 Security Requirements

- 2.1 Employment as an activities sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Empty all rubbish bins in staff offices, gymnasium, barbers room, kitchen and toilets. Place into larger garbage bags and place into bin outside for collection
- 3.2 Clean all toilets and re-stock the toilet paper, hand towel and soap
- 3.3 Clean all sinks and kitchens and re-stock hand towel and soap
- 3.4 Sweep and mop hard surface areas
- 3.5 Strip and polish all hard surfaces as required
- 3.6 Vacuum all carpeted areas
- 3.7 shampoo all carpeted areas as required
- 3.8 Clean all glass/windows as required
- 3.9 Maintain a tidy storeroom
- 3.10 All other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations

- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Detainee Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Admissions Clerk/Cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform Admissions clerk/sweeper duties as required.

2 Security Requirements

- 2.1 Employment as an admissions sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Empty all rubbish bins in staff offices, kitchen and toilets. Place into larger garbage bags and place into bin outside of the Admissions Building for collection
- 3.2 Clean all toilets and re-stock the toilet paper, hand towel and soap
- 3.3 Clean all sinks and kitchens and re-stock hand towel and soap
- 3.4 Sweep and mop all halls, holding cells, waiting rooms, toilets and offices
- 3.5 Clean and sanitise all cells
- 3.6 Strip and polish all hard surfaces as required
- 3.7 Clean all glass/windows/door handles as required
- 3.9 Maintain a stocked and tidy storeroom
- 3.10 Sweep concrete area (visits/admissions spine) under supervision as required
- 3.11 Prepare and audit detainee clothing into Court runs and check/account for clothing returns from Court and audit property of discipline detainees as required
- 3.12 Prepare detainee clothing for washing, sort and store clothing/items received from the laundry
- 3.13 Prepare and replace admissions kits as required
- 3.14 Action and issue detainee clothing as requested following approval from custodial staff
- 3.15 Register and record any uncollected detainee property and excess property
- 3.16 Maintain register of detainee art supplies
- 3.17 Liaise with Chaplaincy to collect unclaimed property as required
- 3.18 Identify and return AMC library books
- 3.19 Any other duties as reasonably requested

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace
 - Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
 - Co-operate with ACTCS in its fulfilment of its legislative obligations.
 - Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
 - Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
 - Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form

- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Hairdressing/Barber
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform hairdressing/barber duties are required.

2 Security Requirements

- 2.1 Employment in hairdressing/barbering is open to a detainee who is considered low risk with have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Wash/style detainee hair as required
- 3.2 Maintain appointment book.
- 3.3 Clean and sanitise all barbering tools (including clippers) and maintain with oil.
- 3.4 Maintain a clean and hygienic work room and tools.
- 3.5 Inform staff of any maintenance or damage to the equipment or tools.
- 3.6 Notify staff immediately of any damages or risks to health and safety.
- 3.7 Ensure hands are washed thoroughly with soap and water and dried in between detainee haircuts.
- 3.8 Ensure new latex gloves are worn for each detainee haircut.
- 3.9 Ensure detainee receiving haircut has a new disposable neck roll placed around the nape of their neck and a clean barber's cape is secured prior to the haircut commencing.
- 3.10 At completion of haircut, remove all hair from clippers and combs with the cleaning tool provided.
- 3.11 Wash combs and clipper blades with warm, soapy water between detainees and at end of day.
- 3.12 Spray combs and clipper blades with approved sterilising agent in between haircuts and at end of day. Sterilising agent should be allowed to dry for at least five minutes prior to resuming haircuts.
- 3.13 Shake loose hair from cape in between haircuts.
- 3.14 Sweep floor and pick up all hair in between haircuts and at end of day.
- 3.15 Dispose of hair in a rubbish bin with liner in between haircuts and at end of day.
- 3.16 Mop floor with hot, soapy water at end of day.
- 3.17 At completion of haircuts, place all combs, cutting guide combs and any other barbers implements in boiling water for at least 10 minutes and dry with clean towel. Spray clipper blades, guide combs, combs and any other barbers implement with approved sterilising agent and pack in box ready for re-use.
- 3.18 Wash capes in warm machine wash with appropriate detergent and dry at end of day. Capes to be packed in box ready for re-use.

3.19 Zero '0' haircuts are not permitted under any circumstances. A comb guide must be secured to the clippers at all times during the haircutting process.

3.20 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

4.1 White Card (Mandatory must have prior to commencement)

4.2 Certificate II Hairdressing skill set

4.3 Management of Spills of Blood/Bodily Substances

4.4 Blood Borne Virus Awareness

4.5 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

5.1 Nitrile gloves as required

5.2 Apron as required

5.3 Protective eye wear as required

6 Work Health and Safety (WH&S) requirements

6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never

Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may

be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Detainee Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Buyups/Canteen
Remuneration Rate	General Services Level 2-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform buy ups and canteen duties as required.

2 Security Requirements

- 2.1 Employment in buy ups/canteen is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees will be considered in the first instance.

3 Duties associated with position:

- 3.1 Attend area as directed for work shifts
- 3.2 Assist with buy ups paperwork as appropriate
- 3.3 Assist staff with buy-ups and distribution.
- 3.4 Perform canteen buy-ups as required.
- 3.5 Other work as directed by Stores Officers.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Earplugs as required
- 5.2 Any other PPE as deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace
 - Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
 - Co-operate with ACTCS in its fulfilment of its legislative obligations.

- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this duty statement, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Clothes Sorting
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform clothes sorting duties as required.

2 Security Requirements

- 2.1 Employment in clothes sorting will be available for considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Sort clothing into categories depending on condition as per instructions provided.
- 3.2 Operate tools and equipment under instruction of workplace supervisor in accordance with safe operating procedure
- 3.3 Ensure all work is conducted to a high standard.
- 3.4 Keep work area clean and tidy
- 3.5 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Prison issued shirt and trousers
- 5.2 P2 dust mask as required
- 5.3 Eye protection as required
- 5.4 Nitrile gloves as required
- 5.5 Riggers gloves as required

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medial or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.

- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Occasionally
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Never
Working outdoors	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Never

Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Occasionally

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted work application
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Community Centre Cleaner (WCC)
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform cleaning duties in the Community Centre (WCC).

2 Security Requirements

- 2.1 Employment as the Community Centre cleaner is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Empty all rubbish bins, replace bin liners and dispose of rubbish ready for collection
- 3.2 Clean all bathrooms and re-stock with toilet paper, hand towel and soap
- 3.3 Clean Community Centre communal kitchen including any appliances
- 3.4 Sweep and mop all halls, toilets and kitchen
- 3.5 Strip and polish all hard surfaces as required
- 3.6 Vacuum all carpeted areas
- 3.7 Shampoo all carpeted areas as required
- 3.8 Clean all glass/windows as required
- 3.9 Maintain a tidy storeroom
- 3.10 All other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Cottage Area Cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform area cleaning duties as required relevant to your accommodation area.

2 Security Requirements

- 2.1 Employment as an area cleaner is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 All floors in cottage entrance including landings swept and mopped.
3.2 Cobwebs removed from the internal entrance ceilings and architraves (including landings).
3.3 Cobwebs removed from the exterior of the cottage.
3.4 Assist with unpacking and packing stores. Storeroom to be kept clean and tidy at all times
3.5 Ashtrays emptied.
3.6 General litter (including cigarette butts) removed from area surrounding cottage.
3.7 internal cottage walkways swept daily and cleaned with a high pressure cleaner weekly or as available.
3.8 Basketball court swept daily and cleaned with a high pressure cleaner weekly or as available.
3.9 Any other duties as reasonably directed.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
5.2 Protective eye wear as required
5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.

- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally

Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Laundry / Textiles
Remuneration Rate	General Services Level 2-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform laundry/textiles duties are required.

2 Security Requirements

- 2.1 This employment placement is a **non-trusted** position. Employment in laundry/textiles is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees will be considered in the first instance.

3 Duties associated with position:**LAUNDRY**

- 3.1 Sorting, washing, drying and folding of linen, towels, blankets, clothing, kitchen uniforms and visits overalls.
- 3.2 Assisting the workplace supervisor with the collection and distribution of linen throughout the Centre.
- 3.3 Assist the workplace supervisor with maintaining a clean work environment.
- 3.4 Launder personal detainee clothing collected from accommodation units

TEXTILES

- 3.5 Mend and sew clothing, bedding and other articles deemed appropriate as directed

LAUNDRY AND TEXTILES

- 3.6 Maintain personal hygiene to industry standards
- 3.7 Maintain clothing and PPE in a clean and serviceable condition
- 3.8 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Protective eye wear as required
- 5.2 Nitrile gloves as required
- 5.3 Earplugs as required

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never

Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this duty statement, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Detainee Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Accommodation Sweeper
Remuneration Rate	General Services Level 1-3
Reporting lines	Area Custodial Officers

1 Position overview:

- 1.1 Under the direction and supervision of Workplace supervisors you are responsible for the cleaning and upkeep of your accommodation area.

2 Security Requirements

- 2.1 This position is **not** a trusted position under the detainee work policy and therefore open to all detainees housed in secure accommodation

3 Duties associated with position:

- 3.1 Emptying of bins in accommodation area
- 3.2 Sweeping and moping of floors
- 3.3 Pressure washing of areas as directed
- 3.4 Cleaning of carpet and hard surfaces with appropriate equipment as directed
- 3.5 Cleaning of unit windows
- 3.6 Distributing meals in accommodation area
- 3.7 Cleaning of unit kitchen and associated appliances
- 3.8 Undertaking detainee washing
- 3.9 Assist with any other unit cleanliness and general duties as reasonably directed

4 Training requirements for position:

- 4.1 White Card (mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate.

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Nitrile gloves
- 5.2 Closed toe, non-slip footwear
- 5.3 Protective eyewear (as required)
- 5.4 Any other PPE as deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduced as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the PPE required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness (as appropriate)
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Physical requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Occasionally
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return buy Hume Health (or otherwise)
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension/dismissal or internal discipline proceedings

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earnt privileges policy

RELATED FORMS

- Application for employment
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement Ground Maintenance (accommodation area only)
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform ground maintenance duties within your accommodation area only as required.

2 Security Requirements

- 2.1 Employment in grounds maintenance is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. This position is to be undertaken within your own accommodation area only.

3 Duties associated with position:

- 3.1 Mow, whipper snip grass areas as required
3.2 Trim trees and hedges as required
3.3 Weed garden beds as required
3.4 Operate tools and equipment under instruction of workplace supervisor in accordance with safe operating procedure
3.5 Ensure all work is conducted to a high standard.
3.6 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Leather boots
5.2 Long sleeve shirt (outdoor work)
5.3 Long trousers
5.4 P2 dust mask as required
5.5 Protective eye wear as required
5.6 Leather gloves as required
5.7 Earplugs as required
5.8 Sunscreen
5.9 Any other PPE as deemed reasonably appropriate by your workplace supervisor

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently

Confined spaces	Never
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Application for employment
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement – Induction Support
Remuneration Rate	General Services Level 3
Reporting lines	Workplace supervisors

1. Position overview:

Under the direction and supervision of workplace supervisors you are to perform the duties of Induction Support.

2. Security Requirements:

Employment in Induction Support is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Further, the detainee must have demonstrated an exemplary level of leadership, encouraging, positive and caring behaviour whilst in custody, prior to being appointed in this position. Further, it is expected that this level of behaviour will be maintained at all times.

3. Duties associated with position:

- 3.1 To provide support, orientation and assistance to new reception detainees as directed and deemed appropriate by the Induction Coordinator
- 3.2 Making contact with new reception detainees as soon as practicable, if located within the Induction Unit
- 3.3 Providing information to new reception detainees on issues that are important to them for their first week in custody, such as what will occur during the next 24 hours and 7 days
- 3.4 Collating Induction Packs, as directed by the Induction Coordinator, and issuing them to new reception detainees upon their entry to the Induction Unit
- 3.5 Advising the Induction Coordinator when further resources for Induction Packs are required
- 3.6 Assisting detainees to understand the induction process and related documents
- 3.7 Encouraging and supporting new reception detainees during their induction period, particularly by answering their questions or advising them who to speak to
- 3.8 Providing explanation and encouraging detainees to make contact with appropriate staff members to ensure immediate and adjustment to custody needs are met
- 3.9 Providing support to detainees who are experiencing adjustment issues
4. Assisting and encouraging detainees to complete administrative tasks associated with the induction process
 - 4.1 Assisting detainees to complete their PrisonPC phone and email forms and ensuring they know how to use the phone and email systems
 - 4.2 Assisting detainees to complete general administrative tasks as required, such as, phone money forms, buy-up forms, detainee request forms, finance forms etc
 - 4.3 Encouraging detainees to engage with constructive activities and service providers within the AMC
 - 4.4 Encouraging and supporting new reception detainees to feel confident about asking for help or assistance from staff
 - 4.5 Providing general information to detainees about how the AMC operates, particularly regarding access to Education, Programs, Sentence Management, Health and other service providers
 - 4.6 Informing staff of any language or comprehension barriers as recognised

- 4.7 Modelling pro-social behaviours and reporting any anti-social behaviour to the Induction Coordinator or unit staff
- 4.8 Identifying and reporting tension, perceived conflict or association issues that may arise between yourself and other detainees within the Induction Unit to the unit staff, Induction Coordinator or Area Supervisor(s)
- 4.9 Collecting, collating and reporting on all Workplace Health and Safety issues to the Induction Coordinator or unit staff

Any other duties as reasonably directed

5. Training requirements, opportunities and pathways for position:

- White Card (Mandatory must have prior to commencement)

6. Personal Protective equipment requirements:

- Nil

7. Work Health and Safety (WH&S) requirements

7.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

7.2 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness (as appropriate)
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

8. Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Occasionally
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never
Reaching	Never
Bending/squatting	Occasionally

Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Never
Low lighting	Never
Handling of dangerous goods/equipment	Never
Working with hot substances	Never
Standing for extended periods	Occasionally
Exposure to infectious substances/materials	Never

OTHER	FREQUENCY
Uniform required	Occasionally
Personal Protective Equipment (PPE)	Occasionally

9. Acknowledgement and undertaking

- 9.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 9.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Justice Health.
- 9.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign.....Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earnt privileges policy

RELATED FORMS

- Detainee Work Application
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement Laundry/Textiles
Remuneration Rate	General Services Level 2-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform laundry/textiles duties as required.

2 Security Requirements

- 2.1 Employment in laundry/textiles is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. Generally, cottage detainees will be considered in the first instance.

3 Duties associated with position:**LAUNDRY**

- 3.1 Sorting, washing, drying and folding of linen, towels, blankets, clothing, kitchen uniforms and visits overalls.
- 3.2 Assisting the workplace supervisor with the collection and distribution of linen throughout the Centre.
- 3.3 Assist the workplace supervisor with maintaining a clean work environment.
- 3.4 Launder personal detainee clothing collected from accommodation units

TEXTILES

- 3.5 Mend and sew clothing, bedding and other articles deemed appropriate as directed

LAUNDRY AND TEXTILES

- 3.6 Maintain personal hygiene to industry standards
- 3.7 Maintain clothing and PPE in a clean and serviceable condition
- 3.8 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Protective eye wear as required
- 5.2 Nitrile gloves as required
- 5.3 Earplugs as required

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Never

Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this duty statement, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Detainee Work Application Form
- Health Declaration
- Integration Agreement
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Production Nursery
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform Nursery operations

2 Security Requirements

- 2.1 Employment in the Production Nursery is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks. T

3 Duties associated with position:

- 3.1 Pruning of trees and shrubs.
- 3.2 Propagation and planting of trees and shrubs.
- 3.3 Garden and landscaping work requiring.
- 3.4 Seed collection from plants inside the AMC.
- 3.5 Storing, sorting, cleaning, and drying of seed collected.
- 3.6 Preparing seed for class use and external use.
- 3.7 General maintenance of equipment.
- 3.8 Ensure all work is conducted to a high standard.
- 3.9 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Leather boots
- 5.2 Long sleeve shirt (outdoor work)
- 5.3 Long trousers
- 5.4 P2 dust mask as required
- 5.5 Protective eye wear as required
- 5.6 Leather gloves as required
- 5.7 Earplugs as required
- 5.8 Sunscreen
- 5.9 Any other PPE as deemed reasonably appropriate by your workplace supervisor

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all PPE required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace
 - Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
 - Co-operate with ACTCS in its fulfilment of its legislative obligations.
 - Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
 - Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
 - Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Occasionally
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally

Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never
Excessive noise	Frequently
Low lighting	Occasionally
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Application for employment
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Office Sweeper programs and education
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform office cleaning duties as required.

2 Security Requirements

- 2.1 Employment as an office sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Empty all rubbish bins in staff offices, classrooms, kitchen and toilets. Place into larger garbage bags and place into bin outside door of programs or education for collection
- 3.2 Clean all toilets and re-stock the toilet paper, hand towel and soap
- 3.3 Clean all sinks and kitchens and re-stock hand towel and soap
- 3.4 Sweep and mop all halls, classrooms, toilets and kitchen
- 3.5 Strip and polish all hard surfaces as required
- 3.6 Vacuum all carpeted areas
- 3.7 shampoo all carpeted areas as required
- 3.8 Clean all glass/windows as required
- 3.9 Maintain a tidy storeroom
- 3.10 All other duties as reasonably directed
- * **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
- Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Trusted Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Visits Barista
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform visits barista duties.

2 Security Requirements

- 2.1 Employment as a visits sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position (daily and additionally as required):

- 3.1 Preparation and sale of items available for purchase
- 3.2 Reconciliation of tickets at the conclusion of each shift
- 3.3 Clean sinks, benches, visitors tables and chairs
- 3.4 Clean cups, jugs and spoons as required
- 3.5 Emptying and cleaning of coffee sludge bins
- 3.6 Cleaning of coffee grinder, machine and blender
- 3.7 Removal of all rubbish
- 3.8 Order and restock of replacement supplies
- 3.9 Any other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.

- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally

Working with hot substances	Frequently
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Visits area cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform visits cleaning duties.

2 Security Requirements

- 2.1 Employment as a visits sweeper is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position (daily and additionally as required):

- 3.1 Clean internal and external floors each morning, evening
- 3.2 Clean and sanitise all benches, tables and surfaces
- 3.3 Sweep and mop all floors
- 3.4 Strip and polish hard surface floors as required
- 3.5 Clean and shampoo carpeted areas regularly as required
- 3.6 Clean and tidy children's play areas including washing/sanitising toys
- 3.7 Remove all rubbish from bins and dispose, replace bin liners
- 3.8 Wash all glass surfaces
- 3.9 Clean BBQ areas and wipe down external tables and chairs
- 3.10 Tidy and return equipment to correct layout each evening
- 3.11 Clean family rooms
- 3.12 Wash external tiled areas
- 3.13 All other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations

- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally

Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Community Centre Cleaner (WCC)
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform cleaning duties in the Community Centre (WCC).

2 Security Requirements

- 2.1 Employment as the Community Centre cleaner is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Empty all rubbish bins, replace bin liners and dispose of rubbish ready for collection
- 3.2 Clean all bathrooms and re-stock with toilet paper, hand towel and soap
- 3.3 Clean Community Centre communal kitchen including any appliances
- 3.4 Sweep and mop all halls, toilets and kitchen
- 3.5 Strip and polish all hard surfaces as required
- 3.6 Vacuum all carpeted areas
- 3.7 Shampoo all carpeted areas as required
- 3.8 Clean all glass/windows as required
- 3.9 Maintain a tidy storeroom
- 3.10 All other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: WCC Office Cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform WCC office cleaning duties.

2 Security Requirements

- 2.1 Employment as the WCC office cleaner is open to detainees who are considered low risk and have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Empty all rubbish bins, replace bin liners and dispose of rubbish ready for collection
- 3.2 Clean all bathrooms and re-stock with toilet paper, hand towel and soap
- 3.3 Wipe down accessible desks and benches
- 3.4 Sweep and mop office floors
- 3.5 Strip and polish hard surfaces as required
- 3.6 Clean all glass/windows as required
- 3.7 Maintain a tidy storeroom
- 3.8 All other duties as reasonably directed

* **All duties requiring access to staff office areas must be undertaken under staff supervision**

4 Training requirements, opportunities and pathways for position:

- 4.1 White Card (Mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

- 5.1 Nitrile/latex gloves
- 5.2 Protective eye wear as required
- 5.3 Any other PPE as directed or deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
 - Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
 - Participate in the development of a safe and healthy workplace

- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never

Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign..... Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earned privileges policy

RELATED FORMS

- Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement – Cottage room cleaner
Remuneration Rate	General Services Level 1-3
Reporting lines	Area Custodial Officers

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are responsible for the cleaning of detainee bedrooms where required.

2 Security Requirements

- 2.1 This position is **not** a trusted position under the detainee work policy and therefore open to all detainees housed in cottage accommodation.

3 Duties associated with position:

- 3.1 Removal of all rubbish from room
- 3.2 Emptying of bins
- 3.3 Removal of linen in preparation for laundry collection
- 3.4 Replace linen (i.e. change sheets/pillowcases) and towels
- 3.5 Vacuuming/sweeping and moping of floors
- 3.6 Cleaning of carpet and hard surfaces as directed
- 3.7 Wipe down all hard surfaces (e.g. chairs/desks)
- 3.8 Cleaning of room windows
- 3.9 Assist with any other duties as reasonably directed

4 Training requirements for position:

- 4.1 White Card (mandatory must have prior to commencement)
- 4.2 Any other education as deemed appropriate.

5 Personal Protective Equipment (PPE) requirements:

- 5.1 Nitrile gloves
- 5.2 Closed toe, non-slip footwear
- 5.3 Protective eyewear (as required)
- 5.4 Any other PPE as deemed appropriate

6 Work Health and Safety (WH&S) requirements

- 6.1 Everybody has an obligation under the *Work Health and Safety Act 2011* to ensure workplaces are safe and risks are managed and reduced as far as possible.
- 6.2 ACTCS will provide you with a safe working environment as well as all the PPE required to perform your duties safely.
- 6.3 You have the following obligations.
 - Work within your medical and fitness limitations
 - Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.

- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness (as appropriate)
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care provided for in the legislation
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Physical requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+	Frequently
Climbing	Never
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Occasionally

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Occasionally
Operation of heavy machinery e.g. forklift	Occasionally
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never

Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Occasionally
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Frequently

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this Duty Statement you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return buy Hume Health (or otherwise)
- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension/dismissal or internal discipline proceedings

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee Work Policy
- Incentives and earnt privileges policy

RELATED FORMS

- D35F2 Detainee Work Application
- Integration Agreement
- Health Declaration



AMC Detainee Employment	Title: Duty Statement Women's Hairdressing Assistant
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform the duties of the women's hairdressing assistant.

2 Security Requirements

- 2.1 This position is a non-trusted role. Employment as the women's hairdressing assistant is open to a detainee who is considered low risk with have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Assist the women's hairdresser as directed
- 3.2 Maintain appointment book
- 3.3 Wash/style detainee hair as required
- 3.4 Clean and sanitise all barbering tools (including clippers) and maintain with oil
- 3.5 Maintain a clean and hygienic work room and tools
- 3.6 Inform staff of any maintenance or damage to the equipment or tools
- 3.7 Notify staff immediately of any damages or risks to health and safety
- 3.8 Ensure hands are washed thoroughly with soap and water and dried in between detainee haircuts
- 3.9 Ensure new latex gloves are worn for each detainee haircut.
- 3.10 Ensure detainee receiving haircut has a new disposable neck roll placed around the nape of their neck and a clean barber's cape is secured prior to the haircut commencing.
- 3.11 At completion of haircut, remove all hair from clippers and combs with the cleaning tool provided.
- 3.12 Wash combs and clipper blades with warm, soapy water between detainees and at end of day.
- 3.13 Spray combs and clipper blades with approved sterilising agent in between haircuts and at end of day. Sterilising agent should be allowed to dry for at least five minutes prior to resuming haircuts.
- 3.14 Shake loose hair from cape in between haircuts.
- 3.15 Sweep floor and pick up all hair in between haircuts and at end of day.
- 3.16 Dispose of hair in a rubbish bin with liner in between haircuts and at end of day.
- 3.17 Mop floor with hot, soapy water at end of day.
- 3.18 At completion of haircuts, place all combs, cutting guide combs and any other barbers implements in boiling water for at least 10 minutes and dry with clean towel. Spray clipper blades, guide combs, combs and any other barbers implement with approved sterilising agent and pack in box ready for re-use.

3.19 Wash capes in warm machine wash with appropriate detergent and dry at end of day. Capes to be packed in box ready for re-use.

3.20 Zero '0' haircuts are not permitted under any circumstances. A comb guide must be secured to the clippers at all times during the haircutting process.

3.21 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

4.1 White Card (mandatory must have prior to commencement)

4.2 Certificate II Hairdressing skill set

4.3 Management of Spills of Blood/Bodily Substances

4.4 Blood Borne Virus Awareness

4.5 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

5.1 Nitrile gloves as required

5.2 Apron as required

5.3 Protective eye wear as required

6 Work Health and Safety (WH&S) requirements

6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never

Climbing	Never
Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

- 8.1 By signing this position description, you are agreeing to the conditions prescribed above.
- 8.2 You are also agreeing to notify ACTCS staff as soon as possible if you become unable to perform these duties due to injury or illness. You are not to return to your duties until cleared fit to return by Hume Health.

- 8.3 You understand that failure to perform the duties in this position description to a high standard, refusing direction from ACTCS staff or abusing the privilege of employment you may be subject to sanctions including reduction in pay, suspension /dismissal or internal discipline proceedings.

PID..... Name..... Sign..... Date.....

Staff Name Staff Sign.....Date.....

RELATED DOCUMENTS

- Detainee work policy
- Incentives and earned privileges policy

RELATED FORMS

- Detainee Work Application Form
- Integration Agreement
- Health Declaration
- Work Dismissal Form
- Detainee Pay Alteration Form



AMC Detainee Employment	Title: Duty Statement Women's Hairdressing Assistant
Remuneration Rate	General Services Level 1-3
Reporting lines	Workplace supervisors

1 Position overview:

- 1.1 Under the direction and supervision of workplace supervisors you are to perform the duties of the women's hairdressing assistant.

2 Security Requirements

- 2.1 Employment as the women's hairdressing assistant is open to a detainee who is considered low risk with have a history of compliant behaviour and no association risks.

3 Duties associated with position:

- 3.1 Assist the women's hairdresser as directed
- 3.2 Maintain appointment book
- 3.3 Wash/style detainee hair as required
- 3.4 Clean and sanitise all barbering tools (including clippers) and maintain with oil
- 3.5 Maintain a clean and hygienic work room and tools
- 3.6 Inform staff of any maintenance or damage to the equipment or tools
- 3.7 Notify staff immediately of any damages or risks to health and safety
- 3.8 Ensure hands are washed thoroughly with soap and water and dried in between detainee haircuts
- 3.9 Ensure new latex gloves are worn for each detainee haircut.
- 3.10 Ensure detainee receiving haircut has a new disposable neck roll placed around the nape of their neck and a clean barber's cape is secured prior to the haircut commencing.
- 3.11 At completion of haircut, remove all hair from clippers and combs with the cleaning tool provided.
- 3.12 Wash combs and clipper blades with warm, soapy water between detainees and at end of day.
- 3.13 Spray combs and clipper blades with approved sterilising agent in between haircuts and at end of day. Sterilising agent should be allowed to dry for at least five minutes prior to resuming haircuts.
- 3.14 Shake loose hair from cape in between haircuts.
- 3.15 Sweep floor and pick up all hair in between haircuts and at end of day.
- 3.16 Dispose of hair in a rubbish bin with liner in between haircuts and at end of day.
- 3.17 Mop floor with hot, soapy water at end of day.
- 3.18 At completion of haircuts, place all combs, cutting guide combs and any other barbers implements in boiling water for at least 10 minutes and dry with clean towel. Spray clipper blades, guide combs, combs and any other barbers implement with approved sterilising agent and pack in box ready for re-use.
- 3.19 Wash capes in warm machine wash with appropriate detergent and dry at end of day. Capes to be packed in box ready for re-use.

3.20 Zero '0' haircuts are not permitted under any circumstances. A comb guide must be secured to the clippers at all times during the haircutting process.

3.21 Assist in any other reasonable task as directed by work supervisor.

4 Training requirements, opportunities and pathways for position:

4.1 White Card (mandatory must have prior to commencement)

4.2 Certificate II Hairdressing skill set

4.3 Management of Spills of Blood/Bodily Substances

4.4 Blood Borne Virus Awareness

4.5 Any other education as deemed appropriate

5 Personal Protective equipment requirements:

5.1 Nitrile gloves as required

5.2 Apron as required

5.3 Protective eye wear as required

6 Work Health and Safety (WH&S) requirements

6.1 Everybody has an obligation under the Work Health and Safety Act 2011 to ensure workplaces are safe and risks are managed and reduce as far as possible.

6.2 ACTCS will provide you with a safe working environment as well as all the Personal Protective Equipment (PPE) required to perform your duties safely.

6.3 You have the following obligations.

- Work within your medical and fitness limitations
- Advise ACTCS as soon as possible if your medical or fitness limitations impact on you performing your duties.
- Seek medical review and clearance from Hume Health prior to returning to your duties after injury or illness.
- Participate in the development of a safe and healthy workplace
- Comply with all instructions given for your own health and safety and that of others, in adhering to safe work procedures
- Co-operate with ACTCS in its fulfilment of its legislative obligations.
- Take reasonable care to ensure your own safety and health and that of others, and to abide by your duty of care obligations.
- Notify ACTCS as soon as possible of any equipment fault, risk identified or other WH&S hazard.
- Not perform work without the required Personal equipment (PPE)

7 Position requirements

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Occasionally
Lifting 10kg+	Never
Climbing	Never

Reaching	Frequently
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Occasionally
Working outdoors	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Never
Exposure to extreme temperatures	Never
Operation of heavy machinery e.g. forklift	Never
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Never
Handling of dangerous goods/equipment	Occasionally
Working with hot substances	Never
Standing for extended periods	Frequently
Exposure to infectious substances/materials	Occasionally

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE)	Frequently

8 Acknowledgement and undertaking

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