

JOB SAFETY ANALYSIS (JSA)

Administrative Role



This JSA is provided for reference by a Registered Medical Practitioner (RMP) to assist in forming a medical opinion on whether the employee is fit to safely perform their duties across a range of administrative and support positions within a MRNSW unit. These positions may include Training Officer, Treasury Officer, Media Officer, Life Jacket Manager, Radio Club Coordinator, and Stores Officer, and involve office-based work, training support, media and communications, fundraising and events, financial and WHS administration, life jacket and radio coordination, and stores and inventory management.

The JSA outlines the inherent requirements common to these roles and should be referenced during any medical assessment relating to return to duty, ensuring individuals can safely perform all required tasks for the full duration of their shift.

Where an employee is unable to continue duties, tasks can be temporarily reassigned within the unit. Office safety protocols, emergency contacts, and ergonomic resources are in place to support staff and volunteers while maintaining operational continuity.

Inherent role requirements	
Requirements	Criteria
Vision	<ul style="list-style-type: none"> <input type="checkbox"/> Read documents, spreadsheets, reports, financial statements, stock/inventory lists, and screen-based programs (Word, Excel, accounting software, inventory management systems) <input type="checkbox"/> Inspect life jackets, stock items, media equipment, and event equipment for wear, damage, or compliance issues
Hearing & Speech	<ul style="list-style-type: none"> <input type="checkbox"/> Listen and respond to verbal instructions from members and staff <input type="checkbox"/> Communicate effectively via phone, radio, video calls, or in person <input type="checkbox"/> Provide clear instructions during training, event setup, media tasks, life jacket and store management and radio operations.
Consciousness/ Alertness & Fatigue	<ul style="list-style-type: none"> <input type="checkbox"/> Sustain concentration and situational awareness whilst performing office, training, financial, event, media, life jacket, radio, and store/inventory duties <input type="checkbox"/> Monitor deadlines, reports, workflows, social media schedules, stock levels, and compliance requirements. <input type="checkbox"/> Identify, assess, and respond effectively to urgent request or unexpected situations. <input type="checkbox"/> Manage workload, pace, and fatigue during extended workdays, high-demand periods, or multi-task activities
Physical Capacity	<ul style="list-style-type: none"> <input type="checkbox"/> Use hand and fingers to type, write, file and operate office, media, radio, and store equipment <input type="checkbox"/> Lift, carry, push, pull and reposition light to moderate items (up to 10-15kg) including files, chairs, tables, banners, portable BBQ's, media equipment, life jackets, stock items, and radio equipment <input type="checkbox"/> Bend, squat, twist, reach and stretch to set up equipment, handle materials, and inspect stock, life jackets, and radio equipment <input type="checkbox"/> Stand, walk, and move around office, storage, and event areas to perform basic housekeeping tasks and maintain a safe working environment

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Ergonomic Tasks	<ul style="list-style-type: none"> <input type="checkbox"/> Adjust, position, and reposition chairs, desks, monitors, and camera setups for comfortable working positions and safe posture <input type="checkbox"/> Use fine motor movements of the hands and fingers to operate equipment (keyboard, mouse, media, radio, life jacket and store equipment) <input type="checkbox"/> Grip, lift, carry, place, and secure event and inventory items, including chairs, tables, banners, BBQ's, cameras, tripods, life jackets, radio consoles, stock items)
Slips/Trips/Falls	<ul style="list-style-type: none"> <input type="checkbox"/> Move safely around office, training, event, media, storage, and vehicle unloading areas <input type="checkbox"/> Maintain balance and stability when moving around the office <input type="checkbox"/> React quickly to avoid obstacles or hazards that may lead to falls <input type="checkbox"/> Safely navigate between desks, office furniture, and equipment without tripping <input type="checkbox"/> Evacuate the building or outdoor area safely during emergencies <input type="checkbox"/> Access facilities (Meal room, toilet) without risk of slipping or falling <input type="checkbox"/> Perform safety checks (ensure floors are dry and pathways are clear)
Manual Handling	<ul style="list-style-type: none"> <input type="checkbox"/> Lift, carry, and position light to moderate equipment (chairs, tables, BBQ's, boxes, banners, cameras, tripods, life jackets, radio equipment, store items) <input type="checkbox"/> Load, unload, transfer, and secure equipment and life jackets when moving items to and from company vehicles <input type="checkbox"/> Bend knees maintaining neutral posture, engaging core strength and controlled movements to reduce risk of strain or injury
Psychosocial/ Mental Resilience	<ul style="list-style-type: none"> <input type="checkbox"/> Follow, implement, and apply instructions, training, and procedures <input type="checkbox"/> Communicate and cooperate respectfully with the public, staff and members <input type="checkbox"/> Demonstrate teamwork, leadership, and professional conduct <input type="checkbox"/> Manage multiple tasks and make independent decisions within delegated authority <input type="checkbox"/> Respond, adapt, and act appropriately during emergencies and critical events <input type="checkbox"/> Adapt and respond appropriately to unexpected challenges across office, financial, event, media, life jacket, radio, and store duties
Fundraising/Event Support	<ul style="list-style-type: none"> <input type="checkbox"/> Set up, lift, carry, and arrange tables, chairs, banners, BBQs, tents, and other event equipment <input type="checkbox"/> Transport equipment and supplies between storage, vehicles, and event sites <input type="checkbox"/> Cook, serve, and handle food and beverages during fundraising events <input type="checkbox"/> Assist with packing down, cleaning, and storing event equipment after activities <input type="checkbox"/> Move around event areas, adjust equipment, and respond quickly to changing site requirements
Training Support	<ul style="list-style-type: none"> <input type="checkbox"/> Set up training rooms, including arranging chairs, tables, AV equipment, and materials <input type="checkbox"/> Handle training resources, handouts, and equipment safely, including lifting and carrying items <input type="checkbox"/> Demonstrate tasks, operate training equipment, and guide participants through exercises <input type="checkbox"/> Adjust, reposition, and organise training spaces to support sessions and maintain a safe environment



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Financial/ Administrative	<input type="checkbox"/> Write, enter, review, file, and maintain accurate records of financial transactions, invoices, and bookkeeping documentation <input type="checkbox"/> Compile, calculate, update, and review budgets, grant applications, and financial reports <input type="checkbox"/> Manage WHS paperwork and ensure compliance with procedures <input type="checkbox"/> Prepare reports and administrative documentation accurately
Media/ Communication	<input type="checkbox"/> Write, type, design, edit, and format content for social media, websites, newsletters, and digital platforms <input type="checkbox"/> Hold, position, operate, and adjust cameras, mobile devices, and audio equipment to capture photos and videos at events <input type="checkbox"/> Communicate media releases and messages via email and phone <input type="checkbox"/> Log in to platforms, schedule, upload, and publish content across multiple channels within required timeframes
Life Jacket Management	<input type="checkbox"/> Order, pick up, receive, unpack, and inspect life jackets. <input type="checkbox"/> Issue, collect, and track the return of life jackets to volunteers and staff <input type="checkbox"/> Check, measure, and ensure life jackets meet safety standards <input type="checkbox"/> Clean, store, organise, and perform minor repairs on life jackets, lifting and moving items on shelves
Stores/ Inventory Management	<input type="checkbox"/> Receive, lift, unpack, and safely store equipment and supplies <input type="checkbox"/> Pick, carry, and collect stock and equipment <input type="checkbox"/> Count, check, and update inventory records <input type="checkbox"/> Organise, arrange, clean, and maintain storage <input type="checkbox"/> Lift, carry, push, pull, and transport stores safely between vehicles and storage locations

I _____ (print name) give permission for the Registered Medical Practitioner (RMP) to assess me in relation to my ability to safely perform the inherent duties of an Administrative role.

Patient Signature: _____ **Date:** _____

Patient Member Number/Unit name: _____

Overall Clinical Impression

Based on assessment, in your clinical opinion the patient is:

- Generally, fit to continue usual Marine Rescue NSW duties
- Fit with some limitations (please describe): _____
- Not fit at present (temporary): _____
- Ongoing concerns (recommend further review): _____

Additional recommendations / referrals (if applicable):

- Physiotherapy
- Psychologist/Mental Health Support
- Other: _____

Registered Medical Practitioner (RMP) Signature: _____¹

Registration Number: _____ Date: _____

(The RMP may provide their opinion in any format they consider appropriate, including a separate medical certificate or report, with reference to this JSA).

¹ This reflects a clinical opinion only and does not imply legal or regulatory certification.