Job Matrix:MTA:MTA logos:MTA Logo SPOT 286.eps

Job Dictionary Prepared by:

Ashish NandoskarB.Hlth.Sc. (Anat.Sc.), M.Hlth.Sc.(OHS)

## Occupational Health and Safety Consultant

July 2014

For workers and employers in the automotive industry   
and their medical / other providers

### Collision Repairs

Task Breakdown & Risk Assessment

Removing Ute Trays

**Purpose of this document**

This tool is a detailed job/task breakdown designed to identify those tasks, their duration and what other supports might be needed to match an injured employee’s work capabilities. This activity is designed to align with any remaining duties to help maintain productivity in the workplace.

This tool is to be used by Medical Specialists, General Practitioners and other providers to help in workplace assessment and is designed to be used in consultation with the injured worker, employer and case manager.

This tool if used early in the injury will help with planning namely - when, how and under what circumstances an employee will return to work. It should also help fellow employees, line managers, employers, family/household persons to understand the injured workers’ capacity and assist counsellors to provide appropriate advice and support

***Disclaimer:*** *This document is published by the Motor Trade Association (MTA) of South Australia with funding from ReturnToWorkSA. All workplaces and circumstances are different and this document should be used as a guide only. It is not diagnostic and should not replace consultation, evaluation, or personal services including examination and an agreed course of action by a licensed practitioner. The MTA and ReturnToWorkSA and their affiliates and their respective agents do not accept any liability for injury, loss or damage arising from the use or reliance on this document. The copyright owner provides permission to reproduce and adapt this document for the purposes indicated and to tailor it (as intended) for individual circumstances*. (C) 2015 ReturnToWorkSA.

|  |
| --- |
| Skills Required: |
| |  | | --- | | * Repairing — Repairing machines or systems using the needed tools. | | * Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. | | * Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. | | * Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action. | | * Operation and Control — Controlling operations of equipment or systems. | | * Speaking — Talking to others to convey information effectively. | |
| Abilities: |
| |  | | --- | | * Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences. | | * Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations). | | * Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects. | | * Near Vision — The ability to see details at close range (within a few feet of the observer). | | * Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways. | | * Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions. | | * Oral Expression — The ability to communicate information and ideas in speaking so others will understand. | | * Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing. | | * Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged. | | * Arm-Hand Steadiness — The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position. | |
| Qualifications: |
| Trade certificate or under apprenticeship |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SPECIAL SKILLS: | | | | | |
| READ | Simple | | | WRITE | Occasional |
| SOLVE | Simple | | | COMMUNICATE | Occasional |
| PRECISION | Occasional | | | COORDINATION - FINE | Occasional |
| COORDINATION - GROSS | Constant | | | FOOT OPERATIONS | Never |
| PPE: | | | | | |
| BOOTS | | Steel cap | | EYE WEAR | Not required |
| HEARING | | Not required | | HAIR NET / BEARD | Not required |
| HEAD GEAR / HELMET | | Not required | | SAFETY VEST / CLOTHING | Not required |
| SUN PROTECTION - HAT | | Not required | |  |  |
| ENVIRONMENT: | | | | | |
| TEMPERATURE | | | Workshop | LIGHTING | Bright |
| NOISE | | | Light factory | WIND VELOCITY | Indoors |

|  |  |
| --- | --- |
| TASK ANALYSIS | |
| Description:  Task involves a worker undoing the 4 bolts that hold the tray to the chassis. This can involve getting into a squatting / kneeling posture, a crouching posture or if the Ute is low the worker may be required to lay on the ground. Once unbolted 4 workers hold each corner of the tray, lift it up and then carry it the body. Installing a Ute tray is performed in the revers of the above. | Critical Work Demands:   * Lifting between ground and shoulder level * Lowering between shoulder and chest level * Carrying up to 20 meters * Carrying up to 25kg per person * Lifting and lowering of up to 25kg per person * Constant bilateral gross hand grasping * Frequent fine hand grasping and manipulation to unbolt the tray * Occasional squatting, crouching or laying down |
| Job Matrix:MTA:Collision Repairs:Removing Ute Trays:Lo-Res Photos:MTA JD-1.jpg Job Matrix:MTA:Collision Repairs:Removing Ute Trays:Lo-Res Photos:MTA JD-2.jpg | |