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

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## Occupational Health and Safety Consultant

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

### Collision Repairs

Task Breakdown & Risk Assessment

Spot Welding

**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

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| 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 |

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| 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 |

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| TASK ANALYSIS | |
| Description:  Task involves worker wheeling the spot welding machine to where it is needed. Once in position the worker has the choice to use the tether to take some of the weight of the spot welder, however if the part that needs welded is in a hard to reach place the tether man not be able to be used in which case the worker needs to hold the entire weight of the spot welder handle. Workers posture will depend on the item being welded and can be any where between knee level and overhead. Weight of the handle varies depending on the size of the welding head being used but can be up to 20kg. | Critical Work Demands:   * Constant standing * Occasional walking * Occasional pushing up to 10kg * Occasional squatting / kneeling * Occasional overhead reaching * Constant gross hand grasping * Work between knee and overhead level * Frequent carrying of up to 20kg * Frequent lifting of up to 20kg between knee and overhead level. * Frequent neck stooping * Occasional forward stooping |
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