

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

### Heavy Motor Mechanic

Task Breakdown & Risk Assessment

Replacing Oil Filter

**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.
 |
| * Troubleshooting — Determining causes of operating errors and deciding what to do about it.
 |
| * Operation and Control — Controlling operations of equipment or systems.
 |
| * Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
 |
| * Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 |
| * Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
 |
| * Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
 |
| * Equipment Selection — Determining the kind of tools and equipment needed to do a job.
 |
| * Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
 |
| * Speaking — Talking to others to convey information effectively.
 |

 |
| Abilities: |
|

|  |
| --- |
| * Near Vision — The ability to see details at close range (within a few feet of the observer).
 |
| * Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
 |
| * 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.
 |
| * Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
 |
| * 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.
 |
| * Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
 |
| * Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
 |
| * Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.
 |
| * Multilimb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
 |
| * Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
 |

 |
| Qualifications: |
| * Trade certificate or completing an apprenticeship
 |

|  |
| --- |
| SPECIAL SKILLS: |
| READ | Simple | WRITE | Never |
| SOLVE | Moderate | COMMUNICATE | Occasional |
| PRECISION | Frequent | COORDINATION - FINE | Constant |
| COORDINATION - GROSS | Constant | FOOT OPERATIONS | Occasional |
| PPE: |
| BOOTS | Steel Cap | EYE WEAR | Safety Glasses |
| HEARING | Not Required | HAIR NET / BEARD | Not Required |
| HEAD GEAR / HELMET | Not Required | SAFETY VEST / CLOTHING | Required |
| SUN PROTECTION - HAT | Not Required |  |  |
| ENVIRONMENT: |
| TEMPERATURE | Controlled Moderate | LIGHTING | Bright |
| NOISE | Light Factory | WIND VELOCITY | Light |

|  |
| --- |
| TASK ANALYSIS |
| Description:This task requires the worker to reach above head height (shoulder flexion, extension, abduction; elbow flexion, extension; forearm pronation/supination) and unbolt the opening of the oil chamber, gaining access to the oil filter. This filter is checked and replaced, after which the oil tank is re-sealed.  | Critical Work Demands:* Constant standing.
* Constant bilateral gross motor eye hand coordination.
* Frequent precise bilateral fine motor control.
* Constant bilateral palmar grasping.
* Constant elbow flexion (0°-140°).
* Frequent forearm pronation/supination.
* Constant neck flexion (0°-70°) and extension (0°-45°).
* Constant shoulder flexion (0°-175°), extension (0°-40°) and abduction (0°-175°).
* Constant balancing.
* Occasional climbing postures.
 |
|    |