

Job Dictionary Prepared by:

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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

### Outdoor Power Equipment

Task Breakdown & Risk Assessment

Refilling Oil

**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: |
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| * Repairing — Repairing machines or systems using the needed tools.
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| * Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
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| * Troubleshooting — Determining causes of operating errors and deciding what to do about it.
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| * Operation and Control — Controlling operations of equipment or systems.
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| * Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.
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| * Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
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| * Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
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| * 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.
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| * Equipment Selection — Determining the kind of tools and equipment needed to do a job.
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| * Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
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| Abilities: |
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| * Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.
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| * 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.
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| * 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.
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| * 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.
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| * Near Vision — The ability to see details at close range (within a few feet of the observer).
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| * 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.
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| * 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.
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| * Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
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| * 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).
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| * Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
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| Qualifications: |
| Trade Certificate or under apprenticeship  |

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| SPECIAL SKILLS: |
| READ | Simple | WRITE | Occasional |
| SOLVE | Simple | COMMUNICATE | Never |
| PRECISION | Occasional | COORDINATION - FINE | Occasional |
| COORDINATION - GROSS | Constant | FOOT OPERATIONS | Never |
| 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 |

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| TASK ANALYSIS |
| Description:Oil is filled by hand from a large can into the filling point on the machine. Can weigh up to 20kg and needs to be lifted from ground level to chest level. Task is performed on an occasional basis during the work day and typically only takes 5 – 10 minutes to complete.  | Critical Work Demands:* Constant bilateral hook and palmer grasping
* Lifting up to 20kg between knee and chest height.
* Carrying up to 20kg at waist level for up to 20 metres.
* Shoulder flexion of up to 90° on a frequent basis.
 |
| Refilling Oil-1 Refilling Oil-3 Refilling Oil-4 |