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

### Vehicle Dealerships

Task Breakdown & Risk Assessment

Moving Boxes

**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. | |

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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 moving archive boxes from office areas to storage areas. Workers can utilise a sack truck to avoid carrying. Weight of boxes is typically around 10kg. and depending on the site these may need to be carried upstairs. Stacking on the boxes is generally to head height as a max but if shelving is used worker may need to lift overhead or climb step ladders to access higher shelves. | Critical Work Demands:   * Constant walking * Occasional standing * Lifting and lowering between ground and overhead height. * Carrying at waist level * Occasional pushing * Lifting and lowering up to 10kg * Constant bilateral gross grasping * Occasional shoulder flexion to 120° |
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