

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

### Light Motor Mechanic

Task Breakdown & Risk Assessment

Replacing Clutch

**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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| * Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
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| * Repairing — Repairing machines or systems using the needed tools.
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| * Troubleshooting — Determining causes of operating errors and deciding what to do about it.
 |
| * Equipment Selection — Determining the kind of tools and equipment needed to do a job.
 |
| * Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
 |
| * 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.
 |
| * Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
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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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| * 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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| * 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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| * 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.
 |
| * 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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| * 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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| * 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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| * Near Vision — The ability to see details at close range (within a few feet of the observer).
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| * Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.
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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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| * Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
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| Qualifications: |
| Trade Certificate or completing an apprenticeship  |

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| SPECIAL SKILLS: |
| READ | Simple | WRITE | Occasional |
| SOLVE | Complex | COMMUNICATE | Occasional |
| PRECISION | Constant | 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 |

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| TASK ANALYSIS |
| Description:This task requires the worker to unbolt many components from the front of the vehicle to gain access to the clutch. Body demands include frequent twisting through the lumbar spine, constant lumbar flexion, constant fine and gross bilateral motor hand coordination, and lifting requirements (assisted 2 person lift) of approximately 25kg. The worker accesses the vehicle from the front and from underneath. | Critical Work Demands:* Constant standing.
* Constant bilateral gross motor eye hand coordination.
* Frequent precise bilateral fine motor control.
* Constant bilateral palmar/pincer grasping.
* Frequent elbow flexion (0°-140°).
* Frequent forearm pronation/supination.
* Occasional neck flexion (0°-70°) and extension (0°-45°).
* Constant shoulder flexion (0°-175°), extension (0°-40°) and abduction (0°-175°).
* Push/pull forces approximating 25kg.
* Lifting requirements approx. 25kg.
* Occasional foot operations.
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