LAING O'ROURKE AUSTRALIA
JOB DICTIONARY
VEHICLE FITTER (SELECT)

June 2025

TABLE OF CONTENTS

INTRODUCTION & PURPOSE 3

DEMAND & FREQUENCY KEY DEFINITIONS 4

VEHICLE FITTER / OVERVIEW 5

Vehicle Fitter | Overall Task List / Medical Input 6

Safety Preparation 8

Light Vehicles 10

Service & Maintenance of Light Towers & Large Plant 12

General Labouring 14

Administration 16

DEMAND TERMINOLOGY DEFINITIONS 18

Physical Demands Terminology Definitions 18

Psychological Demands Terminology Definitions 19

INTRODUCTION & PURPOSE

Introduction

This document is a Job Dictionary of the critical inherent requirements of the role of a Vehicle Fitter (Select) within Laing O'Rourke Australia.

The Job Dictionary has been developed for Laing O'Rourke Australia by Senior Rehabilitation Consultant Emma Tuite, Physiotherapist, of The Recovre Group.

The worksite visit incorporating discussion with relevant employees and observation of tasks was conducted on 04 June 2025.

The duties were assessed with the assistance of Mr Steven Scaccianoce, Mechanic. All employees contributed their time and expertise and consented to the use of their photographs.

Purpose of the document

Job Dictionaries are a versatile tool used by organisations in a number of different contexts.

The purpose of a Job Dictionary includes:

- To assess and analyse the range of duties available at Laing O'Rourke Australia.
- Assist when providing reasonable adjustment or alternative roles to employees.
- To enable Laing O'Rourke Australia to provide suitable duties to injured employees. This assists in improving return to work rates and return to work sustainability following a workplace injury.
- To assist with identifying key risk areas within the business.
- To provide criteria for physical and psychological demands of work roles within Laing O'Rourke Australia in order to assist with recruitment, including pre-employment screens.
- Provides an objective description of work roles for assessments such as fitness for duties, independent medical examinations, functional capacity evaluations etc.
- Enables effective communication with treating health practitioners by outlining the physical and psychological requirements of each work role. The treating health practitioner can then objectively decide which duties an injured employee is fit to perform.

DEMAND & FREQUENCY KEY DEFINITIONS

Physical Demands Key

Term	Definition
Sedentary work	Exerting up to 4.5kg of force occasionally or a negligible amount of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief period of time. Jobs are Sedentary if walking and standing are required only occasionally and all other Sedentary criteria are met.
Light work	Exerting up to 9kg of force occasionally, up to 4.5kg of force frequently, or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Even though the weight lifted may be only a negligible amount, a job should be rated as light work: 1. When it requires a significant degree walking or standing: or 2. When it requires sitting most of the time but entails pushing or pulling of arm or leg controls. 3. When the job requires working at a production rate pace entailing the constant pushing or pulling of materials even though the weight of those materials is negligible.
Medium work	Exerting 9 to 22.6kg of force occasionally, 4.5 to 11.4kg frequently, or greater than negligible and up to 4.5kg of force constantly to move objects. Physical demand requirements are in excess of those for light work.
Heavy work	Exerting 22.6 to 45.4kg of force occasionally, 11.4 to 22.6kg of force frequently, or 4.5 to 9kg of force constantly to move objects. Physical demand requirements are in excess of those required for medium work.
Very heavy work	Exerting in excess of 45.4kg of force occasionally, in excess of 22.6kg of force frequently, or in excess of 9kg of force constantly to move objects. Physical demand requirements are in excess of those required for heavy work.

Reference: *U.S. Department of Labor Dictionary Of Occupational Titles (DOT) standards*

Psychological Demand Key

Term	Definition
Lowest	The role mostly involves well-defined and familiar tasks, following known procedures, with support available if problem solving is required. The role involves minimal emotional demands, for example, it may be performed independently, or in small autonomous teams, and does not involve customer facing interactions. The role does not involve managing others, and has a well-defined and relatively narrow scope of tasks. The role may be performed autonomously or within a small team.
Light	The role involves a combination of well-defined and familiar tasks, following known procedures, as well as solving routine problems, using prior knowledge or accessible information. The role may involve some emotional demands, such as perceiving other's responses during customer/colleague facing interactions. The role does not involve managing others, and may be performed independently, or in a small to medium sized team.
Medium	The role involves some degree of unpredictability requiring critical thinking, problem solving, and decision making. The role involves some degree of "emotional labour", for example, negotiating with customers/clients and colleagues and responding and managing one's own emotional responses. The role may involve some supervision and management of others, for example, a small to medium sized frontline team. This includes responsibility for the work of others and allocation of resources at the team level.
High	The role involves a significant degree of unpredictability, requiring critical thinking, complex problem solving, and analysing new information to draw conclusions and make decisions. The role involves significant emotional demands, for example, managing others, frequent customer facing interactions, managing conflict. The role may involve a significant degree of supervision and management others, for example, a larger team or department, and supervision of line managers. This includes responsibility for the work of others and allocation of resources at a departmental level.

Reference: *https://www.onetonline.org/*

Frequency Key

Term	Definition
Exposure:	Time spent completing task **over a full shift**
Duration:	Time spent completing task **without rest break**
(N) Never:	Activity or condition does not exist, 0% **of the working day**
(O) Occasional:	1-33% of **duration of the working day**
(F) Frequent:	34-66% of **duration of working day**
(C) Constant:	67-100% of **duration of working day**

Reference:

Pendleton, H. M. & Schultz-Krohn, W. (2017). Pedretti's Occupational Therapy: Practice Skills for Physical Dysfunction (8th ed.). St Louis, Missouri: Elsevier Mosby

VEHICLE FITTER / OVERVIEW

Description

- Vehicle Fitters are responsible for servicing and completing basic repairs of Laing O'Rourke's vehicles and assets for hire. Key duties include troubleshooting faults and performing mechanical repairs, conducting routine inspections, general labouring tasks, and ensuring the safety and compliance of all vehicles and equipment.

Mandatory Requirements

- White Card.
- Drivers Licence.
- Certificate III in Automotive Electrical Technology.
- Certificate III in Mobile Plant Technology.
- Prior experience within industry.

Training Requirements

- Site specific induction and onsite training provided.

Shift Pattern

- Subject to change:
  - 7:30am to 4:30pm.
  - Overtime and weekend work as required.

Work / Group Structure

- Working individually and in pairs for heavier tasks.

Emergency Response

- First aid kits, defibrillator, eyewash station and chemical shower available onsite.
- First Aiders trained and present onsite.
- Fire Wardens trained and present on site.
- Emergency procedures in place including muster points.
- All staff are inducted prior to being onsite.

Environment

- Working in large warehouse.
- Exposure to weather elements when working in the yard.

Workplace Accessibility

- Yard and warehouse are accessible at ground level.
- Office based environment accessible via ground entrance or stairs according to location.
- Security controlled site.

Equipment

- General Warehousing Tools.
- Forklift.
- Manual Pallet Jack
- Tablet, computer.

PPE Requirements

- Steel Cap Boots.
- High Visibility Clothing.
- Full Length Sleeved Shirts and Pants.
- Ear protection as required.
- Eye protection as required.
- Gloves as required.

VEHICLE FITTER | OVERALL TASK LIST / MEDICAL INPUT

Below is a quick reference list of all tasks performed by a Vehicle Fitter (Select) at Laing O'Rourke Australia. Please indicate suitability of each task:

Please note: *The physical and psychological demand ratings are a general guide. A person's capacity to complete each task will vary depending on various factors. Prior to indicating suitability, please refer to individual task analysis for a more detailed assessment.*

Task	Physical Demand	Psych Demand - Cognitive	Psych Demand - Emotional	Psych Demand - Role	Key Tasks	Suitable?	Comments / modifications
Safety Preparation	Light work	Light	Lowest	Medium	• Completion of pre-mobilisation checks and associated paperwork on a tablet. • Checking equipment systems, steering, tyres, fluid and oil levels, electricals, lighting, equipment, signage, and safety checks. • Equipment cleaning and basic vehicle maintenance is conducted ad hoc.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	• Breaks can be taken as required on this task. • Task has other workers available for any assistance as required. • Task can be performed in a supervisory capacity. • Training available if required for new tasks. • Completion of task at own pace. • Task may be rotated to prevent sustained concentration. • Additional practical assistance available when performing challenging tasks. • Availability of onsite support person. • Debrief and support available in time of crisis (EAP, Mental Health First Aid etc). • Workload is reviewed regularly to ensure sufficient resources.
Light Vehicles	Heavy work	Medium	Light	Medium	• Review all internal and external features of the vehicles. Requires the use of creepers and rolling ladders. • Troubleshoot basic faults and damage. • Complete general maintenance tasks inclusive of filling up oil/fluids, changing filters, cleaning the engine, etc. • Use of hand and power tools.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	• Breaks can be taken as required on this task. • Task has other workers available for any assistance as required. • Training available if required for new tasks. • Supervisory support available. • Completion of task at own pace. • Align task within individual's cognitive capacity. • Task may be rotated to prevent sustained concentration. • Additional practical assistance available when performing challenging tasks. • Availability of onsite support person. • Debrief and support available in time of crisis (EAP, Mental Health First Aid etc). • Workload is reviewed regularly to ensure sufficient resources.
Service & Maintenance of Light Towers & Large Plant	Heavy work	Medium	Light	Medium	• Review all internal and external features of light towers and large plant. • Troubleshoot basic faults and damage. • Complete general maintenance tasks. • Use of hand and power tools.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	• Breaks can be taken as required on this task. • Task has other workers available for any assistance as required. • Training available if required for new tasks. • Supervisory support available. • Completion of task at own pace. • Align task within individual's cognitive capacity. • Task may be rotated to prevent sustained concentration. • Additional practical assistance available when performing challenging tasks. • Availability of onsite support person. • Debrief and support available in time of crisis (EAP, Mental Health First Aid etc). • Workload is reviewed regularly to ensure sufficient resources.

General Labouring	Heavy work	Medium	Light	Light	• Operation of fixed machinery. • Welding and fabrication work. • Emptying waste oil into tanks. • Use of electric and handheld tools. • Driving forklifts. • Loading and unloading equipment from trucks and racking. • Washing and cleaning vehicles and equipment. • General housekeeping tasks include sweeping, emptying bins, sorting, and cleaning.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	• Task can be rotated with other tasks. • Breaks can be taken as required on this task. • Task has other workers available for any assistance as required. • Training available if required for new tasks. • Completion of task at own pace. • Align task within individual's cognitive capacity. • Additional practical assistance available when performing challenging tasks. • Availability of onsite support person. • Debrief and support available in time of crisis (EAP, Mental Health First Aid etc). • Workload is reviewed regularly to ensure sufficient resources.
Administration	Sedentary work	Light	Lowest	Light	• Access the portal to view daily scheduled maintenance jobs. • Update the portal as to the status of each job. • Maintain accurate records of maintenance and repairs completed. • Liaison with internal and external stakeholders over the phone or email. • Ordering of parts and equipment.	☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No	• Ergonomic considerations for this task include standing workstation, mouse and keyboard options, lumbar chair supports. • Breaks can be taken as required on this task. • Task has other workers available for any assistance as required. • Training available if required for new tasks. • Supervisory support available. • Completion of task at own pace. • Provision of simple/basic tasks. • Align task within individual's cognitive capacity. • Availability of onsite support person. • Debrief and support available in time of crisis (EAP, Mental Health First Aid etc). • Workload is reviewed regularly to ensure sufficient resources.

Medical Restrictions:

Signed (Doctor): _____

Doctor Name: _____ Date: _____

Worker Name: _____

SAFETY PREPARATION

Frequency Key	(N) Never	0% of duration	(O) Occasional	1-33% of duration	(F) Frequent	34-66% of duration	(C) Constant	67-100% of duration

Task Description

Prior to equipment and machinery leaving the depot, Fitters complete pre-mobilisation checks to ensure it is compliant with safety regulations and standards. Fitters follow a standardised checklist.

- Visual inspections – fire extinguisher present, relevant equipment and signage in place, general cleanliness and free of damage, etc,
- Systems check – ensure braking and steering is functional,
- Wheel and tyre safety – review tread and air pressure,
- Fluid and oil levels and checking for leaks,
- Electrical and lighting checks to ensure functionality,
- General maintenance checks.
- All faults and damage must be reported.
- Completion of mandatory paperwork.

Equipment cleaning and basic maintenance is conducted ad hoc.

Exposure

- **Exposure of Task:** 3 hours to complete task over a full shift.

Duration

- **Duration of Task:** 30 minutes completing task without a rest break.

Modification Options

- Breaks can be taken as required on this task.
- Task has other workers available for any assistance as required.
- Task can be performed in a supervisory capacity.
- Training available if required for new tasks.

Cognitive:

- Completion of task at own pace.
- Task may be rotated to prevent sustained concentration.
- Additional practical assistance available when performing challenging tasks.

Emotional:

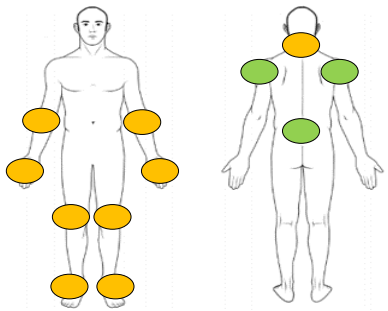
- Availability of onsite support person.
- Debrief and support available in time of crisis (EAP, Mental Health First Aid etc).

Role:

- Workload is reviewed regularly to ensure sufficient resources.

Task Analysis – Physical Demand:	N	O	F	C
Neck movement: extension / flexion / rotation			X	
Shoulder movement: below / above shoulder height		X		
Trunk movement: extension / flexion / rotation		X		
Elbow movement: flexion / extension			X	
Hand movement: grasping / fine motor			X	
Knee movement: flexion / extension			X	
Foot movement: plantar / dorsi flexion			X	
Standing:				X
Sitting:		X		
Walking:				X
Squatting / kneeling:			X	
Lifting: average weight: <1kg		X		
- maximum weight: 5kg		X		
Climbing / stairs:		X		
Push / pull:			X	
Vibration:		X		

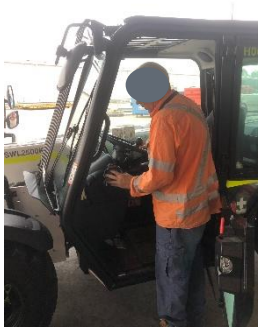
Body Map – Physical Demand



Overall Demands Category

Physical Demand	Cognitive Demand
LIGHT WORK	LIGHT
Emotional Demand	**Role Demand**
LOWEST	MEDIUM

Task Analysis – Psychological Demand:	N	O	F	C
Cognitive Demands				
Reading comprehension		X		
Oral comprehension			X	
Oral expression		X		
Writing			X	
Numerical reasoning	X			
Diagrammatic		X		
Critical thinking		X		
Attention to detail				X
Judgment and decision making			X	
Active listening		X		
Complex problem solving		X		
Memory		X		
Concentration				X
Emotional Demands				
Social perceptiveness	X			
Stress tolerance		X		
Persuasion	X			
Dealing with customers	X			
Resolving conflicts & negotiating with others	X			
Deal with unpleasant or angry people	X			
Work independently				X
Work with work group or team		X		
Role Demands				
Adaptability and flexibility		X		
Time pressure			X	
Time management			X	
Coordinate and lead others	X			
Instructing	X			
Management of financial resources	X			
Management of personnel resources	X			
Impact of decisions on co-workers or company results			X	
Structured work			X	
Responsibility for outcomes and results				X

Images – Safety Preparation

Image 1 - Cleaning/preparing asset for hire.

Select

LIGHT VEHICLES

Frequency Key	(N) Never	0% of duration	(O) Occasional	1-33% of duration	(F) Frequent	34-66% of duration	(C) Constant	67-100% of duration

Task Description

Fitters are required to complete basic general maintenance tasks of Laing O'Rourke's fleet vehicles to ensure safety.

- Systematically review all internal and external features of fleet vehicle and carry basic maintenance and repairs as required.
- Complete general maintenance tasks inclusive of filling up oil/fluids, changing filters, cleaning the engine, etc.
- To complete basic maintenance and repairs, Fitters adopt awkward postures (e.g. bending, twisting, and squatting) to manoeuvre under, inside and above the vehicles. Work is conducted constantly below shoulder height and occasionally above shoulder height.
- Equipment used varies from power tools, hand tools, trolleys/jacks, forklift, creepers, and large breaker bars. Bilateral upper limb use, gripping and fine motor skills are required to utilise equipment.

Exposure

- **Exposure of Task:** 4 hours to complete task over a full shift.

Duration

- **Duration of Task:** 45 minutes completing task without a rest break.

Modification Options

- Breaks can be taken as required on this task.
- Task has other workers available for any assistance as required.
- Training available if required for new tasks.
- Supervisory support available.

Cognitive:

- Completion of task at own pace.
- Align task within individual's cognitive capacity.
- Task may be rotated to prevent sustained concentration.
- Additional practical assistance available when performing challenging tasks.

Emotional:

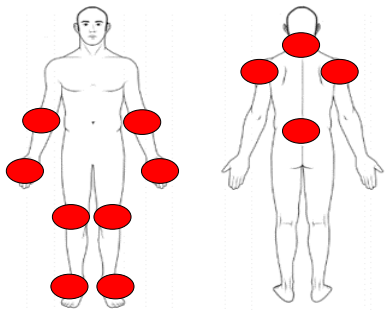
- Availability of onsite support person.
- Debrief and support available in time of crisis (EAP, Mental Health First Aid etc).

Role:

- Workload is reviewed regularly to ensure sufficient resources.

Task Analysis	Frequency			
Physical Demand:	N	O	F	C
Neck movement: extension / flexion / rotation				X
Shoulder movement: below / above shoulder height				X
Trunk movement: extension / flexion / rotation				X
Elbow movement: flexion / extension				X
Hand movement: grasping / fine motor				X
Knee movement: flexion / extension				X
Foot movement: plantar / dorsi flexion				X
Standing:				X
Sitting:		X		
Walking:			X	
Squatting / kneeling:			X	
Lifting: average weight: 5kg				X
- maximum weight: 25kg		X		
Climbing / stairs:			X	
Push / pull:			X	
Vibration:			X	

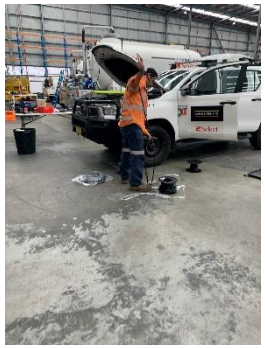
Body Map – Physical Demand



Overall Demands Category

Physical Demand	Cognitive Demand
HEAVY WORK	MEDIUM
Emotional Demand	**Role Demand**
LIGHT	MEDIUM

Task Analysis	Frequency			
Psychological Demand:	N	O	F	C
Cognitive Demands				
Reading comprehension		X		
Oral comprehension		X		
Oral expression		X		
Writing		X		
Numerical reasoning		X		
Diagrammatic		X		
Critical thinking				X
Attention to detail				X
Judgment and decision making			X	
Active listening		X		
Complex problem solving			X	
Memory				X
Concentration				X
Emotional Demands				
Social perceptiveness		X		
Stress tolerance		X		
Persuasion		X		
Dealing with customers			X	
Resolving conflicts & negotiating with others	X			
Deal with unpleasant or angry people	X			
Work independently				X
Work with work group or team			X	
Role Demands				
Adaptability and flexibility			X	
Time pressure				X
Time management				X
Coordinate and lead others		X		
Instructing		X		
Management of financial resources	X			
Management of personnel resources	X			
Impact of decisions on co-workers or company results		X		
Structured work				X
Responsibility for outcomes and results			X	

Images – Light Vehicles			
			
Photo 1 – General inspection and maintenance of fleet vehicles.	**Photo 2 –** Measuring the length of hose.	**Photo 3 –** Climbing ladder to inspect top of vehicle.	**Photo 4 –** Obtaining required equipment for works.

SERVICE & MAINTENANCE OF LIGHT TOWERS & LARGE PLANT

Frequency Key	(N) Never	0% of duration	(O) Occasional	1-33% of duration	(F) Frequent	34-66% of duration	(C) Constant	67-100% of duration

Task Description

Fitters complete basic servicing and maintenance tasks of Laing O'Rourke's light towers, large plant and equipment to ensure safety.

- Systematically review all internal and external features of light towers and large plant.
- Complete general maintenance tasks and repairs as required.
- To complete basic maintenance and repairs, Fitters adopt awkward postures (e.g. bending, twisting, kneeling, and squatting) to manoeuvre under, inside and above the assets. Work is conducted constantly below shoulder height and occasionally above shoulder height.
- Equipment used varies between power tools and hand tools. Bilateral upper limb use, gripping and fine motor skills are required to utilise equipment.

Exposure

- **Exposure of Task:** 4 hours to complete task over a full shift.

Duration

- **Duration of Task:** 45 minutes completing task without a rest break.

Modification Options

- Breaks can be taken as required on this task.
- Task has other workers available for any assistance as required.
- Training available if required for new tasks.
- Supervisory support available.

Cognitive:

- Completion of task at own pace.
- Provision of simple/basic tasks.
- Align task within individual's cognitive capacity.
- Additional practical assistance available when performing challenging tasks.

Emotional:

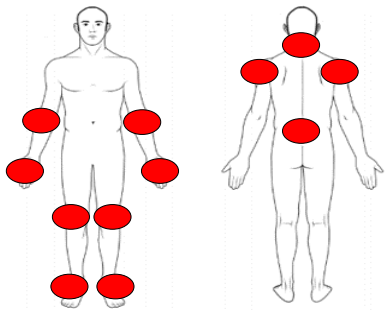
- Availability of onsite support person.
- Debrief and support available in time of crisis (EAP, Mental Health First Aid etc).

Role:

- Workload is reviewed regularly to ensure sufficient resources.

Task Analysis	Frequency			
Physical Demand:	N	O	F	C
Neck movement: extension / flexion / rotation				X
Shoulder movement: below / above shoulder height				X
Trunk movement: extension / flexion / rotation				X
Elbow movement: flexion / extension				X
Hand movement: grasping / fine motor				X
Knee movement: flexion / extension				X
Foot movement: plantar / dorsi flexion				X
Standing:				X
Sitting:		X		
Walking:			X	
Squatting / kneeling:			X	
Lifting: average weight: 5kg				X
- maximum weight: 25kg		X		
Climbing / stairs:			X	
Push / pull:			X	
Vibration:			X	

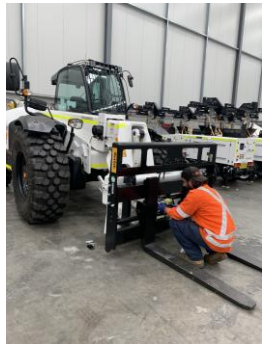
Body Map – Physical Demand



Overall Demands Category

Physical Demand	Cognitive Demand
HEAVY WORK	MEDIUM
Emotional Demand	**Role Demand**
LIGHT	MEDIUM

Task Analysis	Frequency			
Psychological Demand:	N	O	F	C
Cognitive Demands				
Reading comprehension		X		
Oral comprehension		X		
Oral expression		X		
Writing		X		
Numerical reasoning		X		
Diagrammatic		X		
Critical thinking				X
Attention to detail				X
Judgment and decision making			X	
Active listening		X		
Complex problem solving			X	
Memory				X
Concentration				X
Emotional Demands				
Social perceptiveness		X		
Stress tolerance		X		
Persuasion		X		
Dealing with customers			X	
Resolving conflicts & negotiating with others	X			
Deal with unpleasant or angry people	X			
Work independently				X
Work with work group or team			X	
Role Demands				
Adaptability and flexibility			X	
Time pressure				X
Time management				X
Coordinate and lead others		X		
Instructing		X		
Management of financial resources	X			
Management of personnel resources	X			
Impact of decisions on co-workers or company results		X		
Structured work				X
Responsibility for outcomes and results			X	

Images – Service & Maintenance of Light Towers & Large Plant			
			
Photo 1 – Large plant.	**Photo 2 –** Entry to large plan for servicing.	**Photo 3 –** Using forklift to manoeuvre a light tower.	**Photo 4 –** Changing the tynes.

GENERAL LABOURING

Frequency Key	(N) Never	0% of duration	(O) Occasional	1-33% of duration	(F) Frequent	34-66% of duration	(C) Constant	67-100% of duration

Task Description

Fitters engage a variety of labouring type tasks within the workshop throughout the course of their day. Duties are inclusive but not limited to:

- Welding and fabrication work.
- Operation of fixed machinery inclusive of pillar drills, bench grinders, hydraulic press, etc.
- Use of electric and handheld tools.
- Manually emptying oil waste into bulk oil waste tanks.
- Driving forklifts.
- Loading and unloading equipment into and out of trucks and onto racking.
- Washing of vehicles and equipment in the washing bay.
- General housekeeping tasks completed ad hoc include sweeping, emptying bins, sorting, and cleaning.

Exposure

- **Exposure of Task:** 2+ hours to complete task over a full shift.

Duration

- **Duration of Task:** 30 minutes completing task without a rest break.

Modification Options

- Task can be rotated with other tasks.
- Breaks can be taken as required on this task.
- Task has other workers available for any assistance as required.
- Training available if required for new tasks.

Cognitive:

- Completion of task at own pace.
- Align task within individual's cognitive capacity.
- Additional practical assistance available when performing challenging tasks.

Emotional:

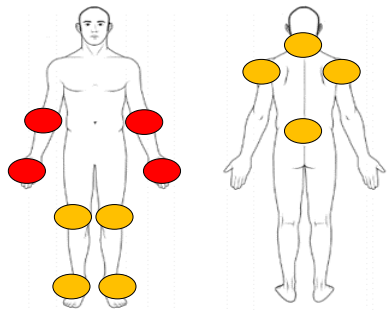
- Availability of onsite support person.
- Debrief and support available in time of crisis (EAP, Mental Health First Aid etc).

Role:

- Workload is reviewed regularly to ensure sufficient resources.

Task Analysis	Frequency			
Physical Demand:	N	O	F	C
Neck movement: extension / flexion / rotation			X	
Shoulder movement: below / above shoulder height			X	
Trunk movement: extension / flexion / rotation			X	
Elbow movement: flexion / extension				X
Hand movement: grasping / fine motor				X
Knee movement: flexion / extension			X	
Foot movement: plantar / dorsi flexion			X	
Standing:			X	
Sitting:				X
Walking:		X		
Squatting / kneeling:		X		
Lifting: average weight: 5kg			X	
- maximum weight: 25kg		X		
Climbing / stairs:		X		
Push / pull:		X		
Vibration:		X		

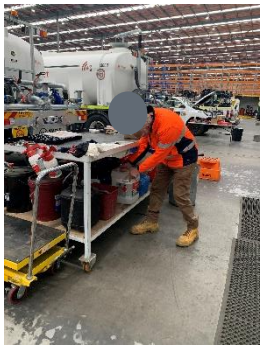
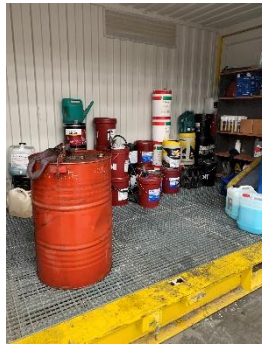
Body Map – Physical Demand



Overall Demands Category

Physical Demand	Cognitive Demand
HEAVY WORK	MEDIUM
Emotional Demand	**Role Demand**
LIGHT	LIGHT

Task Analysis	Frequency			
Psychological Demand:	N	O	F	C
Cognitive Demands				
Reading comprehension			X	
Oral comprehension			X	
Oral expression			X	
Writing		X		
Numerical reasoning		X		
Diagrammatic			X	
Critical thinking		X		
Attention to detail			X	
Judgment and decision making		X		
Active listening		X		
Complex problem solving		X		
Memory			X	
Concentration			X	
Emotional Demands				
Social perceptiveness			X	
Stress tolerance		X		
Persuasion		X		
Dealing with customers			X	
Resolving conflicts & negotiating with others	X			
Deal with unpleasant or angry people	X			
Work independently			X	
Work with work group or team			X	
Role Demands				
Adaptability and flexibility		X		
Time pressure		X		
Time management		X		
Coordinate and lead others			X	
Instructing		X		
Management of financial resources	X			
Management of personnel resources	X			
Impact of decisions on co-workers or company results			X	
Structured work			X	
Responsibility for outcomes and results			X	

Images – General Labouring			
			
Photo 1 - Obtaining equipment from under bench.	**Photo 2 -** Storing of goods.	**Photo 3 -** Driving forklift.	**Photo 4 –** Equipment washing station.
			
Photo 5 – Operation of fixed machinery.	**Photo 6 -** Operation of fixed machinery.	**Photo 7 –** Tanks of oil.	**Photo 8 –** Storage of equipment and oil waste tasks.

ADMINISTRATION

Frequency Key	(N) Never	0% of duration	(O) Occasional	1-33% of duration	(F) Frequent	34-66% of duration	(C) Constant	67-100% of duration

Task Description

Fitters are required to complete administrative based duties on a tablet or computer. These tasks include:

- Access the portal to view their daily schedule maintenance jobs.
- Update the portal as to the status of each job and what has been planned/actioned.
- Maintain accurate written records of maintenance and repairs completed.
- Liaison with internal and external customers/stakeholders over the phone or via email.
- Ordering of parts and equipment as required.

Exposure

- **Exposure of Task:** 2 hours to complete task over a full shift.

Duration

- **Duration of Task:** 10 minutes completing task without a rest break.

Modification Options

- Ergonomic considerations for this task include standing workstation, mouse and keyboard options, lumbar chair supports.
- Breaks can be taken as required on this task.
- Task has other workers available for any assistance as required.
- Training available if required for new tasks.
- Supervisory support available.

Cognitive:

- Completion of task at own pace.
- Provision of simple/basic tasks.
- Align task within individual's cognitive capacity.

Emotional:

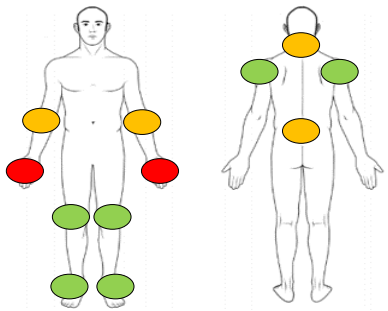
- Availability of onsite support person.
- Debrief and support available in time of crisis (EAP, Mental Health First Aid etc).

Role:

- Workload is reviewed regularly to ensure sufficient resources.

Task Analysis	Frequency			
Physical Demand:	**N**	**O**	**F**	**C**
Neck movement: extension / flexion / rotation			X	
Shoulder movement: below / above shoulder height		X		
Trunk movement: extension / flexion / rotation			X	
Elbow movement: flexion / extension			X	
Hand movement: grasping / fine motor				X
Knee movement: flexion / extension		X		
Foot movement: plantar / dorsi flexion		X		
Standing:		X		
Sitting:			X	
Walking:			X	
Squatting / kneeling:		X		
Lifting: average weight: <1kg		X		
- maximum weight: 2kg		X		
Climbing / stairs:		X		
Push / pull:		X		
Vibration:		X		

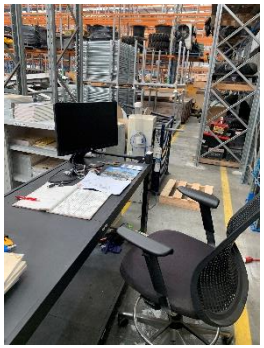
Body Map – Physical Demand



Overall Demands Category

Physical Demand	Cognitive Demand
SEDENTARY WORK	**LIGHT**
Emotional Demand	**Role Demand**
LOWEST	**LIGHT**

Task Analysis	Frequency			
Psychological Demand:	**N**	**O**	**F**	**C**
Cognitive Demands				
Reading comprehension				X
Oral comprehension			X	
Oral expression			X	
Writing		X		
Numerical reasoning		X		
Diagrammatic		X		
Critical thinking		X		
Attention to detail				X
Judgment and decision making		X		
Active listening		X		
Complex problem solving		X		
Memory			X	
Concentration				X
Emotional Demands				
Social perceptiveness		X		
Stress tolerance		X		
Persuasion		X		
Dealing with customers			X	
Resolving conflicts & negotiating with others	X			
Deal with unpleasant or angry people	X			
Work independently			X	
Work with work group or team			X	
Role Demands				
Adaptability and flexibility		X		
Time pressure		X		
Time management			X	
Coordinate and lead others		X		
Instructing		X		
Management of financial resources	X			
Management of personnel resources	X			
Impact of decisions on co-workers or company results			X	
Structured work				X
Responsibility for outcomes and results			X	

Images - Administration	
	
Photo 1 – Use of tablet for reporting.	**Photo 2 –** Desk set-up within the depot.

DEMAND TERMINOLOGY DEFINITIONS

PHYSICAL DEMANDS TERMINOLOGY DEFINITIONS

Abduction: Movement of a body part away from the median plane (of the body, in the case of the limbs; of the hand or foot, in the case of digits).	**Lordosis**: An abnormal extension deformity; anteroposterior curvature of the spine, generally lumbar with the convexity looking anteriorly.
Adduction: Movement of a body part toward the median plane (of the body, in the case of the limbs; of the hand or foot, in the case of digits).	**Lumbar:** Relating to the loins, or the part of the back and sides between the ribs and the pelvis.
Bending: To force into a different or particular, especially curved, shape, as by pressure.	**Lumbosacral joint**: Joint between fifth lumbar vertebra and sacrum.
Biceps: A muscle with two origins or heads. Commonly used to refer to the biceps brachii muscle.	**Medial:** Relating to the middle or centre; nearer to the median plane.
Deltoid: Large muscle of the shoulder that abducts and otherwise moves the upper arm about the shoulder joint against external loads.	**Plantar flexion**: Bending about the ankle joint in the direction of the sole of the foot.
Distal: Situated away from the centre of the body, or from the point of origin; specifically applied to the extremity or distant part of a limb or organ.	**Prehensile**: Adapted for taking hold of or grasping.
Dorsiflexion: Turning upward of the foot or toes or of the hand or fingers.	**Pronation of the forearm**: Rotation of the forearm in such a way that the palm of the hand faces backward when the arm is in the anatomical position, or downward when the arm is extended at a right angle to the body.
Dynamic: The science of motion in response to forces.	**Proximal**: Nearest the trunk or the point of origin, said of part of a limb.
Ergonomics: A branch of ecology concerned with human factors in the design and operations of machines and the physical environment.	**Range of motion**: The range of translation and rotation of a joint for each of it degrees of freedom.
Extension: The act of bringing the distal portion of a joint in continuity (though only parallel) with the long axis of the proximal portion.	**Rotation**: Turning or movement of a body round its axis.
Flexion: The act of flexing or bending, e.g. bending of a joint so as to approximate that parts it connects.	**Stiffness:** Rigid or firm in substance; not flexible, pliant or easily bent.
Force: That which tends to produce motion in a body.	**Strain:** To make an effort to the limit of one's strength; or, the change in shape that a body undergoes when acted upon by an external force.
Frontal plane: In front; relating to the anterior part of a body.	**Supination**: Supination of the forearm: Rotation of the forearm in such a way that the palm of the hand faces forward when the arm is in the anatomical position, or upward when the arm is extended at a right angle to the body.
Gross gripping: Grasping, seizing, holding with a large finger span.	**Torsion:** Twisting or rotation of a part upon its long axis.
Isometric: In physiology, denoting the condition when the ends of a contracting muscle are held fixed so that the contraction produces increased tension at a constant overall length.	**Transverse**: Crosswise; lying across the long axis of the body.
Kyphosis: A deformity of the spine characterised by extensive flexion.	

PSYCHOLOGICAL DEMANDS TERMINOLOGY DEFINITIONS

Cognitive Demands	
Reading comprehension	Understanding written sentences and paragraphs in work related documents.
Oral comprehension	Listen and understand information and ideas presented though spoken words and sentences.
Oral expression	Communicate information and ideas in speaking so others will understand.
Writing	Communicate effectively in writing as appropriate for the needs of the audience.
Numerical reasoning	Choosing the right mathematical methods or formulas to solve a problem.
Diagrammatic	Analyse diagrams, sequences and transformations, which is critical to success in areas such as Computer Programming, Engineering, Electronics and Science.
Critical thinking	Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
Attention to detail	Being careful about detail and thorough in completing work tasks.
Judgment and decision making	Considering the relative costs and benefits of potential actions to choose the most appropriate one.
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.
Memory	Remember information such as words, numbers, pictures, and procedures.
Concentration	Concentrate/focus attention on a task over a period of time without being distracted.
Emotional Demands	
Social perceptiveness	Understanding of other's verbal and nonverbal behaviour and actions. This can include having to interpret a combination of what they are saying as well as their tone of voice, body language, gestures and facial expression.
Stress tolerance	Accepting criticism and dealing calmly and effectively with high stress situations.
Persuasion	Persuading others to change their minds or behaviour.
Dealing with customers	Working with customers (Internal/external).
Resolving conflicts and negotiating with others	Handling complaints, settling disputes, resolving conflicts, and negotiating with people.
Deal with unpleasant or angry people	Dealing with unpleasant, angry, or discourteous individuals as part of the job requirements.
Working independently	Working alone with little or no supervision.
Work with work group or team	Working with others in a group or team.

Role Demands	
Adaptability and flexibility	Being open to change (positive or negative) and to considerable variety in the workplace.
Time pressure	Job requires meeting strict deadlines.
Time management	Requirement to organise, plan and prioritise one's own time and time of others.
Coordinate or lead others	To coordinate or lead others in accomplishing work activities in this job (e.g., leading a team/group of people).
Instructing	Teaching others how to do something.
Management of financial resources	Determining how money will be spent to get the work done, and accounting for these expenditures.
Management of personnel resources	Motivating, developing, and directing people as they work, identifying the best people for the job.
Impact of decisions on co-workers or company results	Employee makes decisions that impact the results of co-workers, clients or the company.
Structured work	Job is structured for the worker, rather than allowing the worker to determine tasks, priorities, and goals.
Responsibility for outcomes and results	Responsible for work outcomes and results of other workers.



CONTACT

The Recovre Group
T: 1300 550 276
F: 1300 720 769
Feedback@Recovre.com.au

PROPRIETARY NATURE OF PROPOSAL

This proposal is prepared for the sole and exclusive use of the party or organisation to which it is addressed. Therefore, this document is considered proprietary to The Recovre Group Pty Ltd (Recovre) and may not be made available to anyone other than the addressee or person(s) within the addressee's organisation who are designated to evaluate or implement the proposal. Recovre proposals may be made available to other persons or organisations only with written permission of Recovre.

All rights reserved. No part of this document may be reproduced or transmitted in any form by any means, electronic or mechanical, including photocopying and recording, or by an information storage or retrieval system, except as may be permitted, in writing, by Recovre.

The Recovre Group Pty Ltd (ABN 35 003 330 167) (Recovre) is a division of Marsh Pty Ltd (ABN 86 004 651 512) AFS Licence No. 238983) which is a business of Marsh McLennan. Copyright © 2022

© COPYRIGHT 2022 The Recovre Group Pty Ltd. All rights reserved. S22-0019