

# Job Dictionary



Company	Heavy Rock Earthmoving
Location	Rockhampton
Date	April 2014
Review Date	April 2015

## Job Dictionary

<b>Position title:</b>	<b>Plant Operator</b>
<b>Compiled by:</b>	Safety Sam – Injury Prevention, Management and Health Consultant - KINNECT
<b>Job Description:</b>	Operation of heavy machinery such as backhoes, excavators and trucks (MR and HR).
Task	Critical Functional Job Demands
Work Planning ( <i>work procedure risk assessments, site security checks</i> ).	<ul style="list-style-type: none"> <li>- Walking up to 30 minutes;</li> <li>- Sitting for periods up to 45 minutes;</li> </ul>
Pre-start safety check and recording ( <i>physically perform safety check and enter data into integrated management system – computer</i> ).	<ul style="list-style-type: none"> <li>- Rare squatting, kneeling, crawling and lying;</li> </ul>
Operators are required to operate machinery through use of hand controls and foot pedals ( <i>according to job demands and personnel available</i> ).	<ul style="list-style-type: none"> <li>- Constant sitting and static neck postures during machinery operation;</li> <li>- Constant forward reach and repetitive grasp to operate hand controls during operation of machinery;</li> <li>- Frequent and repetitive foot movement during machinery operation;</li> <li>- Frequent neck movements;</li> <li>- Occasional forward bent posture;</li> <li>- Occasional ladder climbing up two steps to access / egress machinery cabin and tray of truck.</li> </ul>
Operators may be required to change ground-engaging tools eg. backhoe and excavator.	<ul style="list-style-type: none"> <li>- Heavy lifting up to 30kg between ground and waist height;</li> </ul>
Repairing and servicing of machinery ( <i>e.g. re-greasing, check fluids according to company safety and environment procedures</i> ).	<ul style="list-style-type: none"> <li>- Rare squatting, kneeling, crawling and lying to access machinery;</li> <li>- Rare lifting of tools of up to 5kg at floor to shoulder height;</li> <li>- Rare floor to waist height lifting and carrying of containers of up to 20kg;</li> </ul>
Re-fuelling of machinery ( <i>safely re-fuel equipment according to company safety and environment procedures</i> ).	<ul style="list-style-type: none"> <li>- Rare lifting of tools of up to 5kg at floor to shoulder height;</li> </ul>
Cleaning machinery exterior ( <i>handle, use and store cleaning equipment and chemicals according to company safety and environment procedures</i> ).	<ul style="list-style-type: none"> <li>- Rare lifting of tools of up to 5kg at floor to shoulder height;</li> <li>- Holding medium pressure hoses for periods up to 30 minutes;</li> <li>- Occasional forward bending to clean under equipment;</li> </ul>
Mentoring Trainees and new employees ( <i>monitor equipment use and report to Site Supervisor on operator competency, safe work processes and environment, enter data into management system</i> ).	<ul style="list-style-type: none"> <li>- Extended periods walking and standing to view Operators;</li> <li>- Driving to work sites (seated up to 30 minutes);</li> <li>- Enter comments into integrated management system – sitting up to 45 minutes;</li> </ul>



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<b>Hours / Roster:</b>	6:30 am – 3:30 pm (1 x 30 mins break, 2 x 15 mins break) Monday – Friday
<b>PPE / Uniform:</b>	High visibility long sleeve shirt; High visibility trousers; Sunglasses; Steel Cap Boots; Hat with wide brim sun protection.
<b>Equipment / Tools:</b>	Heavy machinery (backhoes, excavators, trucks (MR and HR)); two-way radio; manual grease gun; hand tools (eg. shifter); prestart record book; mobile telephone.
<b>Environmental Factors:</b>	Seated in air-conditioned cab of machinery when driving between and on worksites. Full exposure to outdoor environment when outside cabin including seasonal temperature variation (7° – 40°). Needs to walk short distances on both even, sealed ground and uneven, soft, wet, muddy, sticky or rocky ground.
<b>Work Characteristics:</b>	The work involves occasional access / egress of machinery via ladder or over tracks of machinery. The work is not carried out during wet weather. Workers may experience time-pressures to complete jobs, particularly when the workload increases following natural disasters (e.g. flood). Hand controls of machinery in cabin are above hip height and within easy reach. In some machinery accessing the two-way radio requires reaching above and behind head (eg. excavator).