



Job Dictionary Grower Liaison Officer



Position Summary:

A worker in the role of Grower Liaison Officer has a range of responsibilities relevant to vintage intake of grapes which can vary significantly between wineries and may include: regular communication with growers and other key company personnel, negotiation of grape contracts and tonnages, crop forecasting and 5-year intake plans, and management of grower databases for the company. In addition to administrative aspects of the role, the worker must travel out to inspect vineyards, collect grape samples and meet with growers at key times throughout the year. Therefore, driving constitutes a considerable percentage of the role.

This document has been developed as part of the South Australian Wine Industry Association Job Dictionary Project following site visits to two South Australian Wineries. As this document reflects the job demands across two sites, it is anticipated that not all tasks will be applicable to all wineries and, conversely, there may be tasks specific to a particular winery that do not appear in this document. Furthermore, based on the equipment, environment and work practise variations the physical demands reflected in this document may not be applicable for all wineries. It is therefore recommended that to utilise this document, an analysis to determine any differences in tasks, work practices, equipment and physical demands should be undertaken.

Physical Demand Level: Light

(As per Dictionary of Occupational Titles Manual, US Department of Labour, 4th Edition, Revised 1991)

The overall classification for this position is 'Light' based on an 8-hour day. There are four tasks performed under this Job Dictionary. Of these tasks, the physical demand classification for each task is outlined below. These classifications are based on the duration that the task is performed.

Classification	Task
Sedentary	Administration
Light	Driving – to/from location Driving – accessing vineyard blocks Vineyard inspection

Process / Task Description:

The following tables briefly describe each major task/process of the job and the associated key physical demands. Please note that the “N” (Never), “O” (Occasional), “F” (Frequent) and “C” (Constant) frequency ratings included within each task description are based on the percentage of time the physical demands are performed during the task/process, and not across an 8 hour day (see table below for details).

Frequency of Work Performance

Definitions	N = Never	O = Occasional	F = Frequent	C = Constant
% of the time	0%	1-33%	34-66%	67-100%



Administration

Sedentary

The Grower Liaison Officer role requires the worker to undertake computer-based tasks which can be either via laptop when conducting site visits (eg at winery and vineyard locations) or via PC at their main office base. Depending on the office facilities, workers may access drawers and cabinets and/or operate a photocopier, which at times will involve refilling with new reams of paper. It is estimated that 80% of the role is administrative in nature and requires many phone calls (mobile generally more than land line) in addition to computer-based functions such as crop forecasting, tonnages/estimates, scheduling visits to growers/vineyards and email communication. Face-to-face meetings are routinely scheduled with growers and take place at key periods throughout the year; the number of meetings per year being highly variable between wineries. A meeting could last for up to 2 hours with location split between the winery and the supplier location (see task "Driving" for description on the driving component of this task). Workers may take a bag or satchel (<5kg est) with them when meeting Clients; this may need to be carried up to 50m depending on the proximity of their office to the car park. Stair access may be required depending on the winery or supplier location.



Computer workstation set up in office



Reaching into drawers



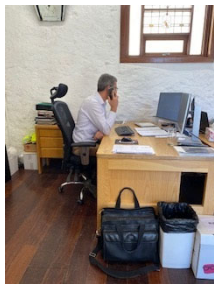
Carrying satchel to/from vehicle



Accessing cupboards



Operating photocopier

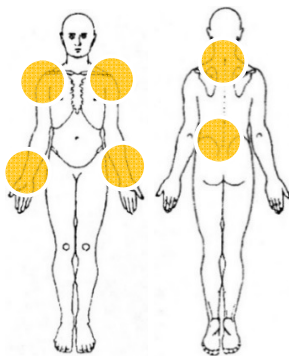


Mobile phone in use



Stair access at winery or at supplier

'At Risk' Body Parts



Task Exposure

Duration: <7 hours

Frequency: Daily

Additional risk factors

Environment

- Nil.

Other

- Nil.

Equipment

Frequency

Lifting/Carrying	Carry distance	Floor - Knuckle	Knuckle - Shoulder	Shoulder - Above shoulder	Frequency			
					N	O	F	C
Laptop	<50m		<2kg est.					
Satchel (full)	<50m	<4kg est.						
Ream of paper	<5m	<2kg est.						

Administration (Continued)				Sedentary				
Pushing/Pulling		Floor - Knuckle	Knuckle - Shoulder	Shoulder - Above shoulder	N	O	F	C
Desk/cupboard drawers		<1kg est.						
Material Handling Overview				Frequency				
				N	O	F	C	
Maximum lift	Floor to knuckle	<4kg est.						
	Knuckle to shoulder	<4kg est.						
	Shoulder to above shoulder	-						
Maximum carry	<50m	<4kg est.						
Maximum push		<1kg est.						
Maximum pull		<1kg est.						
Hold/Restraining	-							
Non-Material Handling Overview				Frequency				
				N	O	F	C	
Sitting	Seated work position at office desk, grower meetings							
Standing	Operating photocopier							
Walking	To/from office and vehicle, at supplier location							
Climbing	Variable, may be required to negotiate stairs to access site office							
Balancing	Variable, may be required to negotiate stairs to access site office							
Neck Movement	Looking between screen and paperwork; looking at keyboard (non-touch typist), taking notes /referring to notes during meetings; looking down at laptop screen Sustained							
Forward bending	Retrieving satchel, reaching into cupboards and drawers							
Turning/Twisting	Seated during meetings (depending on layout of meeting room)							
Reaching overhead	-							
Reaching	Into drawers, from seated position Awkward							
Wrist/Forearm movement	Typing, mouse use, handwritten notes, replacing photocopy paper							
Squatting	Access low drawers, replacing photocopy paper							
Kneeling	Access low drawers, replacing photocopy paper							
Crawling/Lying	-							
Handling	Mouse use Repetitive , paperwork, laptop, mobile phone, satchel							
Fingering	Typing and mouse use Repetitive , entering data, handwritten notes, entering phone numbers on mobile, open/close satchel zipper							
Foot controls	-							

Driving – to/from location

Light

The worker usually drives an automatic passenger vehicle when travelling between customer sites. Travel time can range from as little as 20 minutes for local vineyard locations (eg those in and around the Barossa Valley region) up to 4-5 hours when visiting locations in the south east of the state; the latter involves an overnight stay, however is only required a handful of times each year (eg when visiting the Limestone Coast). Workers estimate that approximately 20% of total driving occurs at the vineyard location (refer to task 'Driving – vineyard block access' for further details). The peak period of travel occurs from November to March during scheduled visits to vineyards across the whole state. Driving is also required in order to attend scheduled face-to-face meetings with growers in June and July (refer to task 'Administration' for details).

Key physical demands include sustained forward reaching, gross grips, sitting and push/pull forces (<2kg) when driving. Squatting, twisting and forward bending postures are required when accessing and egressing the vehicle.



Preparing to access/egress vehicle

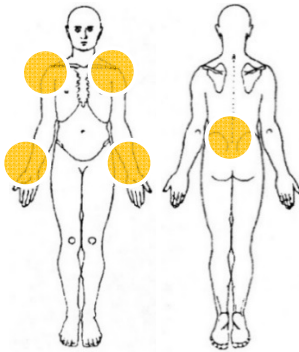


Swinging legs around once seated



Seated in driver's position

'At Risk' Body Parts



Task Exposure

Duration: 20mins to 5 hours

Frequency: Daily

Additional risk factors

Environment

- Glare

Other

- Whole body vibration
- Moving vehicles (traffic)
- Potential fatigue – longer trips

Equipment

Equipment	Frequency			
	N	O	F	C
Lifting/Carrying				
-				
Pushing/Pulling				
Open/close door, steering wheel, hand brake				

Material Handling Overview

	Frequency			
	N	O	F	C
Maximum lift	Floor to knuckle			
	Knuckle to shoulder			
	Shoulder to above shoulder			
Maximum carry				
Maximum push				
Maximum pull				
Hold/Restraining				

Driving – to/from location		Light			
Non-Material Handling Overview		Frequency			
		N	O	F	C
Sitting	Driving Sustained Vibration				
Standing	-				
Walking	-				
Climbing	Access/egress 4 wheel drive / vehicle with higher seating position				
Balancing	Access/egress low driver's seat				
Neck Movement	Reversing, rear and side mirror use, watching road				
Forward bending	Access/egress low driver's seat				
Turning/Twisting	Access/egress low driver's seat Awkward				
Reaching overhead	Grab rail for access 4 wheel drive / vehicle with higher seating position				
Reaching	Steering wheel operation Sustained , hand brake, opening/closing doors				
Wrist/Forearm movement	Steering wheel operation, brake lever				
Squatting	Access/egress low driver's seat				
Kneeling	-				
Crawling/Lying	-				
Handling	Steering wheel operation Sustained , hand brake, controls				
Fingering	Push button controls on steering wheel/console				
Foot controls	Brake and accelerator pedals				

Driving – accessing vineyard blocks

Light

In order to gain an accurate evaluation of the status of the vines and grapes relevant to the grower-winery contracting arrangement, the worker must be able to access multiple blocks within the same vineyard. For time efficiency, the worker drives their vehicle within the vineyard, stopping and egressing the vehicle multiple times during the same vineyard visit. It was noted that uneven terrain and presence of ant nests can make the process of access/egress awkward.

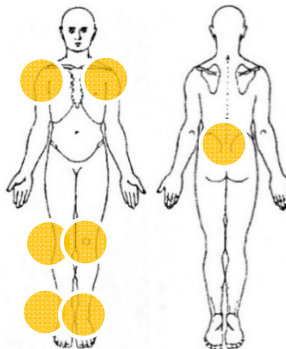
Key physical demands include forward reaching, gross grips, sitting and push/pull forces (<2kg) when driving. Squatting, twisting and forward bending postures are required when accessing and egressing the vehicle. Exposure to whole body vibration when accessing vineyard blocks is noted to be significantly greater than when driving on sealed roads due to the rough terrain; however, the amount of whole body vibration is expected to be reduced if driving a vehicle designed specifically for off-road use.



Open/close driver's side door



Access/egress vehicle on uneven terrain

'At Risk' Body Parts	Task Exposure	
	Duration: 5-15mins/location; 1-5 locations/day	Frequency: Daily (during peak times)
	Additional risk factors	
	Environment <ul style="list-style-type: none"> Hot temperatures Cold temperatures Unshaded work areas Environmental conditions (wind, UV light, rain) 	Other <ul style="list-style-type: none"> Glare Uneven ground – trip hazard during access/egress Whole body vibration Moving vehicles/machinery

Equipment					Frequency			
Lifting/Carrying	Carry distance	Floor - Knuckle	Knuckle - Shoulder	Shoulder - Above shoulder	N	O	F	C
-	-							
Pushing/Pulling		Floor - Knuckle	Knuckle - Shoulder	Shoulder - Above shoulder	N	O	F	C
Open/close door, steering wheel, hand brake			<2kg est.					
Material Handling Overview					Frequency			
					N	O	F	C
Maximum lift	Floor to knuckle							
	Knuckle to shoulder							
	Shoulder to above shoulder							
Maximum carry	-		-					
Maximum push			<2kg est.					
Maximum pull			<2kg est.					
Hold/Restraining	-							

Driving – accessing vineyard blocks

Light

Non-Material Handling Overview		Frequency			
		N	O	F	C
Sitting	Driving Sustained Vibration			■	
Standing	-	■			
Walking	Between end of block and vehicle		■		
Climbing	Access/egress 4 wheel drive / vehicle with higher seating position			■	
Balancing	Access/egress low driver's seat, Access/egress vehicle on uneven/sloped terrain Awkward			■	
Neck Movement	Reversing, rear and side mirror use, watching road		■		
Forward bending	Access/egress low driver's seat		■		
Turning/Twisting	Access/egress low driver's seat on uneven terrain Awkward			■	
Reaching overhead	Grab rail for access 4 wheel drive / vehicle with higher seating position		■		
Reaching	Steering wheel operation Sustained , hand brake, opening/closing doors			■	
Wrist/Forearm movement	Steering wheel operation, brake lever		■		
Squatting	Access/egress low driver's seat			■	
Kneeling	-	■			
Crawling/Lying	-	■			
Handling	Steering wheel operation, hand brake, controls			■	
Fingering	Push button controls on steering wheel/console		■		
Foot controls	Brake and accelerator pedals			■	

Vineyard inspection

Light

Once arrived at the required block within the vineyard, the worker walks between their parked vehicle and down a row of vines. (refer 'Driving- accessing vineyard blocks' for relevant details). The worker's role is to evaluate various aspects of the vineyard that will help to determine whether they are on track to achieve the forecasted tonnage at harvest. For example, the worker will assess the canopy (eg evidence of disease/damage), presence and condition of grape bunches, spacing of the vines, weed growth, soil condition etc. The worker navigates uneven terrain and stops regularly to lift/move parts of the canopy (<2kg est.) and manipulates individual leaves and grape bunches. Grape samples may also be collected in plastic bags (<2kg per bag), for analysis by winemakers/laboratory staff at the winery. They may assume awkward postures to visualise areas under the canopy. The worker may either take notes at the time of inspection or once returned to the office. Time spent in each row is kept to a minimum, unless issues are identified, the grower is present or additional rows/blocks need to be inspected. In general, workers allocate approximately 20 minutes for inspection of one vineyard location.



Inspecting vines



Reaching for low foliage



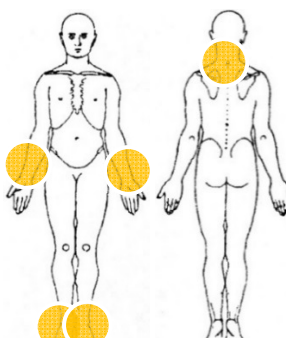
Spreading the canopy to view
grape bunches



Sustained neck posture



Carrying bags of
grape samples (mocked up)

'At Risk' Body Parts	Task Exposure	
	Duration: <30mins - 2hrs per day	Frequency: Daily (during peak time)
Additional risk factors		
Environment <ul style="list-style-type: none"> Hot temperatures Cold temperatures Unshaded work areas Environmental conditions (wind, UV light, rain) 	<ul style="list-style-type: none"> Uneven ground 	Other <ul style="list-style-type: none"> Vineyard machinery (potential)

Equipment	Frequency							
Lifting/Carrying	Carry distance	Floor - Knuckle	Knuckle - Shoulder	Shoulder - Above shoulder	N	O	F	C
Vine canopy	-		<1kg est.					
Grape bunches	-		<1/2 kg est.					
Bags of grape samples (x2)	<500m		<4kg est.					

Vineyard inspection (continued)				Light				
Pushing/Pulling		Floor - Knuckle	Knuckle - Shoulder	Shoulder - Above shoulder	N	O	F	C
Vine canopy			<1kg est.					
Material Handling Overview					Frequency			
					N	O	F	C
Maximum lift	Floor to knuckle			<4kg est.				
	Knuckle to shoulder			<4kg est.				
	Shoulder to above shoulder			-				
Maximum carry	<500m			<4kg est.				
Maximum push								
Maximum pull								
Hold/Restraining	Canopy sections							
Non-Material Handling Overview					Frequency			
					N	O	F	C
Sitting								
Standing	Inspecting canopy and grape bunches							
Walking	Along vineyard row							
Climbing								
Balancing	Uneven terrain Awkward							
Neck Movement	Inspecting canopy and grape bunches Sustained							
Forward bending	Inspecting lower level of canopy							
Turning/Twisting	Viewing grapes deeper in canopy							
Reaching overhead	Spreading canopy (height of person dependant)							
Reaching	Spreading canopy							
Wrist/Forearm movement	Spreading canopy, collecting grape samples, carrying bags of samples							
Squatting								
Kneeling								
Crawling/Lying								
Handling	Canopy, grape bunches, leaves Repetitive							
Fingering	Grapes, leaves							
Foot controls								



Job Dictionary Grower Liaison Officer



Work/Rest Patterns:

Working hours and scheduling of rest breaks vary from organisation to organisation and worker to worker. Please confirm working hours and rest breaks for the individual employee and provide this to the Treating Medical Practitioner as appropriate.

Personal Protective Equipment (PPE):

PPE includes enclosed footwear, sun/wind/rain protection according to seasonal requirements.

Job Physical Demand Summary: Grower Liaison Officer (based on the key physical demands over an 8 hour day)

Frequency	Never (0%)	Occasional (1-33%)	Frequent (34-66%)	Constant (67-100%)
Non Material Handling				
Sitting				
Standing				
Walking				
Climbing				
Balancing				
Neck movement				
Forward bending				
Turning/Twisting				
Reaching overhead				
Reaching				
Wrist/Forearm movement				
Squatting				
Kneeling				
Crawling/Lying				

Material Handling				
Lifting: Floor to Knuckle		<4kg est.		
Lifting: Knuckle to Shoulder		<4kg est.		
Lifting: Shoulder to Above Shoulder				
Carrying		<4kg est. <500m		
Pushing		<2kg est.		
Pulling		<2kg est.		
Handling				
Fingering				
Foot Controls				
Hold/Restraining				

Job Dictionary Grower Liaison Officer

Process / Task Physical Demand Summary – Non Material Handling

The following tables summarise the physical demands required to perform each task/process. The frequency ratings are based on the percentage of time the physical demands are performed during the task/process, not on an 8 hour day.

Physical Demand	Task Breakdown			
	Administration	Driving – to/from location	Driving – accessing vineyard blocks	Vineyard inspection
Classification:	Sedentary	Light	Light	Light
Maximum Task Duration:	<7 hours, daily	20mins to 5 hours, daily	5-15mins/location; 1-5 locations/day	<30mins - 2hrs/day, daily (during peak time)
Sitting	Frequent	Constant Sustained Vibration	Frequent Sustained Vibration	Never
Standing	Occasional	Never	Never	Occasional
Walking	Occasional	Never	Occasional	Frequent
Climbing	Occasional	Occasional	Frequent	Never
Balancing	Occasional	Occasional	Frequent Awkward	Frequent Awkward
Neck Movement	Occasional Sustained	Frequent	Occasional	Constant Sustained
Forward bending	Occasional	Occasional	Occasional	Occasional
Turning/Twisting	Occasional	Occasional Awkward	Frequent Awkward	Occasional
Reaching overhead	Never	Occasional	Occasional	Occasional
Reaching	Occasional Awkward	Constant Sustained	Frequent Sustained	Frequent
Wrist/Forearm Movement	Occasional	Occasional	Occasional	Frequent
Squatting	Occasional	Occasional	Frequent	Never
Kneeling	Occasional	Never	Never	Never
Crawling/Lying	Never	Never	Never	Never

Process / Task Physical Demand Summary – Material Handling

Physical Demand	Task Breakdown			
	Administration	Driving – to/from location	Driving – accessing vineyard blocks	Vineyard inspection
Classification:	Sedentary	Light	Light	Light
Maximum Task Duration:	<7 hours, daily	20mins to 5 hours, daily	5-15mins/location; 1-5 locations/day	<30mins - 2hrs/day, daily (during peak time)
Lifting: Floor to Knuckle	Occasional <4kg est.	Never	Never	Occasional <4kg est.
Lifting: Knuckle to Shoulder	Occasional <4kg est.	Never	Never	Occasional <4kg est.
Lifting: Shoulder to Above Shoulder	Never	Never	Never	Never
Carrying	Occasional <4kg est. <50m	Never	Never	Occasional <4kg est. <500m
Pushing	Occasional <1kg est.	Frequent <2kg est.	Frequent <2kg est.	Occasional <1kg est.
Pulling	Occasional <1kg est.	Frequent <2kg est.	Frequent <2kg est.	Occasional <1kg est.
Handling	Frequent Repetitive	Constant Sustained	Frequent	Frequent Repetitive
Fingering	Frequent Repetitive	Occasional	Occasional	Occasional
Foot Controls	Never	Constant	Frequent	Never
Hold/Restraining	Never	Never	Never	Occasional

Key:

- Risk Factor:** The inclusion of 'Risk Factor' in the above lifting, carrying, pushing or pulling sections highlights the presence of a manual task risk factor that is associated with the demand under which it is listed (please refer to the specific task tables for more detailed information). Please also see the 'key' below for a list of the 'Risk Factors' that may be included.
- Repetitive Movements:** 'Repetitive' means that a movement or force is performed more than twice a minute
- Sustained Postures:** 'Sustained' means a posture or force is held for more than 30 seconds
- Awkward Postures:** 'Awkward' postures means where and part of the body is in an uncomfortable or unnatural position
- Force:** 'Force' means muscular effort that is repetitive, sustained, high or sudden
- Vibration:** 'Vibration refers to exposure to whole body vibration or hand/arm vibration'
- Reference:** Based on the 'Hazardous Manual Tasks Code of Practice' (2020), Safe Work Australia

Key Definitions - Tasks

Sitting	Remaining in a seated position.
Standing	Remaining on one's feet in an upright position without moving greater than 3 steps.
Walking	Moving about on foot greater than 3 steps.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs, or hands and arms.
Balancing	Maintaining body equilibrium to prevent falling when walking, standing, crouching or running on either elevated and unguarded, narrow, slippery or erratically moving surfaces.
Neck movement	Looking downwards, turning and bending sideways.
Forward bending	Bending the body forward and downward by bending spine at waist, requiring full use of lower extremities and back muscles.
Turning/Twisting	Movement from the waist to the left or right causing the spine to twist.
Reaching overhead	Reaching where the hand extends above the height of the shoulder.
Reaching	Reaching where the hands move further than the length of the forearm from the body.
Wrist Forearm movement	Movement or deviation of the wrist away from neutral position (flexion extension, ulnar/radial deviation) and forearm supination/pronation.
Squatting	Working below waist height with hips and knees bent, hips at or below knee level.
Kneeling	Working at floor level, with one or both knees on the floor surface.
Crawling/Lying	Crawling - moving on knees; Lying - remaining in one position, using upper limbs for work.
Lifting*	Raising or lowering an object from one level to another (includes upward pulling and/or exerting upward force to hold an object in static position).
Carrying*	Transporting an object, usually holding in the hands, arms or on the shoulder.
Pushing*	Exerting force upon an object so that the object moves away from the force (including stooping, striking, kicking, treading and exerting force to hold an object in static position).
Pulling*	Exerting force upon an object so that the object moves toward the force (including jerking and exerting force to hold an object in static position).
Handling	Seizing or grasping, holding, turning or otherwise working with the hands. Fingers are only involved to the extent that they are extensions of the hand.
Fingering	Picking, pinching, or otherwise working with the fingers, other than with the whole hand or arm as in handling.
Foot Controls	Use of one or both feet or legs to move controls on machinery or equipment. i.e. pedals
Hold/Restraining	Applying a force to prevent the movement of the object, in any direction. Restraining is a 'static' activity.
*Individual or Team	Work demands may vary resulting in the worker performing tasks individually or as part of a team.

Key Definitions - Physical Demands: Strength Rating & Frequency of Work

Frequency of Work Performance	Physical Demand Classification				
	Sedentary	Light	Medium	Heavy	Very Heavy
Occasional	4.5 kgs	9.1 kgs	22.7 kgs	45.4 kgs	Over 45.4 kgs
Frequent	Negligible	4.5 kgs	11.3 kgs	22.7 kgs	Over 22.7 kgs
Constant	0	Negligible	4.5 kgs	9.1 kgs	Over 9.1 kgs
	Sitting most of the time; may involve walking or standing for brief periods.	(1) Standing/Walking to a significant degree; or (2) Sitting most of the time but entails pushing and/or pulling of arm or leg controls and/or (3) Job requires working at a production rate pace entailing constant pushing and/or pulling of materials, even though the weight is negligible.	Standing/Walking to a significant degree for all categories. Medium to Very Heavy.		

Frequency Definitions	Frequency of Work Performance			
	Never	Occasional	Frequent	Constant
% of the time	0%	1-33%	34-66%	67-100%

Reference: Dictionary of Occupational Titles (DOT Manual), US Department of Labour (4th Edition, Revised 1991)

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