
Defining Manual Workers and Workers in other Demanding Jobs
Supplementary Paper to the Final Report of the Pensions Working Group
Supplementary Paper No 02 (a)

Prepared by the Technical Team to the Pensions Working Group

Date: 30th June 2005

Table of Contents

	Page No
01. Aim	1
02. Method	1
03. Definition of Manual Worker	1
Annex A: ILO Minor Group Classification (ISCO-88)	5
Annex B: MPO Labourer Classification (1997)	10
Annex C: UK Office of National Statistics Standard Occupational Classification 2000 (SOC2000)	11

01. Aim

The aim of this paper is to provide supplementary background to on the definition of Manual Workers and Workers in other Demanding Jobs as defined in the Report titled “65 Years Retirement Age: Impact on Manual Workers and other Demanding Jobs”.

02. Method

In undertaking this assignment, the author:

- considered the Pensions White Paper and all feedback received through the consultation process, relating to the increase in retirement age;
- made use of references obtained from the National Statistics Office, data provided by the Ministry for the Family and Social Solidarity and the Malta National Action Plan for Employment 2004;
- carried out a review of EU policy documents relating to the increase in retirement age and the measures and incentives necessary to support the social structures effectively;
- made use of references from the UK Office of Statistics;
- made use of references from the International Standard Classification of Occupations (ISCO), published by the International Labour Organisation (ILO);
- considered existing categorisation used by the MPO, within the Office of the Prime Minister;
- carried out research to identify best practices in the area in other governments.

03. Definition of a Manual Worker

Maltese law does not distinguish or make categorisation of the different kinds of socio-economical classes of workers. In this regard the two principle classes - white-collar workers and manual workers - used for socio-economical classification is abstract. Since there is no legal definition of the concept of a manual worker as distinct from that of a white-collar worker, the presumption is that all employees who are not white-collar workers within the specification of duties performed laboriously or requiring physical strain must be classed as manual workers.

Appropriately the United Kingdom defines a manual worker as “A worker who works through the expenditure primarily of physical rather than intellectual labour.”¹ A manual worker is often referred to as a ‘Blue-Collar worker’. Blue-Collar workers fall into three (3) core skill differentiations:

1. skilled craft worker;
2. semi-skilled;
3. or unskilled worker.²

These skill differentiators are reflected in the SOC2000 job classification, discussed at a later stage of the paper. The distinguishing factors attributed to blue-collar workers in disadvantage of white-collar workers are:

- (a) the physical nature of the job;
- (b) they are usually paid on a weekly basis; and
- (c) often enjoy less advantageous conditions of service (e.g. holidays) than white-collar, although these differences are being reduced through managerial policies of harmonisation³.

¹ <http://www.eurofound.eu.int/emire/UNITED%20KINGDOM/MANUALWORKER-EN.html>

² <http://www.eurofound.eu.int/emire/UNITED%20KINGDOM/BLUECOLLARWORKER-EN.html>

³ Narrowing or eliminating the differences in the basis of treatment of manual and non-manual workers to achieve "single status" in respect of fringe benefits and other terms and conditions of employment. Remaining differences should be based on the job rather than

Nowadays, however, technological progress is constantly raising the level of skills demanded for the types of work done by manual workers and it is no longer possible to base their categorisation on the criterion of work involving purely physical effort. Their category now also includes qualified skilled workers who are highly trained and carry corresponding responsibilities.

There is no standard regulation of the legal position of manual workers; separate regulations cover particular groups, and in practice collective agreements play a very important role in shaping their pay and conditions.

Collective agreements often negotiated through the major trade and employee unions often refer to the International Standard Classification of Occupations as a reference for the definition of working classes. This is applicable in a localised manner to Malta, where unions apply the International Standard Classification of Occupations (ISCO-88) to define different socio-economical job classifications. This standard published by the International Labour Organisation (ILO) summarises the core manual worker classifications in three 'Minor Groups' listed below.

Mining and construction labourers

Mining and construction labourers perform simple and routine tasks connected with mining or construction, requiring the use of simple hand-held tools and very often considerable physical effort.

Tasks performed usually include: digging, shovelling, lifting, moving, carrying, clearing, loading and unloading; clearing disused workings in mines and quarries; digging out chalk, clay, gravel or sand from open pits; working on demolition sites; spreading gravel, carrying bricks or performing similar tasks in the construction of roads, dams, or buildings. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- (a) Mining and quarrying labourers.
- (b) Construction and maintenance labourers: roads, dams and similar constructions.
- (c) Building construction labourers.

Manufacturing Labourers

Manufacturing labourers perform simple and routine tasks connected with manufacturing which require the use of simple hand-held tools and very often considerable physical effort, or they undertake product-sorting and simple hand-assembling of components.

Tasks performed usually include: simple hand-assembling of components; lifting, carrying, loading, unloading or washing raw materials or products in manufacturing establishments; packing by hand. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- (a) Assembling labourers.
- (b) Hand packers and other manufacturing labourers.

Transport Labourers and Freight Handlers

Transport labourers and freight handlers propel cycles and similar vehicles, drive animal-drawn vehicles, farm or other machinery, and carry out freight handling by hand.

Tasks performed usually include: propelling cycles and similar vehicles or driving animal-drawn

status. Harmonisation of terms and conditions is often seen as an element in obtaining greater flexibility in the workforce and as part of a wider commitment-seeking approach to managing labour and a number of British companies are now introducing it for these reasons.

vehicles to transport passengers and goods; driving animal-drawn machinery; freight-handling. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- (a) Hand or pedal vehicle drivers.
- (b) Drivers of animal-drawn vehicles and machinery.
- (c) Freight handlers.

Further reference and a detailed breakdown of the three worker classifications can be found in **Annex A**.

The Management and Personnel Office within the Office of the Office of the Prime Minister refers to a manual worker as a 'Labourer', classing the employee within an 'Industrial and Supervisory' role. The grade (code 0192) defines a series of duties and responsibilities attune with the distinguishing factors of a Blue-Collar workers mentioned formerly. A complete definition of the grade is found in **Annex B**.

The UK Office of National Statistics has a broader approach to classification, similar in context to the European Commission's NACE Codes⁴. The approach called 'Standard Occupational Classification' (SOC) was first published in 1990 to replace both the Classification of Occupations 1980 (CO80) and the Classification of Occupations and Dictionary of Occupational Titles (CODOT). SOC 1990 has been revised and updated to produce SOC2000. The key concepts behind the classification are:

- (a) kind of work performed – job; and
- (b) the competent performance of the tasks and duties - skill.

Two main sources of pressure to revise SOC 1990 were the need to improve alignment with the International Standard Classification of Occupations (ISCO-88), published by the ILO, and the classification issues revealed by the research to develop the National Statistics Socio-economic Classification.

As argued formerly the major influences on the nature and shape of the revision were the innovations associated with technological developments and less directly, the re-definition of work reflecting the educational attainment of those entering the labour market. The main features of the revision include:

- (a) a tighter definition of managerial occupations;
- (b) a thorough overhaul of computing and related occupations;
- (c) the introduction of specific occupations associated with the environment and conservation;
- (d) changes linked to the upgrading of skills but the de-skilling of manufacturing processes; and
- (e) the recognition of the development of customer service occupations and the emergence of remote service provision through the operation of call centres.

Whilst an objective of the revision had been to maintain a reasonable degree of continuity with SOC 1990, the main priority was to bring the classification up-to-date to reflect changes in society. This has resulted in significant change to the classification.⁵ The classification is categorised into three major sections as listed below:

1	Skilled Trade Occupations	SKILLED AGRICULTURAL TRADES Agricultural Trades
----------	----------------------------------	----------------------------------------------------

⁴ http://europa.eu.int/comm/competition/mergers/cases/index/nace_all.html

⁵ http://www.statistics.gov.uk/methods_quality/ns_sec/

		<p>SKILLED METAL AND ELECTRICAL TRADES Metal Forming, Welding And Related Trades Metal Machining, Fitting And Instrument Making Trades Vehicle Trades Electrical Trades</p>
		<p>SKILLED CONSTRUCTION AND BUILDING TRADES Construction Trades Building Trades</p>
		<p>TEXTILES, PRINTING AND OTHER SKILLED TRADES Textiles And Garments Trades Printing Trades Food Preparation Trades Skilled Trades (General)</p>
2	Process, Plant and Machine Operatives	<p>PROCESS, PLANT AND MACHINE OPERATIVES Process Operatives Plant And Machine Operatives Assemblers And Routine Operatives Construction Operatives</p>
		<p>TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES Transport Drivers And Operatives Mobile Machine Drivers And Operatives</p>
3	Elementary Occupations	<p>ELEMENTARY TRADES, PLANT AND STORAGE RELATED OCCUPATIONS Elementary Agricultural Occupations Elementary Construction Occupations Elementary Process Plant Occupations Elementary Goods Storage Occupations</p>
		<p>ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS Elementary Administration Occupations Elementary Personal Services Occupations Elementary Cleaning Occupations Elementary Security Occupations Elementary Sales Occupations</p>

Further detail of this classification structure is displayed in Annex C.

On the other hand, the ILO still refers to classifications published in the ISCO-88, hence a 1988 publication. The ISCO-88 fails to provide classification associated with the technological developments effecting the labour market and in terms the manual worker.⁶ In this regard, and for the purpose of this study the SOC2000 classification is deemed to be more relevant to Malta's scope.

⁶ <http://www.ilo.org/public/english/bureau/stat/class/isco.htm>

Annex A

ILO Minor Group Classification (ISCO-88)

Mining and Construction Labourers

Mining and construction labourers perform simple and routine tasks connected with mining or construction, requiring the use of simple hand-held tools and very often considerable physical effort.

Tasks performed usually include: digging, shovelling, lifting, moving, carrying, clearing, loading and unloading; clearing disused workings in mines and quarries; digging out chalk, clay, gravel or sand from open pits; working on demolition sites; spreading gravel, carrying bricks or performing similar tasks in the construction of roads, dams, or buildings. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

9311 Mining and quarrying labourers

9312 Construction and maintenance labourers: roads, dams and similar constructions

9313 Building construction labourers

9311 MINING AND QUARRYING LABOURERS

Mining and quarrying labourers perform simple and routine tasks in connection with mining or quarrying. Tasks include:

- (a) removing wood and steel supports from disused workings in mines and quarries;
- (b) digging out chalk, clay, gravel or sand from open pits;
- (c) clearing various obstructions as instructed;
- (d) performing related tasks;
- (e) supervising other workers.

Examples of the occupations classified here:

- Labourer, digging/quarry
- Labourer, mining

Some related occupations classified elsewhere:

- Miner - 7111
- Quarrier - 7111

9312 CONSTRUCTION AND MAINTENANCE LABOURERS: ROADS, DAMS AND SIMILAR CONSTRUCTIONS

Construction and maintenance labourers perform simple and routine tasks in connection with the building and maintenance of roads, dams and similar constructions.

Tasks include:

- (a) digging and filling holes and trenches, spreading gravel and related materials and performing other tasks related to the building and maintenance of railway tracks and roads;
- (b) carrying bricks and mortar to bricklayer or helping in other ways in the building of dams and similar constructions;
- (c) performing related tasks;
- (d) supervising other workers.

Examples of the occupations classified here:

- Labourer, construction
- Labourer, maintenance/dams

9313 BUILDING CONSTRUCTION LABOURERS

Building construction labourers perform simple and routine tasks in connection with various aspects of building construction work. Tasks include:

- (a) cleaning used building bricks and doing other simple work on demolition sites;
- (b) clearing various obstructions as instructed;
- (c) carrying bricks and mortar to bricklayer on construction site;
- (d) performing related tasks;
- (e) supervising other workers.

Examples of the occupations classified here:

- Labourer, construction/buildings
- Labourer, demolition

Some related occupations classified elsewhere:

- Bricklayer, construction - 7122
- Builder, house/traditional materials - 7121
- Demolition worker – 7129

**MINOR GROUP 932
MANUFACTURING LABOURERS**

Manufacturing labourers perform simple and routine tasks connected with manufacturing which require the use of simple hand-held tools and very often considerable physical effort, or they undertake product-sorting and simple hand-assembling of components.

Tasks performed usually include: simple hand-assembling of components; lifting, carrying, loading, unloading or washing raw materials or products in manufacturing establishments; packing by hand. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- 9321 Assembling labourers**
- 9322 Hand packers and other manufacturing labourers**

9321 ASSEMBLING LABOURERS

Assembling labourers undertake product-sorting or simple hand-assembling of components. Tasks include:

- (a) carrying out manual sorting of products or components;
- (b) carrying out simple assembling of components;
- (c) performing related tasks;
- (d) supervising other workers.

Examples of the occupations classified here:

- Bottle sorter
- Labourer, assembling

Some related occupations classified elsewhere:

- Assembler, electrical equipment - 8282
- Assembler, electronic equipment - 8283
- Assembler, leather products - 8286
- Assembler, rubber products - 8284
- Assembler, vehicle - 8281
- Assembler, wood products – 8285

9322 HAND PACKERS AND OTHER MANUFACTURING LABOURERS

Hand packers and other manufacturing labourers pack materials or products by hand and perform a variety of simple routine tasks connected with manufacturing. Tasks include:

- (a) packing materials or products by hand in boxes, bags, cartons, crates, kegs and other containers for shipment or storage;
- (b) moving, lifting, carrying, loading, unloading or washing raw materials or products, in various manufacturing industries or repair and maintenance establishments;
- (c) performing related tasks;
- (d) supervising other workers.

Examples of the occupations classified here:

- Labourer, manufacturing
- Packer, hand

Some related occupations classified elsewhere:

- Machine-operator, labelling - 8290
- Machine-operator, packing – 8290

MINOR GROUP 933 TRANSPORT LABOURERS AND FREIGHT HANDLERS

Transport labourers and freight handlers propel cycles and similar vehicles, drive animal-drawn vehicles, farm or other machinery, and carry out freight handling by hand.

Tasks performed usually include: propelling cycles and similar vehicles or driving animal-drawn vehicles to transport passengers and goods; driving animal-drawn machinery; freight-handling. Supervision of other workers may be included.

Occupations in this minor group are classified into the following unit groups:

- 9331 Hand or pedal vehicle drivers**
- 9332 Drivers of animal-drawn vehicles and machinery**
- 9333 Freight handlers**

9331 HAND OR PEDAL VEHICLE DRIVERS

Hand or pedal vehicle drivers propel cycles and similar vehicles to transport passengers or goods.
Tasks include:

- (a) loading or unloading goods, or assisting passengers in getting on or off a vehicle;
- (b) moving vehicle in the desired direction with due regard to other traffic and traffic regulations;
- (c) making minor repairs and keeping vehicle in good order;
- (d) collecting fares or charges;
- (e) performing related tasks;
- (f) supervising other workers.

Examples of the occupations classified here:

- Driver, pedal vehicle
- Driver, rickshaw

Some related occupations classified else

- Rider, motor cycle - 8321

9332 DRIVERS OF ANIMAL-DRAWN VEHICLES AND MACHINERY

Drivers of animal-drawn vehicles and machinery drive animal-drawn vehicles to transport passengers or goods, as well as animal-drawn machinery usually in connection with farming.

Tasks include:

- (a) harnessing animals and hitching them to vehicles or machinery;
- (b) loading or unloading goods, or assisting passengers in getting on or off a vehicle;
- (c) driving animals in the desired direction with due regard to other traffic and traffic regulations;
- (d) collecting fares or charges;
- (e) driving animals to haul wagons in mines or quarries;
- (f) driving animals hitched to farm or other machinery;
- (g) driving working elephants;
- (h) making minor repairs and keeping vehicles in good order;
- (i) performing related tasks;
- (j) supervising other workers.

Examples of the occupations classified here:

- Driver, animal-drawn vehicle/road.
- Driver, animal train.
- Driver, elephant.

Some related occupations classified elsewhere:

- Driver, car - 8322
- Driver, locomotive - 8311

9333 FREIGHT HANDLERS

Freight handlers carry out tasks such as packing, carrying, loading and unloading furniture and other household items, or loading and unloading ship and aircraft cargoes and other freight, or carrying and stacking goods in various warehouses.

Tasks include:

- (a) packing office or household furniture, machines, appliances and related goods to be transported from one place to another;
- (b) carrying goods to be loaded on or unloaded from vans, trucks, wagons, ships, or aircraft;
- (c) loading and unloading grain, coal, sand and similar goods by placing them on conveyor-belts, pipes, etc;
- (d) connecting hoses between main shore installation pipes and tanks of barges, tankers and other ships to load and unload petroleum, liquefied gases and other liquids;
- (e) carrying and stacking goods in warehouses and similar establishments;
- (f) supervising other workers.

Examples of the occupations classified here:

- Handler, freight

Some related occupations classified elsewhere:

- Operator, crane – 8333
- Operator, truck/lifting - 8334

Annex B

MPO Labourer Classification (1997)

Grade Title: **Labourer**
Grade Code: **0192**
Class: **Industrial and Supervisory**
Salary Scale: **020**

Definition of the Grade

Carries out routine maintenance of government grounds and buildings.

Duties and Responsibilities

- (a) Cleans and sweeps grounds within government premises.
- (b) Performs basic maintenance of parks and gardens such as cutting grass and weeding.
- (c) Collects refuse from government premises, hospital wards.
- (d) Loads and transfers materials to and from vehicles.
- (e) Assists tradesman by fetching equipment; holding ladders, pipes and wiring; clearing work area on completion of task.
- (f) Moves furniture.
- (g) Cleans offices including windows, furniture, kitchen and lavatories.

Entry Requirements

Candidates must be willing to undergo a medical examination that will ascertain their physical fitness for a post.

Method of Recruitment

Recruitment will be through the Employment and Training Corporation.

Annex C

UK Office of National Statistics Standard Occupational Classification 2000 (SOC2000)

Skilled Traders Occupations - Major Group 5

SKILLED AGRICULTURAL TRADES

Agricultural Trades

Farmers
Horticultural trades
Gardeners and groundsman/groundswomen
Agricultural and fishing trades

SKILLED METAL AND ELECTRICAL TRADES

Metal Forming, Welding And Related Trades

Smiths and forge workers
Moulders, core makers, die casters
Sheet metal workers
Metal plate workers, shipwrights, riveters
Welding trades
Pipe fitters

Metal Machining, Fitting And Instrument Making Trades

Metal machining setters and setter-operators
Tool makers, tool fitters and markers-out
Metal working production and maintenance fitters
Precision instrument makers and repairers

Vehicle Trades

Motor mechanics, auto engineers
Vehicle body builders and repairers
Auto electricians
Vehicle spray painters

Electrical Trades

Electricians, electrical fitters
Telecommunications engineers
Lines repairers and cable jointers
TV, video and audio engineers
Computer engineers, installation and maintenance
Electrical/electronics engineers

SKILLED CONSTRUCTION AND BUILDING TRADES

Construction Trades

Steel erectors
Bricklayers, masons
Roofers, roof tilers and slaters
Plumbers, heating and ventilating engineers
Carpenters and joiners
Glaziers, window fabricators and fitters
Construction trades

Building Trades

Plasterers
Floorers and wall tilers
Painters and decorators

TEXTILES, PRINTING AND OTHER SKILLED TRADES

Textiles And Garments Trades

Weavers and knitters
Upholsterers
Leather and related trades
Tailors and dressmakers
Textiles, garments and related trades

Printing Trades

Originators, compositors and print preparers
Printers
Bookbinders and print finishers
Screen printers

Food Preparation Trades

Butchers, meat cutters
Bakers, flour confectioners
Fishmongers, poultry dressers
Chefs, cooks

Skilled Trades

Glass and ceramics makers, decorators and finishers
Furniture makers, other craft woodworkers
Pattern makers (moulds)
Musical instrument makers and tuners
Goldsmiths, silversmiths, precious stone workers
Floral arrangers, florists
Hand craft occupations

Process, Plant and Machine Operatives - Major Group 8

PROCESS, PLANT AND MACHINE OPERATIVES

Process Operatives

Food, drink and tobacco process operatives
Glass and ceramics process operatives
Textile process operatives
Chemical and related process operatives
Rubber process operatives
Plastics process operatives
Metal making and treating process operatives
Electroplaters
Process operatives

Plant And Machine Operatives

Paper and wood machine operatives
Coal mine operatives
Quarry workers and related operatives
Energy plant operatives
Metal working machine operatives
Water and sewerage plant operatives
Plant and machine operatives

Assemblers And Routine Operatives

Assemblers (electrical products)
Assemblers (vehicles and metal goods)
Routine inspectors and testers
Weighers, graders, sorters
Tyre, exhaust and windscreen fitters
Clothing cutters
Sewing machinists
Routine laboratory testers
Assemblers and routine operatives

Construction Operatives

Scaffolders, staggers, riggers
Road construction operatives
Rail construction and maintenance operatives
Construction operatives

TRANSPORT AND MOBILE MACHINE DRIVERS AND OPERATIVES

Transport Drivers And Operatives

Heavy goods vehicle drivers

Van drivers
Bus and coach drivers
Taxi, cab drivers and chauffeurs
Driving instructors
Rail transport operatives
Seafarers (merchant navy); barge, lighter and boat operatives
Air transport operatives
Transport operatives

Mobile Machine Drivers And Operatives

Crane drivers
Fork-lift truck drivers
Agricultural machinery drivers
Mobile machine drivers and operatives

Elementary Occupations - Major Group 9

ELEMENTARY TRADES, PLANT AND STORAGE RELATED OCCUPATIONS

Elementary Agricultural Occupations

Farm workers
Forestry workers
Fishing and agriculture related occupations.

Elementary Construction Occupations

Labourers in building and woodworking trades
Labourers in other construction trades

Elementary Process Plant Occupations

Labourers in foundries
Industrial cleaning process occupations
Printing machine minders and assistants
Packers, bottlers, canners, fillers
Labourers in process and plant operations

Elementary Goods Storage Occupations

Stevedores, dockers and slingers
Other goods handling and storage occupations

ELEMENTARY ADMINISTRATION AND SERVICE OCCUPATIONS

Elementary Administration Occupations

Postal workers, mail sorters, messengers, couriers
Elementary office occupations

Elementary Personal Services Occupations

Hospital porters
Hotel porters
Kitchen and catering assistants
Waiters, Waitresses
Bar staff
Leisure and theme park attendants
Elementary personal services occupations

Elementary Cleaning Occupations

Window cleaners
Road sweepers
Cleaners, domestics
Launderers, dry cleaners, pressers
Refuse and salvage occupations
Elementary cleaning occupations

Elementary Security Occupations

Security guards and related occupations
Traffic wardens
School crossing patrol attendants
School mid-day assistants
Car park attendants
Elementary security occupations

Elementary Sales Occupations

Shelf fillers
Elementary sales occupations