

Training Package	Metal and Engineering (MEM05)			HSC Requirements and Advice
Title	Undertake manual handling			
Unit code	Competency field	Band	Unit weight	HSC Indicative Hours
MEM11011B	Materials handling	A	2	5

Unit descriptor	This unit covers lifting and moving materials manually.
Prerequisites	None
Application of the competency	This unit applies to lifting and moving materials manually and/or using basic manual handling equipment in a wide range of environments. Maximum manual lifting weight limited to National Occupational Health and Safety Commission (NOHSC) recommendations.
Related units	–

Evidence Guide

The evidence guide specifies the evidence required to demonstrate achievement in the unit of competency as a whole. It must be read in conjunction with the unit descriptor, performance criteria, range statement and the assessment guidelines for the Metal and Engineering Training Package.

Overview of assessment requirements	Context of assessment	Interdependent assessment	Method of assessment
A person who demonstrates competency in this unit must be able to move loads manually using appropriate aids.	This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.	This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with moving loads manually or other units requiring the exercise of the skills and knowledge covered by this unit.	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.

Evidence Guide cont/d			HSC Requirements and Advice
Consistency of performance	Required skills	Required knowledge	Key Terms and Concepts
Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.	Look for evidence that confirms skills in: <ul style="list-style-type: none"> • identifying relevant standards and lifting techniques • assessing weight of material • selecting lifting equipment • working and communicating in teams • assessing risks • planning • reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings • following oral instructions. 	Look for evidence that confirms knowledge of: <ul style="list-style-type: none"> • manual handling techniques • hazards of incorrect procedures • NOHSC standards for manual handling • safe work practices and procedures. 	<ul style="list-style-type: none"> • correct manual handling techniques • cost of workplace injury • lifting and moving materials • material weight • National Occupational Health and Safety Commission (NOHSC) standards for manual handling • occupational health and safety (OHS) • risk management • safe and secure placement of material • safe work practices and procedures • scales • standard operating procedures (SOP) • use and application of lifting equipment • work instructions.

Elements	Performance criteria	Range Statement	HSC Requirements and Advice
1 Lift materials manually	<p>1.1 <i>Material weight</i> is determined correctly utilising most appropriate technique, and risks associated with lifting are assessed.</p>	<p>The range statement provides information about the context in which the unit of competency is carried out. The variables [in bold] and scope [dot points] cater for different work requirements, work practices and knowledge between States, Territories and the Commonwealth, and between organisations and workplaces. The range statement relates to the unit as a whole and provides a focus for assessment. Text in italics in the performance criteria is explained here.</p> <p>The following variables may be present and <i>may include</i>, but are not limited to, the examples listed under the scope. All work is undertaken to relevant legislative requirements, where applicable.</p> <p>Material weight</p> <ul style="list-style-type: none"> material weight is determined using scales or interpreting signage. 	<p>Learning experiences for the HSC must address:</p> <p>An awareness of the cost of workplace injury:</p> <ul style="list-style-type: none"> human social economic organisational. <p>A basic understanding of occupational health and safety (OHS) legislation in relation to manual handling.</p> <p>Safe work practices and procedures.</p> <p>A basic understanding of risk management:</p> <ul style="list-style-type: none"> identify hazards assess associated risks use appropriate control measures to eliminate/minimise risks monitor and review control measures. <p>Identification of associated risks to:</p> <ul style="list-style-type: none"> self colleagues. <p>Techniques for determining material weight including:</p> <ul style="list-style-type: none"> interpreting signage/labels using scales.
	<p>1.2 <i>Lifting techniques</i> are undertaken to National Occupational Health and Safety Commission (NOHSC) and standard operating procedures. Types of movement, methods, storage, height and position are considered.</p>	<p>Lifting techniques</p> <ul style="list-style-type: none"> individual or team lifting, use of appropriate lifting equipment. 	<p>Learning experiences for the HSC must address:</p> <p>Knowledge of National Occupational Health and Safety Commission (NOHSC) standards for manual handling.</p> <p>A range of sources for work instructions and procedures in relation to manual handling including:</p> <ul style="list-style-type: none"> job cards/sheets standard operation sheets standard operating procedures (SOP) regulations/legislation workplace policies and procedures.
			Awareness of correct manual handling techniques

Elements	Performance criteria	Range Statement	HSC Requirements and Advice
			when: <ul style="list-style-type: none"> • moving • lifting/carrying items <ul style="list-style-type: none"> - individually - in pairs - with a team • using hand tools • placing items down • loading/unloading <ul style="list-style-type: none"> - into general storage - in/out of transport - to/from raised work area • working at heights • bending and twisting • using mechanical aids/lifting equipment • transferring hazardous materials • undertaking repetitious tasks.
2 Move/shift materials manually	2.1 <i>Appropriate equipment</i> is selected where required.	Appropriate equipment <ul style="list-style-type: none"> • hand trolleys, wheelbarrows, motorised/hand pallet trucks (not sit on), scissor lifts, boom lifts, hand carts, dedicated production or process lifting equipment such as baskets, spreader bars, cradles or the like attached to lifting equipment. 	Learning experiences for the HSC must address: OHS considerations for the use and operation of lifting equipment including: <ul style="list-style-type: none"> • danger to self and others • hazard identification and risk control measures • load restraints • qualifications/licence and training of the operator. Correct use/application of lifting equipment for manual handling including: <ul style="list-style-type: none"> • hand trolleys • wheelbarrows • motorised/hand pallet trucks (not sit-on) • scissor lifts • boom lifts • hand carts • dedicated production/process lifting devices attached to lifting equipment <ul style="list-style-type: none"> - baskets - spreader bars - cradles.
	2.2 Material is placed safely and securely on moving equipment.		Learning experiences for the HSC must address: An understanding of the importance of safe and secure

Elements	Performance criteria	Range Statement	HSC Requirements and Advice
			placement of materials on moving/lifting equipment.
	2.3 Material is relocated ensuring safety of personnel and security of material.		
	2.4 Material is unloaded from moving equipment and placed in a safe and secure manner.		