<table>
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<tr>
<th>Training Package</th>
<th>Retail Services (SIR07)/Transport and Distribution (TDT02)</th>
<th>HSC Requirements and Advice</th>
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<tbody>
<tr>
<td>Unit title</td>
<td>Shift materials safely using manual handling methods</td>
<td></td>
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<tr>
<td>Unit code</td>
<td>TDTD197B</td>
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<tr>
<td>Competency field (for SIR07)</td>
<td>Goods Handling</td>
<td>Field D (for TDT02)</td>
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<tr>
<td>HSC Indicative Hours</td>
<td>10</td>
<td></td>
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</tbody>
</table>

**Description**

This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

*Persons achieving competence in this unit will need to fulfil all of the relevant State/Territory OHS regulatory requirements concerning the safe lifting and handling of a load using manual handling techniques.*

**Prerequisite units**

–

**Interdependent assessment of units**

This unit of competency may be assessed in conjunction with other units that form part of a worker's job function.

**Employability Skills**

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### Evidence Guide

<table>
<thead>
<tr>
<th>Critical aspects of evidence to be considered</th>
<th>Context for assessment</th>
<th>Consistency in performance</th>
<th>Resource implications</th>
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<tr>
<td>Assessment must confirm appropriate knowledge and skills to:</td>
<td>Assessment of this unit must be undertaken by a Registered Training Organisation. As a minimum, assessment of knowledge must be conducted through appropriate oral and/or written questioning. Appropriate practical assessment must occur:</td>
<td>Applies underpinning knowledge and skills when:</td>
<td>Access is required to opportunities to:</td>
</tr>
<tr>
<td>• locate, interpret and apply relevant information</td>
<td>• at the Registered Training Organisation, and/or</td>
<td>• following designated work plans for load shifting jobs</td>
<td>• participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to shift materials safely using manual handling methods, and/or</td>
</tr>
<tr>
<td>• provide customer/client service and work effectively with others</td>
<td>• in an appropriate work situation.</td>
<td>• using appropriate techniques and body positioning when lifting, lowering and carrying a load and when pulling and pushing and team lifting</td>
<td>• shift materials safely using manual handling methods in an appropriate range of operational situations.</td>
</tr>
<tr>
<td>• convey information in written and oral form</td>
<td></td>
<td>• applying safety precautions relevant to the load shifting task.</td>
<td></td>
</tr>
<tr>
<td>• maintain workplace records</td>
<td></td>
<td>Shows evidence of application of relevant workplace procedures including:</td>
<td></td>
</tr>
<tr>
<td>• select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context</td>
<td></td>
<td>• OHS regulations and hazard prevention policies and procedures</td>
<td></td>
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<tr>
<td>• follow the designated work plan for the job</td>
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October 2007  
TDTD197B Shift materials safely using manual handling methods  
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<table>
<thead>
<tr>
<th>Critical aspects of evidence to be considered cont/d</th>
<th>Consistency in performance cont/d</th>
</tr>
</thead>
</table>
| • use appropriate techniques and body positioning when lifting, lowering and carrying, pulling and pushing and team lifting. | • workplace procedures and work instructions concerning the manual shifting of loads  
• obtaining assistance from other team members when required  
• housekeeping procedures  
• environmental protection procedures when shifting materials.  
Action is taken promptly to report and/or rectify any potential difficulties in the packaging of goods in accordance with OHS requirements and workplace procedures.  
Performance is demonstrated consistently over a period of time and in a suitable range of contexts.  
Work is completed systematically with required attention to detail without damage to goods, equipment or personnel. |
### Required knowledge and skills

- relevant OHS and procedures and guidelines concerning the manual lifting and movement of loads
- risks when manually lifting and handling materials and goods and related precautions to control the risk, including:
  - the load on the spine during lifting
  - controlled actions on a movement during lifting
  - rotation and side movement of the spine during lifting
  - postures and positions during lifting
- work layout
- weight of the load
- load type and position
- frequency of shifting operations
- distance over which load is to be shifted
- time allowed for the shifting of the load
- workplace procedures and policies for the shifting of goods and materials
- housekeeping standards procedures required in the workplace
- site layout and obstacles
- ability to modify activities depending on differing workplace contexts, risk situations and environments
- ability to read and comprehend simple statements in English including material data safety sheets (where applicable)
- ability to identify containers and goods coding, IMDG markings and, where applicable, emergency information panels
- ability to estimate the size, shape and special requirements of loads.
<table>
<thead>
<tr>
<th>Element</th>
<th>Performance Criteria</th>
<th>Range of Variables</th>
</tr>
</thead>
</table>
| 1. | **Assess risks arising from the relocation of the load** | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | a. Products, goods or materials to be relocated are identified. | **Worksite environment**  
- The shifting operations may be conducted in a range of work environments by day or night  
- Customers may be internal or external  
- Workplaces may comprise large, medium or small worksites  
- Work may be conducted in:  
  - Restricted spaces  
  - Exposed conditions  
  - Controlled or open environments  
- Materials to be shifted may include:  
  - Goods  
  - Equipment and tools  
  - Cleaning materials  
  - Components and parts of vehicles and equipment such as tyres, batteries, lifting gear, etc.  
  - Materials used in the course of work such as drums of fuel, raw materials, packaging, etc.  
- Loads to be shifted may be:  
  - Irregularly shaped  
  - Packaged or unpackaged  
  - Labelled or unlabelled  
- Hazards in the work area may include exposure to:  
  - Chemicals  
  - Dangerous or hazardous substances  
  - Movements of equipment, goods and materials  
- Personnel in the work area may include:  
  - Workplace personnel  
  - Site visitors  
  - Contractors  
  - Official representatives  
- Communication in the work area may include:  
  - Phone  
  - Electronic data interchange |
| | b. Locations for storage are determined and potential routes to be followed are identified. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | c. Effect of load relocation on original load base is predicted. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | d. Points of balance are estimated. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | e. Required clearances are compared to available space and adjustments made. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | f. Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | g. Potential risks in route(s) which may be followed are considered. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | h. Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | i. Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
| | j. Team lifting processes are considered for application. | **General context**  
- Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads  
- Work is performed under some supervision generally within a team environment  
- Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work. |
<table>
<thead>
<tr>
<th>Element</th>
<th>Performance Criteria</th>
<th>Range of Variables</th>
</tr>
</thead>
</table>
| k. Appropriate personal protective equipment is worn. | - fax  
- e-mail  
- Internet  
- radio  
- oral, aural or signed communications  
- depending on the type of organisation concerned and the local terminology used, workplace procedures may include:  
  - company procedures  
  - enterprise procedures  
  - organisational procedures  
  - established procedures  
- personal protection equipment may include:  
  - gloves  
  - safety headwear and footwear  
  - safety glasses  
  - two-way radios  
  - high visibility clothing. |

| 2 Plan load relocation | a. Relocation of the load is planned consistent with the code of practice for manual handling. | Sources of information/documents  
- information/documents may include:  
  - goods identification numbers and codes  
  - manifests, bar codes, goods and container identification  
  - manufacturer's specifications for equipment/tools  
  - workplace procedures and policies  
  - supplier and/or client instructions  
  - material safety data sheets  
  - codes of practice including the National Standards for Manual Handling and the Industry Safety Code  
  - relevant legislation, regulations and related documentation  
  - award, enterprise bargaining agreement, other industrial arrangements  
  - standards and certification requirements  
  - quality assurance procedures  
  - emergency procedures. |
| - Process for relocating load is proposed including predicting and planning for potential difficulties. | - established procedures  
- personal protection equipment may include:  
  - gloves  
  - safety headwear and footwear  
  - safety glasses  
  - two-way radios  
  - high visibility clothing. |
| - Proposed process is checked against code of practice and workplace procedures for compliance. | - two-way radios  
- high visibility clothing. |

| 3 Relocate load | a. Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and OHS requirements. | Applicable regulations and legislation  
- applicable regulations and legislation may include:  
  - relevant State/Territory OHS legislation  
  - relevant State/Territory environmental protection legislation  
  - workplace relations regulations  
  - workers compensation regulations  
  - licence, patent or copyright arrangements  
  - dangerous goods and air freight regulations  
  - export/import/quarantine/bond requirements  
  - marine orders. |
| - Applications appropriate for team relocation of load are identified. | - goods identification numbers and codes  
- manifests, bar codes, goods and container identification  
- manufacturer's specifications for equipment/tools  
- workplace procedures and policies  
- supplier and/or client instructions  
- material safety data sheets  
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code  
- relevant legislation, regulations and related documentation  
- award, enterprise bargaining agreement, other industrial arrangements  
- standards and certification requirements  
- quality assurance procedures  
- emergency procedures. |
| - Team lifting tasks are coordinated. | - goods identification numbers and codes  
- manifests, bar codes, goods and container identification  
- manufacturer's specifications for equipment/tools  
- workplace procedures and policies  
- supplier and/or client instructions  
- material safety data sheets  
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code  
- relevant legislation, regulations and related documentation  
- award, enterprise bargaining agreement, other industrial arrangements  
- standards and certification requirements  
- quality assurance procedures  
- emergency procedures. |
| - Planned process and route are followed. | - goods identification numbers and codes  
- manifests, bar codes, goods and container identification  
- manufacturer's specifications for equipment/tools  
- workplace procedures and policies  
- supplier and/or client instructions  
- material safety data sheets  
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code  
- relevant legislation, regulations and related documentation  
- award, enterprise bargaining agreement, other industrial arrangements  
- standards and certification requirements  
- quality assurance procedures  
- emergency procedures. |
| - Relocated materials are set down without damage to goods, personnel or equipment and checked for stability. | - goods identification numbers and codes  
- manifests, bar codes, goods and container identification  
- manufacturer's specifications for equipment/tools  
- workplace procedures and policies  
- supplier and/or client instructions  
- material safety data sheets  
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code  
- relevant legislation, regulations and related documentation  
- award, enterprise bargaining agreement, other industrial arrangements  
- standards and certification requirements  
- quality assurance procedures  
- emergency procedures. |
| - Relocation is checked to see that it meets work requirements, with any variance(s) reported. | - goods identification numbers and codes  
- manifests, bar codes, goods and container identification  
- manufacturer's specifications for equipment/tools  
- workplace procedures and policies  
- supplier and/or client instructions  
- material safety data sheets  
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code  
- relevant legislation, regulations and related documentation  
- award, enterprise bargaining agreement, other industrial arrangements  
- standards and certification requirements  
- quality assurance procedures  
- emergency procedures. |
KEY COMPETENCIES

Three levels of performance denote level of competency required to perform a task.

1. Perform  
2. Administer  
3. Design

<table>
<thead>
<tr>
<th>Key competency</th>
<th>Performance level</th>
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<tr>
<td>Collect, analyse and organise information</td>
<td>2</td>
</tr>
<tr>
<td>Communicate ideas and information</td>
<td>1</td>
</tr>
<tr>
<td>Plan and organise activities</td>
<td>2</td>
</tr>
<tr>
<td>Work with others and in teams</td>
<td>2</td>
</tr>
<tr>
<td>Use mathematical ideas and techniques</td>
<td>2</td>
</tr>
<tr>
<td>Solve problems</td>
<td>2</td>
</tr>
<tr>
<td>Use technology</td>
<td>2</td>
</tr>
</tbody>
</table>