

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

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. <i>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.</i>
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	–

Evidence Guide

Critical aspects of evidence to be considered	Context for assessment	Consistency in performance	Resource implications
<p>Assessment must confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> locate, interpret and apply relevant information provide customer/client service and work effectively with others convey information in written and oral form maintain workplace records select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context follow the designated work plan for the job 	<p>Assessment of this unit must be undertaken by a Registered Training Organisation.</p> <p>As a minimum, assessment of knowledge must be conducted through appropriate oral and/or written questioning.</p> <p>Appropriate practical assessment must occur:</p> <ul style="list-style-type: none"> at the Registered Training Organisation, and/or in an appropriate work situation. 	<p>Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> following designated work plans for load shifting jobs using appropriate techniques and body positioning when lifting, lowering and carrying a load and when pulling and pushing and team lifting applying safety precautions relevant to the load shifting task. <p>Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> OHS regulations and hazard prevention policies and procedures 	<p>Access is required to opportunities to:</p> <ul style="list-style-type: none"> 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 shift materials safely using manual handling methods in an appropriate range of operational situations.

Critical aspects of evidence to be considered cont/d		Consistency in performance cont/d	
<ul style="list-style-type: none"> • use appropriate techniques and body positioning when lifting, lowering and carrying, pulling and pushing and team lifting. 		<ul style="list-style-type: none"> • 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. <p>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.</p> <p>Performance is demonstrated consistently over a period of time and in a suitable range of contexts.</p> <p>Work is completed systematically with required attention to detail without damage to goods, equipment or personnel.</p>	

Evidence Guide cont/d

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.

Element	Performance Criteria	Range of Variables
1 Assess risks arising from the relocation of the load	a. Products, goods or materials to be relocated are identified.	<p>General context</p> <ul style="list-style-type: none"> • 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. <p>Worksite environment</p> <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> - restricted spaces - exposed conditions - controlled or open environments • materials to be shifted may include: <ul style="list-style-type: none"> - 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: <ul style="list-style-type: none"> - irregularly shaped - packaged or unpackaged - labelled or unlabelled • hazards in the work area may include exposure to: <ul style="list-style-type: none"> - chemicals - dangerous or hazardous substances - movements of equipment, goods and materials • personnel in the work area may include: <ul style="list-style-type: none"> - workplace personnel - site visitors - contractors - official representatives • communication in the work area may include: <ul style="list-style-type: none"> - phone - electronic data interchange
	b. Locations for storage are determined and potential routes to be followed are identified.	
	c. Effect of load relocation on original load base is predicted.	
	d. Points of balance are estimated.	
	e. Required clearances are compared to available space and adjustments made.	
	f. Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered.	
	g. Potential risks in route(s) which may be followed are considered.	
	h. Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods.	
	i. Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified.	
	j. Team lifting processes are considered for application.	

Element	Performance Criteria	Range of Variables
	k. Appropriate personal protective equipment is worn.	<ul style="list-style-type: none"> - fax - e-mail - Internet - radio - oral, aural or signed communications
2 Plan load relocation	a. Relocation of the load is planned consistent with the code of practice for manual handling.	<ul style="list-style-type: none"> • depending on the type of organisation concerned and the local terminology used, workplace procedures may include: <ul style="list-style-type: none"> - company procedures - enterprise procedures - organisational procedures - established procedures • personal protection equipment may include: <ul style="list-style-type: none"> - gloves - safety headwear and footwear - safety glasses - two-way radios - high visibility clothing. <p>Sources of information/documents</p> <ul style="list-style-type: none"> • information/documents may include: <ul style="list-style-type: none"> - 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. <p>Applicable regulations and legislation</p> <ul style="list-style-type: none"> • applicable regulations and legislation may include: <ul style="list-style-type: none"> - 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.
	b. Process for relocating load is proposed including predicting and planning for potential difficulties.	
	c. Proposed process is checked against code of practice and workplace procedures for compliance.	
3 Relocate load	a. Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and OHS requirements.	
	b. Applications appropriate for team relocation of load are identified.	
	c. Team lifting tasks are coordinated.	
	d. Planned process and route are followed.	
	e. Relocated materials are set down without damage to goods, personnel or equipment and checked for stability.	
	f. Relocation is checked to see that it meets work requirements, with any variance(s) reported.	

KEY COMPETENCIES

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

1. Perform 2. Administer 3. Design

Key competency	Performance level
Collect, analyse and organise information	2
Communicate ideas and information	1
Plan and organise activities	2
Work with others and in teams	2
Use mathematical ideas and techniques	2
Solve problems	2
Use technology	2