

<b>Training Package</b>	Retail Services (SIR07)/Transport and Distribution (TDT02)		<b>HSC Requirements and Advice</b>
<b>Unit title</b>	<b>Move materials mechanically using automated equipment</b>		
<b>Unit code</b>	<b>Competency field</b> (for SIR07)	<b>Field D</b> (for TDT02)	<b>HSC Indicative Hours</b>
<b>TDTD1397B</b>	Goods Handling	Load Handling	<b>15</b>

<b>Description</b>	<p>This unit involves the skills and knowledge required to move materials mechanically using automated equipment such as automatic guided vehicles, tow motors, high level order pickers, conveyor systems, and mechanised pallet movers. This includes selecting appropriate mechanical moving equipment (where relevant), moving materials/goods in accordance with operational requirements, checking condition of materials/goods and completing all required documentation.</p> <p><i>Persons achieving competence in this unit will need to fulfil all of the relevant Australian and State/Territory regulations and codes concerned with the handling of goods and materials, including dangerous goods and materials where relevant.</i></p>
<b>Prerequisite units</b>	–
<b>Interdependent assessment of units</b>	This unit of competency may be assessed in conjunction with other units that form part of a worker's job function.
<b>Employability Skills</b>	–

### Evidence Guide

<b>Critical aspects of evidence to be considered</b>	<b>Context for assessment</b>	<b>Consistency in performance</b>	<b>Resource implications</b>
<p>Assessment <b>must</b> confirm appropriate knowledge and skills to:</p> <ul style="list-style-type: none"> <li>• use automated equipment to move loads mechanically</li> <li>• identify risks to self, others and equipment when using automated equipment to move materials and take appropriate precautions to minimise the risks</li> <li>• estimate effect of load and operating limitations of automated equipment</li> <li>• locate, interpret and apply relevant information</li> <li>• maintain workplace records</li> </ul>	<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"> <li>• at the Registered Training Organisation, and/or</li> <li>• in an appropriate work situation.</li> </ul>	<p>Applies underpinning knowledge and skills when:</p> <ul style="list-style-type: none"> <li>• using automated equipment to move loads mechanically</li> <li>• identifying risks to self, others and equipment when using automated equipment to move materials and taking appropriate precautions to minimise the risks</li> <li>• estimating effect of load and operating limitations of equipment</li> <li>• locating, interpreting and applying relevant information</li> </ul>	<p>Access is required to opportunities to:</p> <ul style="list-style-type: none"> <li>• participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to mechanically move materials and goods safely using automated equipment, and/or</li> <li>• mechanically move materials and goods safely using automated equipment in an appropriate range of operational situations.</li> </ul>

Critical aspects of evidence to be considered cont/d		Consistency in performance cont/d	
<ul style="list-style-type: none"> <li>• use workplace colloquial and technical language and communication technologies in the workplace context.</li> </ul>		<ul style="list-style-type: none"> <li>• maintaining workplace records</li> <li>• using workplace colloquial and technical language and communication technologies in the workplace context</li> </ul> <p>Shows evidence of application of relevant workplace procedures including:</p> <ul style="list-style-type: none"> <li>• OHS regulations and hazard prevention policies and procedures</li> <li>• workplace procedures and work instructions concerning the use of automated equipment to mechanically move materials and goods</li> <li>• obtaining assistance from other team members when required</li> <li>• housekeeping procedures</li> <li>• environmental protection procedures when shifting materials.</li> </ul> <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 procedures and guidelines concerning the use of automated equipment to move loads mechanically
- risks when using automated equipment to move loads and related precautions to control the risks
- workplace procedures and policies for the movement of materials and goods using automated equipment
- housekeeping standards and 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
- 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 Select load moving equipment	<p>a. The mechanised handling equipment, the route to be taken and procedures to be used are selected appropriate to the characteristics of the goods.</p> <p>b. Dangerous goods and hazardous materials are identified and handled in accordance with codes of practice, OHS requirements and workplace procedures.</p>	<p><b>General context</b></p> <ul style="list-style-type: none"> <li>• work must be carried out in compliance with the relevant OHS regulations concerning the movement of materials mechanically using automated equipment</li> <li>• work is performed under limited or minimum supervision</li> <li>• work involves the application of the basic principles and routine procedures for the safe movement of materials mechanically using automated equipment.</li> </ul> <p><b>Worksite environment</b></p> <ul style="list-style-type: none"> <li>• the operations may be conducted in a range of work environments by day or night in a range of typical weather conditions</li> <li>• customers may be internal or external</li> <li>• workplaces may comprise large, medium or small worksites</li> <li>• work may be conducted in: <ul style="list-style-type: none"> <li>- restricted spaces</li> <li>- exposed conditions</li> <li>- controlled or open environments</li> </ul> </li> <li>• mechanised equipment may include a range of goods and material handling equipment such as: <ul style="list-style-type: none"> <li>- automatic guided vehicle</li> <li>- tow motors</li> <li>- high level order picker</li> <li>- conveyor system</li> <li>- mechanised pallet mover</li> </ul> </li> <li>• personal protection equipment may include: <ul style="list-style-type: none"> <li>- gloves</li> <li>- safety headwear and footwear</li> <li>- safety glasses</li> <li>- two-way radios</li> <li>- high visibility clothing</li> </ul> </li> </ul>
2 Move goods	<p>a. Goods are moved using the selected materials handling equipment in accordance with occupational health and safety regulations, manufacturer's instructions and company procedures.</p>	<ul style="list-style-type: none"> <li>• hazards in the work area may include exposure to: <ul style="list-style-type: none"> <li>- chemicals</li> <li>- dangerous or hazardous substances</li> <li>- movements of equipment, goods and materials</li> <li>- moving and rotating equipment and vehicles</li> </ul> </li> <li>• personnel in the work area may include: <ul style="list-style-type: none"> <li>- workplace personnel</li> <li>- site visitors</li> <li>- contractors</li> <li>- official representatives</li> </ul> </li> </ul>

Element	Performance Criteria	Range of Variables
	<p>b. Problems in the movement of goods and materials using the automated equipment are identified and are reported in accordance with workplace procedures.</p>	<ul style="list-style-type: none"> <li>• communication in the work area may include:               <ul style="list-style-type: none"> <li>- phone</li> <li>- electronic data interchange</li> <li>- fax</li> <li>- e-mail</li> <li>- Internet</li> <li>- radio</li> <li>- oral, aural or signed communications</li> </ul> </li> <li>• depending on the type of organisation concerned and the local terminology used, workplace procedures may include:               <ul style="list-style-type: none"> <li>- company procedures</li> <li>- enterprise procedures</li> <li>- organisational procedures</li> <li>- established procedures.</li> </ul> </li> </ul>
<p>3 Check goods and complete documentation</p>	<p>a. Moved goods are inspected for possible damage during transit/ movement and appropriate action is taken.</p> <p>b. All required documentation is completed for the tracking of the moved goods in accordance with company requirements.</p>	<p><b>Sources of information/documents</b></p> <ul style="list-style-type: none"> <li>• information/documents may include:               <ul style="list-style-type: none"> <li>- goods identification numbers and codes</li> <li>- manifests, bar codes, goods and container identification</li> <li>- manufacturer's instructions concerning the use and servicing of automated mechanical equipment</li> <li>- workplace procedures and policies</li> <li>- supplier and/or client instructions</li> <li>- material safety data sheets</li> <li>- codes of practice including the National Standards for Manual Handling and the Industry Safety Code</li> <li>- relevant legislation, regulations and related documentation</li> <li>- award, enterprise bargaining agreement, other industrial arrangements</li> <li>- standards and certification requirements</li> <li>- quality assurance procedures</li> <li>- emergency procedures.</li> </ul> </li> </ul> <p><b>Applicable regulations and legislation</b></p> <ul style="list-style-type: none"> <li>• applicable regulations and legislation may include:               <ul style="list-style-type: none"> <li>- relevant State/Territory OHS legislation</li> <li>- relevant State/Territory environmental protection legislation</li> <li>- workplace relations regulations</li> <li>- workers compensation regulations</li> <li>- ADG Code and regulations.</li> </ul> </li> </ul>

## KEY COMPETENCIES

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

1. Perform                      2. Administer                      3. Design

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