



Australian Government

HLTHSS004 Handle and move equipment, goods and mail

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p> <p>Supersedes HLTMS204D</p>

Application

This unit describes the skills and knowledge required to deal with the safe collection, handling, sorting, movement, portage and delivery of items to internal and external customers.

This unit applies to workers providing portering, courier or similar services in a health or community services setting. Work is typically performed under supervision, with predetermined guidelines and generally within a team environment. Individuals are accountable for their own results.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

Elements define the essential outcomes.

1. Prepare to move *equipment, goods and mail*

PERFORMANCE CRITERIA

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1.1 Sort equipment, goods and mail for collection and internal and external delivery

1.2 Maintain a clean and tidy sorting area

1.3 Determine requirements for manual handling assistance to lift and move equipment or goods safely

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

2. Collect and deliver equipment, goods and mail

1.4 Plan appropriate routes and transportation requirements

2.1 Disconnect and clean equipment in accordance with organisation requirements

2.2 Lift and move equipment and goods safely in accordance with organisation procedures

2.3 Secure equipment, goods and mail for transportation

2.4 Collect items for internal and external delivery

2.5 Deliver equipment, goods and mail according to instructions and schedules

2.6 Place delivered equipment, goods and mail in required location

2.7 Position and reconnect equipment according to organisation requirements

3. Finalise collections and deliveries

3.1 Follow organisation procedures for equipment and goods requiring repair

3.2 Return repaired equipment to required location

3.3 Complete required documentation

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>