



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU236C Shift loads mechanically

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to use pallet trucks, overhead travellers and load shifting equipment. It does not include forklifts.
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Application of the Unit

Application of the unit	This unit requires the individual to shift loads using mechanised equipment.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Attach lifting gear to loads	1.1. Routine pre-use checks are undertaken according to manufacturer's specifications and regulatory safety requirements 1.2. Non-compliance with specifications is reported for repair/replacement
2. Move loads	2.1. Type of material is determined from labels, colour codes, signage 2.2. Material properties are understood 2.3. Load is inspected and best handling method is determined for weight and shape 2.4. All relevant uncertainties and unknowns are clarified with appropriately qualified authority 2.5. All relevant safety and emergency procedures are understood and implemented as required 2.6. All relevant regulations and codes of practices are understood and observed 2.7. Correct and appropriate handling methods are undertaken
3. Shift loads	3.1. Most appropriate load shifting device is selected 3.2. Load shifting device is operated within design specifications and safe working load 3.3. Load is lifted, ensuring balance, vision of operation and protection of load 3.4. Safe and efficient path of movement is selected and used 3.5. Path of movement is checked and monitored for obstacles and hazards and safely maintained
4. Place loads	4.1. Loads are placed ensuring safety, stability, protection of material and avoidance of hazards on site 4.2. Shifting device is removed or secured according to <i>enterprise procedures</i>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by reporting non-compliance with equipment specifications
- collecting, analysing and organising information by determining type of material by reading labels, signage and colour codes
- planning and organising activities by determining handling methods before shifting the load
- teamwork when working with others to ensure safe and timely moving of materials
- mathematical ideas and techniques by calculating loads and volumes
- problem-solving skills by working out best sequence for shifting loads of different sizes, weight and content
- use of technology by using the range of equipment available for mechanically shifting loads

Required knowledge

- maintenance and safety checks for load shifting equipment
- frequency of routine checks on equipment
- reporting problems with load shifting equipment to a responsible person
- circumstances that would necessitate replacement of such equipment
- determining correct handling methods
- type of material colour codes
- information about correct handling methods
- personal injuries that could occur if incorrect handling methods were undertaken
- implementation of safety procedures and their effect on enterprise operations
- statutory authority that is responsible for and regulates safety procedures
- safety requirements for load shifting operations
- licensing requirements that are needed to operate various load shifting devices
- causes that could cause a load to move and become off balance during shifting
- choice of path when shifting the load
- the position shifting devices should be placed in after completing the shifting of the load
- effect of incorrect placement of loads affect job requirements and enterprise procedures
- information sources
- machine manuals, safety and other documentation that are relevant to this task and where are they kept

REQUIRED SKILLS AND KNOWLEDGE

- information that is included in these documents

Evidence Guide**EVIDENCE GUIDE**

The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment**Critical aspects for assessment and evidence required to demonstrate competency in this unit**

Evidence of the ability to:

- shifting loads mechanically according to legislative and regulatory requirements
- shift TWO loads mechanically using AT LEAST an electric trolley, according to enterprise and statutory requirements and the listed Performance Criteria
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment
- load shifting equipment - not including forklifts.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Enterprise procedures</i> may include:	<ul style="list-style-type: none"> work and organisational methods according to enterprise standard operating procedures and legislative requirements.
<i>Range of equipment</i> may include:	<ul style="list-style-type: none"> load shifting equipment includes ride pallet trucks, overhead travellers, load shifting equipment operated within limits of manufacturer's recommended procedures and safe working loads.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Support
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Co-requisite units

Co-requisite units		