



Australian Government

Department of Education, Employment and Workplace Relations

MEM11011B Undertake manual handling

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers lifting and moving materials manually.
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Application of the Unit

Application of the unit	<p>This unit applies to lifting and moving materials manually and/or using basic manual handling equipment in a wide range of environments.</p> <p>Maximum manual lifting weight is limited to National Occupational Health and Safety Commission (NOHSC) recommendations.</p> <p>Band: A</p> <p>Unit Weight: 2</p>
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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

Elements describe the essential outcomes of a unit of competency.	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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Lift materials manually	<p>1.1. Material weight is determined correctly utilising most appropriate technique, and risks associated with lifting are assessed.</p> <p>1.2. Lifting techniques are undertaken to National Occupational Health and Safety Commission (NOHSC) and standard operating procedures. Types of movement, methods, storage, height and position are considered.</p>
2. Move/shift materials manually	<p>2.1. Appropriate equipment is selected where required.</p> <p>2.2. Material is placed safely and securely on moving equipment.</p> <p>2.3. Material is relocated ensuring safety of personnel and security of material.</p> <p>2.4. Material is unloaded from moving equipment and placed in a safe and secure manner.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Look for evidence that confirms skills in:

- identifying relevant standards and lifting techniques
- assessing weight of material
- selecting lifting equipment
- working and communicating in teams
- assessing risks
- planning
- reading and interpreting routine information on written job instructions, specifications and standard operating procedures. May include drawings
- following oral instructions

Required knowledge

Look for evidence that confirms knowledge of:

- manual handling techniques

REQUIRED SKILLS AND KNOWLEDGE

- hazards of incorrect procedures
- NOHSC standards for manual handling
- safe work practices and procedures

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	A person who demonstrates competency in this unit must be able to move loads manually using appropriate aids.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Assessors must be satisfied that the candidate can competently and consistently perform all elements of the unit as specified by the criteria, including required knowledge, and be capable of applying the competency in new and different situations and contexts.
Context of and specific resources for assessment	<p>This unit may be assessed on the job, off the job or a combination of both on and off the job. Where assessment occurs off the job, that is the candidate is not in productive work, then an appropriate simulation must be used where the range of conditions reflects realistic workplace situations. The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team. The assessment environment should not disadvantage the candidate.</p> <p>This unit could be assessed in conjunction with any other units addressing the safety, quality, communication, materials handling, recording and reporting associated with moving loads manually or other units requiring the exercise of the skills and knowledge covered by this unit.</p>
Method of assessment	Assessors should gather a range of evidence that is valid, sufficient, current and authentic. Evidence can be gathered through a variety of ways including direct observation, supervisor's reports, project work, samples and questioning. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. The candidate must have access to all tools, equipment, materials and documentation required. The candidate must be permitted to refer to any relevant workplace procedures, product and manufacturing specifications, codes, standards, manuals and reference materials.
Guidance information for assessment	

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.

Material weight	Material weight is determined using scales or interpreting signage
Lifting techniques	Individual or team lifting, use of appropriate lifting equipment
Appropriate equipment	Hand trolleys, wheelbarrows, motorised/hand pallet trucks (not sit on), scissor lifts, boom lifts, hand carts, dedicated production or process lifting equipment such as baskets, spreader bars, cradles or the like attached to lifting equipment

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Materials handling
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