



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PRMPFES03C Safely move materials and loads in the workplace**

**Release: 1**

## **PRMPFES03C Safely move materials and loads in the workplace**

### **Modification History**

Not Applicable

### **Unit Descriptor**

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This unit of competency specifies the outcomes required to equip service technicians for the responsibility of safely moving materials and loads in the workplace in such a way as to avoid injuries to self and others, and prevent damage to product and property from incorrect handling methods.

All work in this area must be completed in accordance with relevant legislative, industry, customer and organisational requirements, including policies and procedures relating to occupational health and safety (OHS), and ozone depleting substance (ODS) and synthetic greenhouse gas (SGG) emissions.

### **Application of the Unit**

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This unit of competency supports one or more extinguishing agent handling licences prescribed under the *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*.

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

### **Employability Skills Information**

Not Applicable

## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide.

## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Use manual handling techniques to move material and loads.	<p>1.1 <i>Identify hazards</i> and implement risk assessment and control methods prior to moving material and loads.</p> <p>1.2 Use <i>manual handling techniques</i>, including OHS procedures appropriate for the type of load and material being moved.</p>
2 Use mechanical handling aids to move material and loads.	<p>2.1 Use <i>mechanical handling aids</i> to assist with safe manual handling of material and loads according to <i>industry and legislative requirements</i> and <i>workplace procedures</i>.</p> <p>2.2 Maintain mechanical handling aids according to <i>organisational requirements</i> and manufacturer specifications.</p> <p>2.3 Report faulty mechanical handling aids to <i>relevant persons</i> according to organisational requirements.</p>
3 Adhere to the requirements of federal, state and territory regulations for moving dangerous material.	<p>3.1 Comply with requirements of relevant dangerous goods regulations and ODS, SGG and <i>OHS policies and procedures</i> when moving any material or load that is assessed as dangerous or hazardous.</p>

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the essential skills and knowledge and their level, required for this unit.

#### Required skills:

- apply correct manual handling techniques
- apply language and literacy skills to:
  - understand and comply with work instructions
  - interpret safety signs
  - read and comprehend instructions
- assess and control risks and hazards
- assess movement paths for loads and materials
- assess safe working loads
- move dangerous goods and ODS and SGG materials safely in the workplace
- participate in manual handling training
- solve problems in practical and safe ways.

#### Required knowledge:

- implications of ignoring safety precautions used with mechanical and manual handling aids
- implications of incorrect manual lifting techniques
- meaning of material handling applied to role of service technician
- methods used to prevent ODS and SGG emissions in the workplace
- purpose and structure of relevant dangerous goods legislation, including HAZCHEM signs and emergency information panels
- purpose of hazard identification, hazard assessment and hazard control
- reasons for preventing ODS and SGG emissions in the workplace
- relevant federal, state or territory legislation that affects organisational operations, including:
  - anti-discrimination and diversity
  - equal employment opportunity
  - industrial relations.

### KEY COMPETENCIES

The seven key competencies represent generic skills considered necessary for effective participation by an individual in the workplace.

Performance level 1 - at this level the candidate is required to undertake tasks effectively.

Performance level 2 - at this level the candidate is required to manage tasks.

Performance level 3 - at this level the candidate is required to use concepts for evaluating and reshaping tasks.

Key competency	Example of application	Performance level
How are ideas and information communicated?	Collect information regarding the work environment and analyse against relevant policies and procedures.	1
How can information be collected, analysed and organised?	Resolve manual handling issues with relevant or designated personnel.	2
How are activities planned and organised?	Organise work tasks according to safe work practices and within regulatory framework.	2
How is teamwork used?	Contribute to a safe work environment.	1
How are mathematical ideas and techniques used?	Calculate load weights and adhere to equipment maintenance schedules.	1
How are problem-solving skills applied?	Identify and report hazards and display initiative to identify problems.	2
How is the use of technology applied?	Use manual handling aids and techniques correctly.	2

## 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, the range statement and the Assessment Guidelines for this Training Package.

#### Overview of assessment

- This unit could be assessed on its own or in combination with other units of competency relevant to the job function, for example:
  - PRMPFES53A *Participate in workplace safety arrangements*
  - PRMCMN301A *Contribute to workplace safety arrangements.*

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- Competency is to be demonstrated through at least one practical demonstration covering the full range of performance criteria.
- Ability to transfer skills to other situations described in the range statement may be inferred from this assessment. (Oral questioning may be used to provide evidence of this ability.)
- A person who demonstrates competency in this unit must be able to provide evidence of:
  - compliance with OHS, ODS and SGG regulations, policies and procedures applicable to the load or materials being moved
  - compliance with relevant dangerous goods regulations, policies and procedures
  - clear communication to work effectively and safely with others, including reporting procedures for faulty mechanical handling aids.
- In a minimum of two different settings:
  - identify potential risks and hazards prior to moving loads
  - identify risk assessment and control methods prior to moving loads
  - use manual handling techniques and comply with relevant OHS procedures
  - use mechanical handling aids
  - maintain mechanical handling aids.

**Specific resources for assessment**

- The candidate and the assessor should have access to the appropriate documentation and resources normally used in the workplace. This includes access to:
  - a suitable work area or a simulated workplace environment that allows for demonstration of manual handling techniques
  - suitable load and manual handling aids for candidate to demonstrate manual handling techniques
  - PPE commonly used in manual handling
  - manuals and relevant documentation
  - assessment documentation forms and record books.
- Where applicable, physical resources should include equipment modified for people with disabilities.
- Access must be provided to appropriate learning and/or assessment support when required.
- Assessment processes and techniques must be culturally appropriate, and appropriate to the oracy, language and literacy capacity of the candidate and the work being performed.

**Context of assessment**

- For valid and reliable assessment of this unit, competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment).
- Competency is to be demonstrated in a range of situations, reflecting the practical requirements of the workplace which may include customer and workplace interruptions and involvement in related activities normally experienced in the workplace.
- Assessment of competency may be made through practical demonstrations in the work environment or in a simulated work environment.
- Oral or written questioning methods may be used to assess understanding of underpinning knowledge areas. (In assessment situations where the candidate is offered a preference between oral questioning and written assessment, questions are to be identical.)

Evidence of competency is best obtained by observing various activities involving manual handling techniques in the workplace.

- Supplementary evidence may be obtained by relevant authenticated written correspondence from supervisors, team leaders or management staff.
- Information derived from enterprise policies and practices must be treated as commercial-in-confidence.
- In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge.
- Questioning will be undertaken in such a manner as is appropriate to the oracy, language and literacy levels of the candidate and any cultural issues that may affect responses to the questions. It will reflect requirements of the unit of competency and the work being performed.
- Where assessment is for the purpose of recognition (RCC or RPL), the evidence provided will need to be authenticated and show that it represents current competency demonstrated over a period of time.
- Performance and assessment of this unit must be carried out within the relevant requirements of the following legislative and industry framework:
  - building Acts, regulations and codes
  - Australian and international standards identified as relevant to the movement of materials and loads in the workplace
  - environmental regulations
  - manufacturer specifications
  - organisational requirements, including policies and procedures relating to OHS, ODS and SGG
  - OHS legislation, codes and regulations
  - ODS and SGG legislation, codes and regulations.



## 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 in the performance criteria is detailed below. Add any 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.

- Identify hazards*** may include activities associated with:
- checking equipment and work area before work commences and during work
  - checking for potential ODS and SGG emissions
  - regular housekeeping activities
  - workplace inspections of equipment and work areas.
- Hazards*** may include:
- hazards associated with electrical or mechanical faults
  - environmental, such as improper use of hazardous materials and chemicals, including ODS or SGG materials
  - ergonomic, such as incorrect manual handling methods
  - obstructive, such as blocked access to emergency entry and exit points.
- Manual handling techniques*** may include:
- carrying
  - lifting
  - pulling
  - pushing.
- Mechanical handling aids*** may include:
- hand trucks
  - hooks
  - lifting magnets
  - lifting straps
  - non-licensed mechanical handling aids, including:
    - cranes
    - hoists
    - manually operated forklifts and pallet trucks
  - suction grips
  - trolleys
  - wheelbarrows.
- Industry and legislative requirements*** may include:
- relevant federal, state and territory building Acts, regulations and codes
  - OHS legislation, codes and regulations
  - ODS and SGG legislation, codes and regulations e.g. *Ozone Protection and Synthetic Greenhouse Gas Management Act 1989*

- relevant current Australian standards, such as AS 1851
  - fire protection industry codes of practice
  - Building Code of Australia (BCA)
  - dangerous goods regulations
  - licensing arrangements
  - environmental regulations
  - building surveyor requirements
  - other relevant legislation relating to fire protection equipment, including international, shipping and marine codes
  - Australian petroleum industry requirements.
- Workplace procedures*** may include:
- assignment instructions
  - equipment manufacturer requirements
  - instructions from colleagues, supervisors and managers
  - personal protective equipment (PPE) requirements
  - reporting and documentation requirements
  - specific customer requirements
  - work instructions to prevent the emission of ODS and SGG in the workplace.
- Organisational requirements*** may be located in quality assurance and/or procedures manuals and relate to:
- documentation and information systems and processes
  - legal and organisational policies and guidelines
  - legislation relevant to the service operation
  - ODS and SGG policies, procedures and programs
  - OHS policies, procedures and programs
  - personnel practices and guidelines outlining work roles, responsibilities and delegations
  - use of electronic job scheduling and communication devices.
- Relevant persons*** may include:
- team leaders
  - supervisors
  - managers
  - colleagues
  - customers.
- OHS policies and procedures*** may relate to:
- employer and employee rights and responsibilities
  - the OHS hierarchy of control
  - assessing the work site for hazards and risks prior to preparing it for the work procedure
  - displaying signs and using barriers in work area
  - hazard and risk identification and reporting
  - risk assessment and control measures

- incident and accident investigation
- OHS audits and safety inspections
- safe operating procedures and instructions, including:
  - working safely around electrical wiring, cables and overhead powerlines
  - working safely around tools and equipment
  - working safely on ladders and raised platforms
  - risk and hazard recognition
  - emergency procedures
  - awareness of electrical hazards
  - following confined spaces procedures
  - using PPE, including:
    - safety glasses or goggles
    - safety boots or shoes
    - hard hats
    - earmuffs or plugs
    - appropriate gloves and overalls
    - sunhats
    - dust masks
- equipment maintenance and use
- use and storage of hazardous substances
- first aid.

## **Unit Sector(s)**

### **Sector**

Fire Protection Equipment

## **Competency field**

### **Competency field**

Asset Maintenance