



Australian Government

Department of Education, Employment and Workplace Relations

FDFOP1003A Carry out manual handling tasks

Revision Number: 1

FDFOP1003A Carry out manual handling tasks

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit of competency covers the skills and knowledge required to participate in workplace processes to identify manual handling requirements of a work function, identify manual handling risks, assess level of risk and apply appropriate risk elimination or control measures.
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Application of the Unit

Application of the unit	This unit applies to a worker required to conduct lifting or moving of items as part of their work role. It is designed to support existing workplace programs to manage occupational health and safety (OHS) hazards by enabling employees to contribute to risk assessment and control. It may include the use of related equipment, such as trolleys, pallet jacks and other manual handling aids.
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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. Participate in processes to identify and assess manual handling	1.1. Manual handling components of a work function are identified 1.2. Manual handling risks are identified and reported in accordance with hazard and incident reporting procedures 1.3. Risks to self and others of manual handling are assessed within level of responsibility
2. Contribute to manual handling risk minimisation	2.1. Equipment is available and in a fit state for use 2.2. Clothing and footwear, including personal protective clothing, does not contribute to manual handling risk
3. Plan and conduct manual handling	3.1. Sources of risk are identified 3.2. Workplace layout and environment is modified within area of control to minimise manual handling risk 3.3. Work tasks are modified within area of control to minimise the risk of injury 3.4. Manual handling aids are used according to workplace instructions 3.5. Movement and postures used minimise the risk of injury within the limits of the work environment and the demands of the task

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- access workplace information relating to use of equipment and other task requirements
- identify any manual handling requirements of the work function and specifically any manual handling risks
- report manual handling risks using appropriate hazard and incident reporting procedures
- identify manual handling risks, including:
 - risks to self and others
 - any existing arrangements to control risks
- identify scope of responsibility to eliminate or control level of risk (for hazards outside scope of responsibility, identify and use the appropriate reporting and consultation arrangements to address hazards)
- participate in consultative processes to evaluate options for removing or controlling manual handling risks, including applying hierarchy of control
- select appropriate equipment and techniques to suit manual handling task within workplace procedures
- inspect manual handling-related equipment/aids/tools to confirm fitness for use, including identifying and correcting and/or reporting signs of wear and tear
- follow procedures to complete manual handling tasks to maintain safety of self and others
- use oral communication skills/language competence to fulfil the job role as specified by the organisation, including questioning, active listening, asking for clarification and seeking advice from supervisor
- work cooperatively within a culturally diverse workforce

Required knowledge

Knowledge of:

- different types of manual handling activities, including lifting, reaching, pushing, pulling, holding, restraining, throwing and carrying
- types of injuries that can result from manual handling
- aspects of manual handling that may be risks (hazard identification), such as:
 - repetitive or sustained application of force
 - repetitive or sustained awkward posture
 - repetitive or sustained movement
 - application of high force

REQUIRED SKILLS AND KNOWLEDGE

- manual handling of live animals (related to handling of poultry)
- manual handling of unstable or unbalanced loads, such as liquids
- workplace procedures and responsibilities for identifying and reporting manual handling hazards
- factors to be considered when assessing manual handling risks relevant to work role (refer to workplace risk assessment sheets and code of practice advice where available), including:
 - postures
 - movements
 - force required
 - duration and frequency of manual handling activity
 - environmental conditions, such as hot and cold work environments
- procedures and responsibilities for conducting risk assessments of manual handling tasks
- typical options for eliminating or controlling manual handling risks associated with work functions, including principles of hierarchy of control and the advantages and disadvantages of different options
- types of equipment and/or techniques used to eliminate or reduce manual handling risks in the workplace, including when and how to use each type of technique/equipment relevant to manual handling tasks in work role
- level of authority to address OHS issues related to manual handling and related workplace arrangements for managing safety issues
- sources of advice on manual handling relevant to work function
- equipment available to assist manual handling, related inspections required to identify faulty equipment and related reporting procedures
- movement and postures that increase the risk of injury, and movements and postures to minimise the force in the body as applied to specific tasks in the workplace

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Overview of assessment</p>	<p>Assessment must be carried out in a manner that recognises the cultural and literacy requirements of the assessee and is appropriate to the work performed. Competence in this unit must be achieved in accordance with food safety standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Evidence of ability to:</p> <ul style="list-style-type: none"> • identify manual handling tasks required for work activity and associated risks • eliminate risk through movement, posture and effectively using equipment provided • modify work to eliminate or minimise risk • apply safe work procedures.
<p>Context of and specific resources for assessment</p>	<p>Assessment must occur in a real or simulated workplace where the assessee has access to:</p> <ul style="list-style-type: none"> • work procedures, including advice on manual handling requirements and safe work practices • workplace documentation and related advice, such as codes of practice to support OHS arrangements for hazard identification, risks assessment and control • materials and related equipment as appropriate for manual handling • information on equipment capacity and operating procedures where relevant • reporting and monitoring systems.
<p>Method of assessment</p>	<p>This unit should be assessed together with core units and other units of competency relevant to the function or work role.</p>
<p>Guidance information for assessment</p>	<p>To ensure consistency in one's performance, competency should be demonstrated on more than one occasion over a period of time in order to cover a variety of circumstances, cases and responsibilities, and where possible, over a number of assessment activities.</p>

Range Statement

RANGE STATEMENT	
<p>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.</p>	
Policies and procedures	Work is carried out according to company policies and procedures, legislation, regulations and industrial awards and agreements
Workplace information	<p>Workplace information may include:</p> <ul style="list-style-type: none"> • standard operating procedures (SOPs) • OHS procedures • equipment manufacturers' advice • material safety data sheets (MSDS) • codes of practice and related advice
Equipment	<p>Equipment may include but is not limited to:</p> <ul style="list-style-type: none"> • trolleys • pallet jacks • conveyors, • vacuum lifters • other mechanical handling and lifting aids and equipment
Task-specific training	Task specific training is provided as appropriate
Contributions to manual handling risk minimisation	<p>Contributions to manual handling risk minimisation includes:</p> <ul style="list-style-type: none"> • reporting equipment requiring maintenance, especially wheeled equipment or other equipment where friction may increase force requirements
Changes to workplace layout and environment	<p>Changes to workplace layout and environment within area of control may include but not be limited to:</p> <ul style="list-style-type: none"> • changes in location of load, such as use of bench to not lift from floor • arrangement of items to eliminate above shoulder handling

RANGE STATEMENT	
	<ul style="list-style-type: none"> • placement of trolley • using sit stand stools • using task lighting • using a footrest
Task modifications within area of control	Task modifications within area of control may include but are not limited to: <ul style="list-style-type: none"> • changes to frequency, duration, number of objects handled • route selected • seeking assistance as appropriate • housekeeping to minimise obstacles
Assessment of risks and evaluation of control options according to the hierarchy of control	Assessment of risks and evaluation of control options according to the hierarchy of control is carried out in consultation with others as required by workplace arrangements and regulatory requirements for risk assessment and control

Unit Sector(s)

Unit sector	Operational
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Competency field

Competency field	
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Co-requisite units

Co-requisite units	