Australian Government

HLTHSS010 Handle and move equipment, goods and mail

Release: 1

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Modification History

Not applicable.

Application

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

This unit applies to workers providing porter, courier or similar services in a health or community services setting. Work is typically performed under supervision, with predetermined guidelines.

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

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Health Support Services

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA
Elements describe the essential outcomes	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Prepare to move equipment, goods and mail.	1.1. Sort equipment, goods and mail for collection for internal or external delivery using personal protective equipment (PPE) when required.
	1.2. Ensure sorting area is kept clean and tidy.
	1.3. Determine if assistance is required to lift or move equipment goods safely.
	1.4. Plan routes and transportation requirements.

2. Collect and deliver equipment, goods and mail.	2.1. Disconnect and clean equipment in accordance with organisational requirements.
	2.2. Lift and move equipment and goods safely in accordance with organisational procedures.
	2.3. Secure equipment, goods and mail for transportation.
	2.4. Collect items for internal or external delivery.
	2.5. Deliver and place equipment, goods and mail according to instructions and schedules.
	2.6. Position and reconnect equipment according to organisational requirements.
3. Finalise collections and deliveries.	3.1. Report and document faulty equipment and goods following organisational procedures.
	3.2. Return repaired equipment to required location.
	3.3. Complete required documentation.

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to HLTHSS004 Handle and move equipment, goods and mail.

Links

Companion Volume implementation guides are found in VETNet -
https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705