



Australian Government

Assessment Requirements for HLTWHS005 Conduct manual tasks safely

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p>

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed legally compliant workplace procedures to prepare for and complete at least 3 different manual tasks relevant to the work role
- contributed to a consultation process about improving manual handling safety

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- key information from work health and safety (WHS) regulations relating to manual tasks and national code of practice
- role and responsibilities of the employer and employees in relation to manual handling safety
- ways in which individual workers are involved in consultation about workplace health and safety
- reporting mechanisms required for workplace injury and compensation claims
- key aspects of the risk management approach to manual tasks
- risk factors and potential sources of risks of hazardous manual tasks:
 - repetition
 - forces

- postures
- vibration
- systems of work
- types of manual task activity and the types of injuries that can result
- the relationship between the human body and risk of injury from performing manual tasks
- functions of the human body:
 - basic function of the spine
 - body postures
 - types of muscles
 - principles of levers
- manual handling techniques that support safe work practice:
 - preparing the load/client
 - preparing the environment
 - using the stronger muscles in the legs where possible, rather than spinal muscles
 - maintaining a neutral spine when lifting and carrying
 - using two hands to lift or carry
 - keeping the load close to the body/centre of gravity
 - avoiding lifting objects above shoulder height
 - minimising repetitive movements
 - positions not held for long periods of time
 - avoiding twisting by repositioning feet whilst turning
- types and operational features of mechanical aids, tools and equipment

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - compliant workplace procedures
 - materials, loads and equipment as required by the individual workplace
- modelling of industry operating conditions, including:
 - presence of hazards
 - integration of situations requiring problem solving

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

