



Australian Government

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>

Application

This unit describes the skills and knowledge required to recognise potentially hazardous manual tasks, and then to prepare for and complete those tasks in a safe manner.

This unit applies to all workers involved in manual handling tasks.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. The Hazardous manual tasks code of practice applies to this work.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

1. Identify manual tasks involving risk

1.1 Recognise manual tasks that may involve risk to self or others

1.2 Identify risk factors that make the manual task hazardous

1.3 Determine the nature and extent of the risk

1.4 Follow organisation procedures for controlling hazardous manual tasks

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

2. Prepare for manual tasks

2.1 Prepare workplace layout and environment according to organisation procedures

2.2 Organise task and workflow appropriately

2.3 Prepare and package loads for movement, taking account of specific requirements for different materials and organisation procedures

2.4 Select and use personal protective equipment appropriate to the task

2.5 Ensure task is within personal capabilities

3. Complete manual tasks

3.1 Use appropriate posture and handling techniques to reduce muscle load on exertion

3.2 Select, adjust and use mechanical aids and handling devices according to manufacturers instructions

3.3 Pace and schedule tasks according to procedures

4. Contribute to safe work practices

4.1 Identify hazardous manual tasks and report to supervisor according to organisation procedures

4.2 Follow organisation procedures for reporting symptoms of injury or actual injury to self and others

4.3 Participate in workplace safety activities and contribute to the improvement of manual tasks

4.4 Contribute to risk management approach to reduce risks from manual tasks

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

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

unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

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