



**Australian Government**

# **ICPSUP487 Analyse manual handling processes**

**Release: 1**

## ICPSUP487 Analyse manual handling processes

### Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to analyse manual handling in terms of its efficiency and safety.

It applies to individuals working as team leaders or senior team members who are required to examine the manual handling component of a job and improve it in terms of safety, effort required and efficiency.

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

### Unit Sector

Support

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Assess manual handling risks	1.1 Identify manual handling hazards in work area 1.2 Assess risks arising from those hazards
2. Analyse physical effort requirements of job	2.1 Determine basic manual handling requirements of job 2.2 Analyse requirements in terms of components such as lift, move, place and hold 2.3 Analyse items to be handled in terms of weight, size, shape or other hazards
3. Determine time/effort components of physical effort	3.1 Break required movement pattern down into movement components

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
	3.2 Determine time and effort requirements of movements 3.3 Develop alternative movement patterns 3.4 Determine time and effort requirements of alternative movements 3.5 Determine handling aids required to assist movement 3.6 Determine preferred movement pattern(s)
4. Analyse ergonomics of physical effort	4.1 Analyse ergonomics of the preferred movement pattern 4.2 Develop substitute movements for any movement which is ergonomically unsound 4.3 Determine handling aids required to improve ergonomics of required movements
5. Optimise application of physical effort	5.1 Select movement patterns which are ergonomically sound and time and effort efficient 5.2 Train all relevant people to use these methods 5.3 Ensure procedures and practices reflect optimum methods

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Learning	5.2	<ul style="list-style-type: none"> <li>Actively reinforces learning by training others to use safe working practices</li> </ul>
Writing	1.2, 2.2, 2.3, 3.2, 3.4, 5.2, 5.3	<ul style="list-style-type: none"> <li>Uses clear, specific and industry related terminology to record findings, or complete and update workplace documentation</li> </ul>
Oral Communication	5.2	<ul style="list-style-type: none"> <li>Provides clear explanations using language appropriate to audience and environment</li> <li>Participates in a verbal exchange of ideas and solutions</li> </ul>
Numeracy	2.3, 3.2, 3.4	<ul style="list-style-type: none"> <li>Estimates size and weights of objects relevant to manual handling in the workplace</li> <li>Uses mathematical ideas and techniques to determine physical effort</li> </ul>
Navigate the	1.1, 2.1	<ul style="list-style-type: none"> <li>Understands organisational procedures and legislative</li> </ul>

world of work		and regulatory requirements with specific reference to safety
Get the work done	1.1, 1.2, 2.1-2.3, 3.1-3.6, 4.1-4.3, 5.2	<ul style="list-style-type: none"> <li>Plans, organises and implements activities required to manage relatively complex, non-routine tasks, with an awareness of their contribution to the whole organisation</li> <li>Uses systematic, analytical processes to identify and solve problems and make decisions; gathering relevant information, identifying options, and evaluating choices</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP487 Analyse manual handling processes	ICPSU487C Analyse manual handling processes	Updated to meet Standards for Training Packages	Equivalent unit

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>