



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPSU487C Analyse manual handling processes**

**Revision Number: 1**

## ICPSU487C Analyse manual handling processes

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	This unit describes the performance outcomes, skills and knowledge required to analyse manual handling in terms of its efficiency and safety.
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### Application of the Unit

<b>Application of the unit</b>	In a typical scenario a team leader or senior team member examines the manual handling component of a job and improves it in terms of safety, effort required and efficiency. This may be conducted for a job performed by others in the team, or it may be for the person's own job. This unit comes from the Competitive Manufacturing Initiative group of competency standards.
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Assess manual handling risks	1.1. Identify <b><i>manual handling hazards</i></b> 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, hold 2.3. Analyse items to be handled in terms such as weight, size, shape or other hazards
3. Determine time/effort components of physical effort	3.1. Break required movement pattern down into movement components 3.2. Determine time and effort requirements for movements 3.3. Develop alternative movement patterns 3.4. Determine time and effort requirements for alternative movements 3.5. Determine handling aids required to assist movement 3.6. Determine preferred movement pattern(s)
4. Analyse the ergonomics of physical effort	4.1. Analyse the ergonomics of the preferred movement pattern 4.2. Develop substitute movements for any movement which is not ergonomically sound 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 <b><i>procedures</i></b> and practices reflect the optimum methods

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by determining time/effort components of physical effort
- collecting, analysing and organising information by determining time/effort components of physical effort
- planning and organising activities by selecting movement patterns which are ergonomically sound and time and effort efficient
- teamwork when determining time/effort components of physical effort
- mathematical ideas and techniques by optimising application of physical effort
- problem-solving skills by optimising application of physical effort
- use of technology by optimising application of physical effort

#### Required knowledge

- communication
- analysis
- teamwork
- basic mathematics
- problem solving
- relevant OHS acts and regulations as applied to manual handling
- principles of efficient movement
- principles of efficient job and work method design
- principles of work analysis
- principles of ergonomics/safe movement

## Evidence Guide

### EVIDENCE GUIDE

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.

#### Overview of assessment

#### Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- the competent team leader/senior operator will be able to examine any job for its physical components and then determine a better way of doing it. As a side benefit they will become more aware of poor manual handling practice and raise an alert to it. Evidence should be available of the analysis and improvements of the physical/manual handling aspects of jobs in the workplace
- where evidence is from continuous improvement activities, then a range of such improvements needs to be considered to provide sufficient evidence. Where evidence is coming from one, complex improvement activity then it may provide sufficient evidence.

#### Context of and specific resources for assessment

Assessment must ensure:

- assessment should use evidence from the analysis of real jobs or an appropriate simulation
- access to a workplace which will allow the improvement of physical actions.

#### Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.

#### Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

## Range Statement

### RANGE STATEMENT

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.

<b><i>Manual handling hazards</i></b> may include:	<ul style="list-style-type: none"> <li>manual handling hazards need to be defined in terms of the relevant OHS acts, regulations, codes of practice, industry standards and best practice.</li> </ul>
<b><i>Procedures</i></b> may include:	<ul style="list-style-type: none"> <li>all work instructions, standard operating procedures, formulas/recipes, batch sheets, temporary instructions and similar instructions provided for the smooth running of the plant. They may be written, oral, computer-based or in some other form</li> <li>good operating practice as may be defined by industry codes of practice (eg Good Manufacturing Practice (GMP), Responsible Care) and government regulations.</li> </ul>

## Unit Sector(s)

Unit sector	
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## Competency field

Competency field	Support
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## Co-requisite units

Co-requisite units	

<b>Co-requisite units</b>		