



Australian Government

Department of Education, Employment and Workplace Relations

LMTGN2007B Select, transfer and remove materials and products

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor This unit covers the skills and knowledge to select, transfer and remove materials and products in support of the production processes.

Application of the Unit

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The unit applies to selection, transfer and removal of materials and products to support the production process.

Discretion, initiative, judgement must be demonstrated on the job in own work. Work may be conducted in a variety of environments such as operational workplace activities, restricted space, hazardous, controlled or exposed conditions.

This unit does not cover the use of a forklift. If forklifts are used, then *MEM1101B Operate mobile load shifting equipment* should be selected.

Work may be conducted in small to large scale enterprises and may involve individual and team activities.

The application of this unit is according to OHS practices of the enterprise and workplace practices, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of skills associated with planning and organising for the safe and efficient use of transfer or removal processes and technology. Communication skills are also required to identify and determine job requirements and complete workplace documentation. Self management is particularly important to ensure movement of materials is undertaken in accordance with manual handling and OHS procedures.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Determine requirements	1.1 Requests are received or requirements are confirmed. 1.2 <i>Tasks</i> are organised, confirmed and recorded according to specified procedures. 1.3 Personal and other safety equipment, where needed, is selected, checked and used correctly according to <i>OHS practices</i> . 1.4 Appropriate <i>equipment</i> for transferring materials is identified and organised.
2 Select materials and products	2.1 Documentation is interpreted correctly and, where appropriate, codes and references indicating source, customer, storage location or batch are correctly identified. 2.2 Materials or products to be loaded or unloaded are identified and selected. 2.3 Non-conforming materials and products are reported, and documented. 2.4 Transfer and store documentation is updated.
3 Load, unload and transfer materials or products	3.1 Materials are loaded and unloaded using suitable equipment (other than by forklift) according to materials handling requirements, safe work practices and correct manual handling techniques. 3.2 Materials are transferred to correct destination. 3.3 Environmental requirements and procedures concerned with waste, pollution, and recycling of materials are correctly applied at all stages of the process.
4 Complete documentation	4.1 Documentation associated with tasks is accurately completed.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level, required for this unit

Demonstrates knowledge of:

- use of products and materials
- procedures to handle products and materials
- procedures to use required equipment
- despatch and receipt procedures
- quality standards and practices
- OHS practices, including hazard identification and control measures
- workplace practices
- recording and reporting practices

Demonstrates skills to:

- load and unload materials
- identify and select relevant materials and products
- interpret and apply established procedures
- document and transfer information
- read, interpret and follow information on work specifications, standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

Critical aspects of evidence	Demonstrates skills and knowledge to: <ul style="list-style-type: none">• interpret work orders• identify and locate materials and products• handle materials and products• load/unload and transport materials and products• clean equipment, machines and work environment• document work and maintain records as required• apply OHS practices in work operations
Consistency in performance	Consistently applies skills and knowledge when: <ul style="list-style-type: none">• organising work• completing tasks according to instructions• working systematically with attention to detail• identifying improvements and avoiding damage• using workplace practices• using OHS practices• recording and reporting accidents and incidents• assessing operational readiness of equipment• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
Resource implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Context for assessment	Assessment may occur on the job or in an appropriately simulated environment.
Interdependent assessment	This unit may be assessed independently or in combination with other relevant units.

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. Add any 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.

Legislative/regulatory requirements	All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.
Tasks may include:	<ul style="list-style-type: none"> • transporting and transferring materials or waste • loading, feeding, unloading, transporting materials or equipment • selection and storage of materials, products, equipment • completion of records and documentation • housekeeping
Equipment may include:	<ul style="list-style-type: none"> • hand and power tools • pallet truck, hand trolleys • overhead cranes
OHS practices	<p>OHS practices include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may relate to:</p> <ul style="list-style-type: none"> • manual handling techniques • standard operating procedures • personal protective equipment • safe materials handling • taking of rest breaks • ergonomic arrangement of workplaces • following marked walkways • safe storage of equipment • housekeeping • reporting accidents and incidents • environmental practices

Unit Sector(s)

Sector All

