



**Australian Government**

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

# **LMTHL2001A Undertake receipt, storage, handling and preservation of materials or products**

Release: 1

## **LMTHL2001A Undertake receipt, storage, handling and preservation of materials or products**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge required to perform the tasks to receive, store, handle and preserve materials or products used in the hide, skin and leather industry.

### **Application of the Unit**

**Application of the Unit** This unit applies to relating to receipt, storage, handling and preservation of hides, skins and leather. Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision. 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 interpreting and completing documentation and planning and organising materials, tools, equipment and processes to meet handling requirements. Self management skills are used to ensure work complies with workplace requirements.

## **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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
1 Receive goods	<ul style="list-style-type: none"><li>1.1 Dockets, tags or other identification are checked to confirm receipt of correct items</li><li>1.2 Chemicals, consumables, equipment and other non-hide or skin goods received are stored in accordance with <i>OHS practices</i> and workplace procedures</li><li>1.3 Skins or hides are transferred to appropriate area for processing or storage</li></ul>
2 Preserve and store skins or hides	<ul style="list-style-type: none"><li>2.1 Preservation of skins or hides is assessed by salting or other designated method</li><li>2.2 Skins or hides are prepared for storage or transport using relevant manual handling procedures</li><li>2.3 Skins or hides are stored appropriately</li><li>2.4 Records are maintained to expedite movement of the skins or hides through the various phases of treatment</li></ul>
3 Pack, store or distribute end product	<ul style="list-style-type: none"><li>3.1 Paperwork is checked to confirm instructions</li><li>3.2 Packing of end product is assessed according to workplace procedures for handling of finished goods</li><li>3.3 Products to be stored are transferred to designated location using correct manual handling practices</li><li>3.4 Despatch orders are coordinated to meet delivery or collection timetables</li><li>3.5 Records are maintained</li></ul>

## Required Skills and Knowledge

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

Demonstrates knowledge of:

- industry and product processes and equipment
- characteristics and hazards of chemicals and other materials delivered to the enterprise
- receipt, storage, handling and preservation procedures
- quality standards and manual handling procedures
- safety and environmental aspects of relevant organisation processes
- workplace and reporting procedures
- OHS practices, including hazard identification and control measures
- workplace practices
- practices for recording and reporting

Demonstrates skills to:

- handle, receive and store goods
- preserve skins or hides appropriately
- maintain accurate records for movement of skins or hides
- carry out safe handling procedures
- meet order specifications
- interpret and apply established procedures
- document, assess, 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 for assessment and evidence required to demonstrate competency in this unit**

Demonstrates skills and knowledge to:

- check docket, tags etc
- handle chemicals or other hazardous substances safely
- preserve and store hides or skins
- use appropriate manual handling procedures
- coordinate despatch orders
- maintain accurate records

Consistently applies skills and knowledge when:

- organising work
- completing tasks
- identifying improvements
- using workplace practices
- using OHS practices
- recording and reporting accidents and incidents
- assessing operational readiness of equipment used and work processes
- recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions
- completing work systematically with attention to detail without damage to goods and equipment

**Context and specific resources for assessment**

Assessment may occur on the job or in an appropriately simulated environment and requires access to work areas, materials and equipment and to information on workplace practices and OHS practices.

**Guidance information for 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.

Receive goods may include

- skins and hide
- chemicals
- consumables
- equipment

OHS practices OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:

- 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
- other OHS practices relevant to the job and enterprise

## Unit Sector(s)

**Sector** Leather Production