



Australian Government

PMBHAN103 Shift materials safely by hand

Release: 1

PMBHAN103 Shift materials safely by hand

Modification History

Release 1. Supersedes and is equivalent to PMBHAN103C Shift materials safely by hand

Application

This unit of competency covers the skills and knowledge required to safely shift materials by hand. It applies to manually shifting raw materials, components, products or similar items with or without the use of manual handling aids, such as handcarts and block and tackle.

This unit of competency applies to production support, operators or those in similar roles who are required to identify the materials to be moved and manually load, unload, shift and store the materials according to procedures.

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members, team leader and supervisor, as appropriate.

It applies to all sectors of the industry.

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

Pre-requisite Unit

Nil

Competency Field

Handling

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

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

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|--------------------------|------------|---|
| 1 Plan operations | 1.1 | Correctly identify type and quantity of produce or material to be moved |
| | 1.2 | Identify the safest and most efficient and appropriate movement route |

2	Manually transfer products or materials	2.1	Manually shift products or materials to and from production processes according to procedures and work health and safety (WHS) state/territory regulations
		2.2	Manually load specified products or materials at specific points during the manufacturing process, according to procedures and WHS state/territory regulations
3	Store, stack and/or relocate products or materials	3.1	Manually stack products or materials according to procedures and WHS state/territory regulations
		3.2	Manually store products or materials in correct locations
		3.3	Document and/or report material movements as required
4	Respond to routine problems to procedures	4.1	Recognise known faults that occur during the operation
		4.2	Identify and take action on causes of routine faults
		4.3	Log problems as required
		4.4	Identify non-routine process and quality problems and take appropriate action

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

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

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, manual handling and hazardous materials
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Tools and equipment Tools and equipment include one or more of:

- hand carts
- self-propelled trolleys
- wheelbarrows
- block and tackle
- relevant personal protective equipment (PPE).

Hazards Hazards must be identified and controlled. Identifying hazards requires consideration of:

- weight, shape, volume of materials to be handled
- hazardous products and materials
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks

- heat, smoke, dust, vapours or other atmospheric hazards
- electricity
- gas
- gases and liquids under pressure
- structural hazards
- equipment failures
- machinery, equipment and product mass
- other hazards that might arise.

Problems Routine problems must be resolved by applying known solutions.

Routine problems are predictable and include one or more of:

- load too heavy or large for safe, easy moving
- load in awkward position for safe, easy moving
- clash of work priorities
- correct equipment not available
- irregularly shaped materials.

Known solutions are drawn from one or more of:

- procedures
- training
- remembered experience.

Non-routine problems must be reported according to according to relevant procedures.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMBHAN103C Shift materials safely by hand

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>