



Australian Government

Department of Education, Employment and Workplace Relations

TLID107C Shift materials safely using manual handling methods

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Application of the Unit

Work must be carried out in compliance with the relevant OH&S regulations concerning the manual lifting and movement of loads.

Work is performed under some supervision generally within a team environment.

Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Assess risks arising from the relocation of the load	1.1 Products, goods or materials to be relocated are identified 1.2 Locations for storage are determined and potential routes to be followed are identified 1.3 Effect of load relocation on original load base is predicted 1.4 Points of balance are estimated 1.5 Required clearances are compared to available space and adjustments made 1.6 Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered 1.7 Potential risks in route(s) which may be followed are considered 1.8 Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods 1.9 Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
0	1.1 Team lifting processes are considered for application
1	1.1 Appropriate personal protective equipment is worn
2 Plan load relocation	2.1 Relocation of the load is planned consistent with the code of practice for manual handling 2.2 Process for relocating load is proposed including predicting and planning for potential difficulties 2.3 Proposed process is checked against code of practice and workplace procedures for compliance

3 Relocate load

- 3.1 Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and OH&S requirements
- 3.2 Applications appropriate for team relocation of load are identified
- 3.3 Team lifting tasks are coordinated
- 3.4 Planned process and route are followed
- 3.5 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability
- 3.6 Relocation is checked to see that it meets work requirements, with any variance(s) reported

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

Relevant OH&S procedures and guidelines concerning the manual lifting and movement of loads

Risks when manually lifting and handling materials and goods and related precautions to control the risk, including: the load on the spine during lifting; controlled actions on a movement during lifting; rotation and side movement of the spine during lifting; postures and positions during lifting; work layout; the type, weight and position of the load; frequency of shifting operations; distance over which load is to be shifted; and time allowed for the shifting of the load

Workplace procedures and policies for the handling of furniture and effects

Housekeeping standards procedures required in the workplace

Site layout and obstacles

Required skills:

Communicate effectively with others when manually lifting and handling materials and goods

Read and interpret instructions, procedures and information relevant to the manual lifting and handling of materials and goods

Interpret and follow operational instructions and prioritise work

Work collaboratively with others when manually lifting and handling materials and goods

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when manually lifting and handling materials and goods in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unexpected situations that may occur when manually lifting and handling materials and goods

Apply precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling materials and goods

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Apply fatigue management knowledge and techniques

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in loads and materials in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

- the underpinning knowledge and skills
- relevant legislation and workplace procedures
- other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

- a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

- access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

- relevant and appropriate materials and/or equipment, and/or

- applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

- through appropriately simulated activities at the registered training organisation, and/or

- in an appropriate range of situations in the workplace

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.

The shifting operations may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	restricted spaces exposed conditions controlled or open environments
Materials to be shifted may include:	goods equipment and tools cleaning materials components and parts of vehicles and equipment such as tyres, batteries, lifting gear, etc. materials used in the course of work such as drums of fuel, raw materials, packaging, etc.
Loads to be shifted may be:	irregularly shaped packaged or unpackaged labelled or unlabelled
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods and materials
Personnel in the work area may include:	workplace personnel site visitors contractors official representatives
Communication in the work area may include:	phone electronic data interchange

	fax
	email
	internet
	radio
	oral, aural or signed communications
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures
	enterprise procedures
	organisational procedures
	established procedures
Personal protective equipment may include:	gloves
	safety headwear and footwear
	safety glasses
	two-way radios
	high visibility clothing
Information/documents may include:	goods identification numbers and codes
	manifests, bar codes, goods and container identification
	manufacturers specifications for equipment/tools
	workplace procedures and policies
	supplier and/or client instructions
	material safety data sheets
	codes of practice including the National Standards for Manual Handling and the Industry Safety Code
	relevant legislation, regulations and related documentation
	award, enterprise bargaining agreement, other industrial arrangements
	standards and certification requirements
	quality assurance procedures
	emergency procedures
Applicable regulations and legislation may include:	relevant state/territory OH&S legislation
	relevant state/territory environmental

protection legislation
workplace relations regulations
workers compensation regulations
licence, patent or copyright arrangements
dangerous goods and air freight regulations
export/import/quarantine/bond requirements
marine orders

Unit Sector(s)

Not applicable.

Competency Field

D - Load Handling