



Australian Government

Department of Education, Employment and Workplace Relations

TLID207C Shift a load using manually-operated equipment

Release: 1

TLID207C Shift a load using manually-operated equipment

Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.

Application of the Unit

Work must be carried out in compliance with the relevant OH&S regulations concerning the shifting and movement of loads using manually-operated equipment.

Work is performed under some supervision generally within a team environment. It involves the application of the basic principles for the safe shifting of loads using manually-operated equipment.

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	<ul style="list-style-type: none">1.1 Products, goods or materials to be relocated are identified1.2 Location for storage is determined1.3 Routes to be followed are identified1.4 Points of balance are estimated1.5 Effect of moving contents which may be loose, liquid, dangerous or hazardous are considered1.6 Potential risks in route(s) which may be followed are considered1.7 Lifting equipment to minimise potential risks is identified1.8 Appropriate personal protective equipment is worn
2 Plan load relocation	<ul style="list-style-type: none">2.1 Load shifting equipment is selected in accordance with workplace procedures2.2 Safe procedures for using lifting equipment are identified, including the calculation of Safe Working Load (SWL) and/or Working Load Limit (WLL) for weight of goods to be moved2.3 Process for relocating load is proposed including predicting and planning for potential difficulties2.4 Proposed process is checked against relevant code of practice and workplace procedures for compliance2.5 Lifting equipment and accessories are checked for safe operation in accordance with manufacturers instructions and workplace procedures
3 Relocate load	<ul style="list-style-type: none">3.1 Any unsafe equipment is reported to appropriate personnel in accordance with workplace procedures3.2 Planned process and route are followed using

equipment within necessary range of limitations

- 3.3 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability
- 3.4 Relocation is checked to see that it meets work requirements, and any variances are reported
- 3.5 Equipment is returned to storage area in accordance with workplace procedures

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 use of manually-operated equipment to shift loads

Risks when using manually-operated equipment to shift loads and related precautions to control the risk

Workplace procedures and policies for the shifting of goods and materials using manually-operated equipment

Problems that may arise when using manually-operated equipment to shift loads and actions that should be taken to prevent or solve them

Housekeeping standards procedures required in the workplace

Site layout and obstacles

Required skills:

Communicate effectively with others when using manually-operated equipment to shift loads

Read and interpret instructions, procedures, information and signs relevant to the shifting of loads using manually-operated equipment

Interpret and follow operational instructions and prioritise work

Complete documentation related to work activities

Work collaboratively with others when using manually-operated equipment to shift loads

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 using manually-operated equipment to shift loads in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during the shifting of loads using manually-operated equipment

Monitor work activities in terms of planned schedule

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

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 equipment 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 palletted or unpalletted
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	phone

include:	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 instructions concerning the use and servicing of manually-operated load shifting equipment 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