



Australian Government

Department of Education, Employment and Workplace Relations

TLID1001A Shift materials safely using manual handling methods

Release: 1

TLID1001A Shift materials safely using manual handling methods

Modification History

Not Applicable

Unit Descriptor

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. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in compliance with the relevant OH&S regulations concerning the manual handling 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 manual handling techniques and movement of loads when shifting materials using manual handling methods as part of day-to-day work.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

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

ELEMENT	PERFORMANCE CRITERIA
1 Assess risks associated with the relocation of the load	<ul style="list-style-type: none">1.1 Products, goods or materials to be relocated are identified and assessed for the appropriate method of relocation1.2 Locations for storage are determined and potential routes to be followed are identified1.3 Effect of load relocation on original load base is predicted1.4 Points of balance are estimated1.5 Required clearances are compared to available space and adjustments are made1.6 Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered1.7 Potential risks in route(s) which may be followed are considered1.8 Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods1.9 Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified1.10 Team lifting processes are considered for application1.11 Appropriate personal protective equipment is worn1.12 Size to weight ratio of items to be manually handled are identified
2 Plan load relocation	<ul style="list-style-type: none">2.1 Relocation of the load is planned consistent with the code of practice for manual handling2.2 Process for relocating load is proposed including predicting and planning for potential difficulties2.3 Proposed process is checked against code of practice and workplace procedures for compliance
3 Relocate load	<ul style="list-style-type: none">3.1 Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and OH&S requirements3.2 Applications appropriate for team relocation of load are identified3.3 Team lifting tasks are coordinated3.4 Planned process and route are followed3.5 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability3.6 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 manual handling
- 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

Required skills:

procedures

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

Evidence Guide**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
 - interpreting manual handling risks
 - using correct manual handling practices
 - applying relevant legislation and workplace procedures

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

Method of assessment

- As a minimum, assessment of knowledge must be conducted through appropriate assessments using written/practical/oral assessments
- Practical assessment must occur:
 - through activities in an appropriately simulated

EVIDENCE GUIDE

- environment, 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: | <ul style="list-style-type: none">• in a range of work environments• by day or night |
| Customers may be: | <ul style="list-style-type: none">• internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none">• large, medium or small worksites |
| Work may be conducted in: | <ul style="list-style-type: none">• restricted spaces• exposed conditions• controlled or open environments |
| Materials to be shifted may include: | <ul style="list-style-type: none">• goods• large luggage items• baggage items• 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: | <ul style="list-style-type: none">• irregularly shaped• packaged or unpackaged• labelled or unlabelled |
| Hazards in the work area may include exposure to: | <ul style="list-style-type: none">• chemicals• dangerous or hazardous substances• movements of equipment, goods and materials• weight of items being handled |
| Personnel in the work area may include: | <ul style="list-style-type: none">• workplace personnel• site visitors• contractors• official representatives |

RANGE STATEMENT

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

Competency Field D - Load Handling