



Australian Government

Department of Education, Employment and Workplace Relations

TLID1002A Shift a load using manually-operated equipment

Release: 1

TLID1002A Shift a load using manually-operated equipment

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

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

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 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 worn1.9 Tools, load shifting equipment and other materials are selected, checked for serviceability and any defects are reported to the supervisor
2 Plan load relocation	<ul style="list-style-type: none">2.1 Load is examined to determine condition, length, bulk, weight2.2 Load shifting equipment is selected in accordance with workplace procedures2.3 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 moved2.4 Process for relocating load is proposed including predicting and planning for potential difficulties2.5 Proposed process is checked against relevant code of practice and workplace procedures for compliance2.6 Lifting equipment and accessories are checked for safe operation in accordance with manufacturers instructions and workplace procedures2.7 Personal protective equipment is selected and worn in accordance with OH&S requirements
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 Load is broken down, where applicable, to allow handling and moving a number of single items to ensure the maximum weight of 500 kg is not exceeded3.3 Mechanical aids and field machines are constructed, when required, by the approved shifting method, so that the load can be shifted in accordance with job instructions3.4 Safe working limits for lifting equipment are identified and maintained3.5 Planned process and route are followed using equipment within necessary range of limitations

ELEMENT	PERFORMANCE CRITERIA
	3.6 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability
	3.7 Relocation is checked to see that it meets work requirements, and any variances are reported
4 Refurbish equipment and worksite	4.1 Site is cleaned and cleared of debris and unwanted material
	4.2 Field machines, tools and equipment are cleaned, inspected, serviced, maintained and stored in accordance with standard procedures
	4.3 Documentation is completed in accordance with standard 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
- Relevant knots and lashings to use
- Method for splicing and maintaining cordage and SWR
- Relevant slings and securing devices to use

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

Required skills:

- 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**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
 - identifying load limits for lifting
 - relocating a load safely
 - identifying manual operating equipment and their capabilities
 - identifying faults and deficiencies and taking action to rectify problems

Context of and specific resources

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

EVIDENCE GUIDE

for assessment

- 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 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:

- in a range of work environments
- by day or night
- under all weather conditions
- in a range of terrain, soil, vegetation

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

- goods
- equipment and tools

RANGE STATEMENT

include:

- 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

Manually-operated equipment may include:

- pallet jack
- hand trolley
- electric manual handling equipment
- straps
- slings
- chain blocks
- gins
- derricks
- incline planes
- chain blocks
- sheers

Communication in the work area may include:

- phone
- electronic data interchange (EDI)
- 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

- gloves
- safety headwear and footwear

RANGE STATEMENT

may include:

- safety glasses
- two-way radios
- high visibility clothing

Measuring aids and field machines may include:

- mechanical strapping equipment
- gins, sheers, and derricks
- block and tackle, pulleys
- hand operated winches
- jacks
- improvised methods such as Spanish windlass and par buckles
- use of expedient materials such as materials obtained on the job from resources available in the local environment

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

Competency Field D - Load Handling