



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLID2018A Handle furniture and effects**

**Release: 1**

## **TLID2018A Handle furniture and effects**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit Descriptor**

This unit involves the skills and knowledge required to handle furniture and effects during the course of a removal, including preparing for the removal, moving furniture items in accordance with the removal plan, and loading/unloading the furniture onto/from the removal vehicle. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

### **Application of the Unit**

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Work must be carried out in compliance with the relevant industry codes of practice for the handling of furniture and effects.

Work is performed under limited or minimum supervision generally within a team environment. It involves the application of the basic principles and routine procedures to the handling of furniture and effects in a range of furniture removal contexts.

### **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

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<b>1 Prepare for removal</b>	<p>1.1 Appropriate removals equipment and materials are selected and work areas are organised in consultation with the client upon arrival at the client's premises</p> <p>1.2 Hazardous items are identified through consultation with client in accordance with workplace procedures</p> <p>1.3 Protective coverings and drop cloths are placed in packing and traffic areas in accordance with workplace procedures</p> <p>1.4 Checks are made that the client has prepared specific items for removal as required by workplace policy</p> <p>1.5 Routes for the lifting and movement of furniture and effects to the vehicle are identified, and floors, pathways and/or stairs are checked to ensure they are free of obstacles and hazards before any goods are handled</p>
<b>2 Move furniture items</b>	<p>2.1 Furniture and effects are selected, lifted, moved and loaded onto the vehicle in accordance with removals documentation, OH&amp;S regulations and workplace procedures</p> <p>2.2 Special lifting and moving equipment is selected and used in accordance with OH&amp;S regulations and workplace procedures</p>
<b>3 Load vehicle</b>	<p>3.1 Vehicle/container is prepared for the loading process and furniture and effects are stowed and secured in accordance with removals documentation, client's requirements and workplace procedures</p> <p>3.2 Furniture and effects are unloaded from vehicle/container and stored in accordance with removals documentation and workplace policy</p> <p>3.3 All required removals documentation is completed in accordance with workplace requirements</p>

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

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

#### Required knowledge:

- OH&S procedures and guidelines concerning the lifting and movement of loads
- Risks when handling furniture and effects during a removal and related precautions to control the risk
- Workplace procedures and policies for the handling of furniture and effects

## REQUIRED KNOWLEDGE AND SKILLS

- Specialised lifting equipment and procedures for its use
- Insurance rights and responsibilities
- Housekeeping standards and procedures during a removal
- Methods of securing a load on a removal vehicle

### Required skills:

- Communicate effectively with others when handling furniture and effects during removal operations
- Read and interpret instructions, procedures, information and signs relevant to the handling of furniture and effects during removal operations
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the handling of furniture and effects during removal operations
- Work collaboratively with others when handling furniture and effects during removal operations
- 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 occur when handling furniture and effects during removal operations in accordance with regulatory requirements and workplace procedures
- Implement contingency plans for unexpected events when handling furniture and effects during removal operations
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- 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 furniture or equipment
- Operate and adapt to differences in furniture, equipment and operating environment in accordance with standard operating procedures
- Identify and correctly use equipment required to handle furniture and effects
- Identify dangerous goods and other items that are prohibited carriage during a removal and take appropriate action as per regulatory requirements and standard operating procedures
- Service equipment in terms of maintenance schedule and 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
  - 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/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**

- 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 activities in an appropriately simulated environment 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.

- Removal load may include:
- any household and workplace furniture and effects including fridges, freezers, washing machines, bed ends, mattresses and bases, lamp shades, pendulum clocks, carpets, tables and chairs, television sets, stereo and audio equipment
- Customers may be:
- internal or external
- Operations may be conducted:
- in a range of work environments and weather conditions
  - by day or night
- Work may be conducted in:
- restricted spaces
  - exposed conditions
  - controlled or open environments
  - a workplace, warehouse or depot
  - in a vehicle on the road
  - at a client's home/workplace
- Furniture and effects to be handled may:
- require special precautions
- Principles of loading a removal vehicle include:
- light over heavy
  - glass turned inside
  - handles covered
  - proper use of hessians and pads on all items
  - tightly pack and secure all items
- Hazards during the handling of furniture and effects may include:
- lifting injuries
  - fire
  - vehicle movement during furniture loading/unloading operations
  - accident in use of equipment
  - being run over by load shifting equipment
  - broken glass
  - protruding features of furniture
  - dangerous goods
- Handling operations may be carried out:
- manually
  - with the aid of lifting equipment and/or appliance
- Depending on the type of organisation concerned and the local terminology used, workplace
- company procedures
  - enterprise procedures
  - organisational procedures

## RANGE STATEMENT

procedures may include:

- established procedures

Personal protective equipment may include:

- gloves
- safety footwear
- safety glasses

Information/documents may include:

- industry codes for furniture removal operations
- removals documentation
- client instructions
- workplace procedures and policies for the handling of furniture and effects during a removal
- manufacturers specifications for equipment/tools
- material safety data sheets where relevant
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- quality assurance procedures
- emergency procedures
- state/territory mass and loading regulations
- Australian Dangerous Goods Code and associated regulations
- relevant state/territory environmental protection legislation
- relevant state/territory OH&S legislation

Applicable regulations and legislation may include:

## Unit Sector(s)

Not Applicable

## Competency Field

Competency Field

D - Load Handling