



Australian Government

CPPSIS2016 Assist with load transfers

Release: 1

CPPSIS2016 Assist with load transfers

Modification History

Release 1.

Replaces superseded non-equivalent CPPSIS2016A Assist with load transfer.

This version first released with CPP Property Services Training Package Version 3.

Application

This unit of competency specifies the outcomes required to assist team members to load, unload and transfer goods and personnel to a work site. The unit covers following procedures and instructions to select equipment to assist loading activities. It also covers complying with legal requirements relating to the transport and handling of hazardous materials, and to load mass, restraint and protection. The unit requires the ability to follow instructions and communicate with team members to clarify work tasks and seek assistance.

The unit supports those who work under direct supervision in a surveying and spatial information services team, in a range of work sites and positions, such as field hands and data collection assistants.

Licensing, legislative, regulatory or certification requirements concerning the loading and unloading of goods, including mass and loading regulations dealing with over-size and over-mass permits, apply to this unit in some States. Relevant state and territory regulatory authorities should be consulted to confirm those requirements.

Pre-requisite Unit

Nil

Unit Sector

Surveying and spatial information services

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- | | |
|-------------------------------|---|
| 1. Prepare for load transfer. | 1.1. Load transfer work tasks are clarified with <i>appropriate persons</i> . |
| | 1.2. Loading and unloading plans are followed to ensure efficiency and safety according to organisational |

- requirements.
- 1.3. Type and nature of load are checked in consultation with appropriate persons to ensure even and legal distribution according to organisational requirements.
2. Assist with loading and unloading.
 - 2.1. Instructions are followed to assist with loading and unloading activities in a safe and efficient manner, taking into account suitable locations, stowage and balance of remaining load.
 - 2.2. **Lifting aids and equipment** are selected and used to assist loading and unloading according to organisational procedures and safety requirements.
 - 2.3. Instructions are followed to secure and protect load using correct load restraint methods and according to organisational requirements.
 - 2.4. Goods that require special handling are identified and procedures followed to complete required records according to organisational requirements.
 3. Finalise load transfer activities.
 - 3.1. Documentation relating to own role is completed according to organisational requirements.
 - 3.2. Aids and equipment used in the load transfer process are cleaned and stored according to organisational procedures.

Foundation Skills

This section describes the language, literacy, numeracy and employment skills essential to performance in this unit but not explicit in the performance criteria.

Skill	Performance feature
Numeracy skills to:	• apply basic computations relating to load mass, size and weight • check size, weight and shape of load against legal and safety guidelines.
Oral communication	• ask questions to clarify work task requirements

- skills to:
- receive and relay information clearly using a two-way radio.
- Reading skills to:
- recognise and understand Australian Dangerous Goods (ADG) markings and HAZCHEM signs.
- Writing skills to:
- record clear and accurate load details using organisational proformas.

Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

Appropriate persons must include at least one of the following:

- experienced colleague
- supervisor or line manager.

Lifting aids and equipment must include at least one of the following:

- block and tackle
- hoist
- hydraulic lift
- jack
- stacker.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPSIS2016 Assist with load transfers

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Performance Evidence

A person demonstrating competency in this unit must satisfy the requirements of the elements, performance criteria, foundation skills and range of conditions of this unit. The person must also assist with planning and conducting the loading, transfer and unloading of:

- dangerous goods in one load
- personnel in a separate load.

While assisting with the above activities, the person must:

- communicate clearly with others to clarify work tasks and relay accurate information using a communication device
- follow procedures for the safe manual handling of goods
- comply with organisational requirements relating to:
 - load mass, restraint and protection
 - working safely and using personal protective equipment (PPE)
- record data and complete required organisational documentation, including for goods that require special handling
- select and use the lifting aids and equipment specified in the range of conditions to assist loading and unloading.

Knowledge Evidence

A person demonstrating competency in this unit must demonstrate knowledge of:

- codes of practice for handling and transporting dangerous goods and hazardous substances
- communication protocols during load transfers
- factors that can impact on safety when loading and unloading, including risks posed by traffic and weather
- goods identification numbers and codes, including Australian Dangerous Goods (ADG) markings and HAZCHEM signs
- relevant parts of regulations relating to:
 - handling and transport of dangerous goods and hazardous substances
 - load mass (over-size and over-mass), load restraint and requirements to protect loads.

Assessment Conditions

The following must be present and available to learners during assessment activities:

- equipment:
 - communications equipment
 - load lifting aids and equipment, as specified in the range of conditions
 - PPE
- specifications:
 - equipment operating manuals
 - standard operating procedures relating to health and safety, including manual handling
 - task specifications for load transfer work, including load restraint guide
- relationships with team members and supervisor:
 - access to supervisor and other appropriate persons for assistance with work tasks.

Timeframe:

- as specified by task and organisational requirements.

Assessor requirements

As a minimum, assessors must satisfy the assessor requirements in the Standards for Registered Training Organisations (RTOs) current at the time of assessment.

Links

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