



**Australian Government**

# **FBPOPR1010 Carry out manual handling tasks**

**Release: 1**

## FBPOPR1010 Carry out manual handling tasks

### Modification History

| Release   | Comments                                                                                       |
|-----------|------------------------------------------------------------------------------------------------|
| Release 1 | This version released with FBP Food, Beverage and Pharmaceutical Training Package Version 2.0. |

### Application

This unit of competency describes the skills and knowledge required to identify manual handling requirements of a work function, use manual handling aids to lift or move items and identify and assess manual handling risks.

This unit applies to individuals who work alongside a supervisor in most situations and exercise limited autonomy.

No occupational licensing, legislative or certification requirements apply to this unit at the time of publication.

### Pre-requisite Unit

Nil

### Unit Sector

Operational (OPR)

### Elements and Performance Criteria

| Elements                                                           | Performance Criteria                                                                                                                                                       |
|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i>                   | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                     |
| 1. Participate in processes to identify and assess manual handling | 1.1 Identify the manual handling components of a work function<br>1.2 Identify manual handling risks to self and others within level of responsibility and tell supervisor |
| 2. Contribute to manual handling risk minimisation                 | 2.1 Check that manual handling equipment is available and ready for use<br>2.2 Ensure that personal protective equipment, including clothing and footwear, is fit or use,  |

| Elements                                         | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                                                                                                                                                                                      |
| 3. Plan and conduct manual handling              | 3.1 Identify sources of risks<br>3.2 Modify workplace layout and environment within area of control to minimise manual handling risk<br>3.3 Modify work tasks within area of control to minimise the risk of injury<br>3.4 Use manual handling aids according to workplace procedures<br>3.5 Use movement and postures to minimise the risk of injury within the limits of the work environment and the demands of the task |

## Foundation Skills

*This section describes those language, literacy, numeracy and employment skills that are essential for performance in this unit of competency but are not explicit in the performance criteria.*

| Skill                | Description                                                                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Interact with others | <ul style="list-style-type: none"> <li>Ask simple questions and listen carefully to clarify understanding or seek further information</li> </ul>    |
| Get the work done    | <ul style="list-style-type: none"> <li>Follow simple, clear instructions</li> <li>Recognise and seek guidance to correct simple problems</li> </ul> |

## Unit Mapping Information

| Code and title current version                | Code and title previous version               | Comments                                        | Equivalence status |
|-----------------------------------------------|-----------------------------------------------|-------------------------------------------------|--------------------|
| FBPOPR1010<br>Carry out manual handling tasks | FDFOP1003A<br>Carry out manual handling tasks | Updated to meet Standards for Training Packages | Equivalent unit    |

## Links

Companion Volume Implementation Guides are found in VETNet: -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=78b15323-cd38-483e-aad7-1159b570a5c4>

# Assessment Requirements for FBPOPR1010 Carry out manual handling tasks

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## Performance Evidence

An individual demonstrating competency must satisfy all of the elements and performance criteria in this unit.

There must be evidence that the individual has safely and effectively carried out a minimum of three, different manual handling tasks, including:

- identifying the risks associated with each manual handling task (to self and others)
- eliminating risks, including through movement, posture and effectively using equipment provided
- modifying work to eliminate or minimise risk
- applying safe work procedures.

## Knowledge Evidence

An individual must be able to demonstrate the knowledge required to perform the tasks outlined in the elements and performance criteria of this unit. This includes knowledge of:

- different types of manual handling activities, including lifting, reaching, pushing, pulling, holding, restraining, throwing and carrying
- types of injuries that can result from manual handling
- aspects of manual handling that may be risks (hazard identification), including:
  - repetitive or sustained application of force
  - repetitive or sustained awkward posture
  - repetitive or sustained movement
  - application of high force
- manual handling of unstable or unbalanced loads, such as liquids or animals
- workplace procedures and responsibilities for identifying and reporting manual handling hazards
- factors to be considered when assessing manual handling risks relevant to work role (refer to workplace risk assessment sheets and code of practice advice where available), including:

- postures
- movements
- force required
- duration and frequency of manual handling activity
- environmental conditions, such as hot and cold work environments
- procedures and responsibilities for conducting risk assessments of manual handling tasks
- typical options for eliminating or controlling manual handling risks associated with work functions, including principles of hierarchy of control and the advantages and disadvantages of different options
- types of equipment and/or techniques used to eliminate or reduce manual handling risks in the workplace, including when and how to use each type of technique/equipment relevant to manual handling tasks in work role
- level of authority to address health and safety issues related to manual handling and related workplace arrangements for managing safety issues
- sources of advice on manual handling relevant to work function
- equipment available to assist manual handling, related inspections required to identify faulty equipment and related reporting procedures
- personal protective equipment checks including:
  - check for correct fit
  - appropriate for task
  - undamaged
- movement and postures that increase the risk of injury, and movements and postures to minimise the force in the body as applied to specific tasks in the workplace.

## Assessment Conditions

Assessment of skills must take place under the following conditions:

- physical conditions:
  - skills must be demonstrated in a workplace setting or an environment that accurately represents a real workplace
- resources, equipment and materials:
  - work procedures, including advice on manual handling requirements and safe work practices.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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