



Australian Government

HLTHSS004 Handle and move equipment, goods and mail

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 3.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence. Supersedes HLTMS204D

Application

This unit describes the skills and knowledge required to deal with the safe collection, handling, sorting, movement, portage and delivery of items to internal and external customers.

This unit applies to workers providing portering, courier or similar services in a health or community services setting. Work is typically performed under supervision, with predetermined guidelines and generally within a team environment. Individuals are accountable for their own results.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

1. Prepare to move *equipment, goods and mail*

1.1 Sort equipment, goods and mail for collection and internal and external delivery

1.2 Maintain a clean and tidy sorting area

1.3 Determine requirements for manual handling assistance to lift and move equipment or goods safely

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes.

Performance criteria specify the level of performance needed to demonstrate achievement of the element.

2. Collect and deliver equipment, goods and mail

1.4 Plan appropriate routes and transportation requirements

2.1 Disconnect and clean equipment in accordance with organisation requirements

2.2 Lift and move equipment and goods safely in accordance with organisation procedures

2.3 Secure equipment, goods and mail for transportation

2.4 Collect items for internal and external delivery

2.5 Deliver equipment, goods and mail according to instructions and schedules

2.6 Place delivered equipment, goods and mail in required location

2.7 Position and reconnect equipment according to organisation requirements

3. Finalise collections and deliveries

3.1 Follow organisation procedures for equipment and goods requiring repair

3.2 Return repaired equipment to required location

3.3 Complete required documentation

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>

Assessment Requirements for HLTHSS004 Handle and move equipment, goods and mail

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Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed the correct procedures to deliver equipment, goods and mail both internally and externally on at least 2 separate occasions, including reading instructions and completing documentation requirements.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in the elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- relevant organisation procedures relating to:
 - manual handling
 - infection control
 - personal protective equipment
 - privacy and confidentiality
 - security
 - delivery points, routes and schedules
 - precautions for adverse weather conditions

- handling, moving or transporting:
 - electronic, computer and mechanical equipment
 - beds and furniture
 - parcels, mail and boxes
 - fragile and perishable items
 - confidential items
 - pathology specimens
 - hazardous substances.

Assessment Conditions

Skills must have been demonstrated in a workplace or a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities equipment and resources including:
 - transport equipment
 - sorting equipment for mail
 - organisation policies and procedures manuals
- modelling of industry operating conditions.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors.

Links

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