



Australian Government

HLTHSS010 Handle and move equipment, goods and mail

Release: 1

HLTHSS010 Handle and move equipment, goods and mail

Modification History

Not applicable.

Application

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

This unit applies to workers providing porter, courier or similar services in a health or community services setting. Work is typically performed under supervision, with predetermined guidelines.

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

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

Pre-requisite Unit

Nil

Competency Field

Health Support Services

Unit Sector

Health

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes

1. Prepare to move equipment, goods and mail.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Sort equipment, goods and mail for collection for internal or external delivery using personal protective equipment (PPE) when required.
- 1.2. Ensure sorting area is kept clean and tidy.
- 1.3. Determine if assistance is required to lift or move equipment goods safely.
- 1.4. Plan routes and transportation requirements.

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| 2. Collect and deliver equipment, goods and mail. | 2.1. Disconnect and clean equipment in accordance with organisational requirements. |
| | 2.2. Lift and move equipment and goods safely in accordance with organisational procedures. |
| | 2.3. Secure equipment, goods and mail for transportation. |
| | 2.4. Collect items for internal or external delivery. |
| | 2.5. Deliver and place equipment, goods and mail according to instructions and schedules. |
| | 2.6. Position and reconnect equipment according to organisational requirements. |
| 3. Finalise collections and deliveries. | 3.1. Report and document faulty equipment and goods following organisational procedures. |
| | 3.2. Return repaired equipment to required location. |
| | 3.3. Complete required documentation. |

Foundation Skills

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

Unit Mapping Information

Supersedes and is equivalent to HLTHSS004 Handle and move equipment, goods and mail.

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 HLTHSS010 Handle and move equipment, goods and mail

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- follow organisational procedures in the workplace or simulation on at least two occasions to:
 - interpret instructions
 - deliver equipment or goods
 - deliver mail both internally and externally
 - complete necessary documentation.

Knowledge Evidence

Demonstrate knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- relevant organisation procedures relating to:
 - manual handling
 - infection control practices
 - 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 the workplace or in a simulated environment that models industry operating conditions as specified in the performance evidence.

Assessment must ensure access to:

- use of suitable facilities equipment and resources that reflect real working conditions and model industry operating conditions and contingencies
- personal protective equipment (PPE)
- transport equipment
- sorting equipment for mail
- organisation policies and procedures manuals.

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) requirements for assessors.

Links

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