



**Australian Government**

# **ICPSUP236 Shift loads mechanically**

**Release: 1**

## ICPSUP236 Shift loads mechanically

### Modification History

| Release   | Comments                                                                                     |
|-----------|----------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICP Printing and Graphic Arts Training Package Version 1.0. |

### Application

This unit describes the skills and knowledge required to use pallet trucks, overhead travellers and load shifting equipment. It does not include forklifts.

It applies to individuals who perform a range of mainly routine tasks in various sectors of the printing and graphic arts industry, using limited practical skills and fundamental knowledge in a defined context. They generally work under direct supervision.

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

### Unit Sector

Support

### Elements and Performance Criteria

| ELEMENT                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                |
|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Elements describe the essential outcomes.</i> | <i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>                                                                                                                                                              |
| 1. Attach lifting gear to loads                  | 1.1 Routine pre-use checks are undertaken according to manufacturer's specifications and regulatory safety requirements<br>1.2 Non-compliance with specifications is reported for repair/replacement                                                                |
| 2. Move loads                                    | 2.1 Type of material is determined from labels, colour codes and signage<br>2.2 Material properties are understood<br>2.3 Load is inspected and best handling method determined for weight and shape<br>2.4 All unknowns are clarified with appropriately qualified |

| ELEMENT        | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                    |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                | authority<br>2.5 All relevant safety and emergency procedures are understood and implemented as required<br>2.6 All relevant regulations and codes of practices are understood and observed<br>2.7 Correct and appropriate handling methods are undertaken                                                                                                                                              |
| 3. Shift loads | 3.1 Most appropriate load shifting device is selected<br>3.2 Load shifting device is operated within design specifications and safe working load<br>3.3 Load is lifted, ensuring balance, vision of operation, and protection of load<br>3.4 Safe and efficient path of movement is selected and used<br>3.5 Path of movement is checked and monitored for obstacles and hazards, and safely maintained |
| 4. Place loads | 4.1 Loads are placed ensuring safety, stability, protection of material and avoidance of on-site hazards<br>4.2 Shifting device is removed or secured according to enterprise procedures                                                                                                                                                                                                                |

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

| Skill              | Performance Criteria              | Description                                                                                                                                            |
|--------------------|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | 1.1, 1.2, 2.1, 2.4, 2.6, 3.2, 4.2 | <ul style="list-style-type: none"> <li>Recognises and interprets textual information to determine and adhere to requirements</li> </ul>                |
| Writing            | 1.2, 2.4                          | <ul style="list-style-type: none"> <li>Uses clear, specific and industry related terminology to complete and update workplace documentation</li> </ul> |
| Oral Communication | 1.2, 2.4                          | <ul style="list-style-type: none"> <li>Uses listening and questioning techniques to confirm requirements</li> </ul>                                    |
| Numeracy           | 2.3                               | <ul style="list-style-type: none"> <li>Uses simple mathematical calculations to calculate loads and volumes</li> </ul>                                 |
| Navigate the       | 1.1, 2.5-2.7, 3.2, 3.4,           | <ul style="list-style-type: none"> <li>Monitors adherence to organisational policies,</li> </ul>                                                       |

|                   |                    |                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| world of work     | 3.5, 4.1, 4.2      | procedures and regulatory requirements                                                                                                                                                                                                                                                                                                                                                         |
| Get the work done | 1.1, 2.3, 3.1, 3.3 | <ul style="list-style-type: none"> <li>Plans routine tasks with familiar goals and outcomes, taking some limited responsibility for decisions regarding sequencing and timing</li> <li>Takes responsibility for routine, low-impact decisions within familiar situations</li> <li>Recognises and responds to predictable routine problems related to role in immediate work context</li> </ul> |

## Unit Mapping Information

| Code and title<br>current version  | Code and title<br>previous version | Comments                                        | Equivalence status |
|------------------------------------|------------------------------------|-------------------------------------------------|--------------------|
| ICPSUP236 Shift loads mechanically | ICPSU236C Shift loads mechanically | 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=a74b7a0f-a253-47e3-8be0-5d426e24131d>

# Assessment Requirements for ICPSUP236 Shift loads mechanically

## Modification History

| Release   | Comments                                                                                     |
|-----------|----------------------------------------------------------------------------------------------|
| Release 1 | This version first released with ICP Printing and Graphic Arts Training Package Version 1.0. |

## Performance Evidence

Evidence of the ability to:

- mechanically shift TWO loads using at least an electric trolley, according to enterprise and statutory requirements.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

## Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

Maintenance and safety checks for load shifting equipment

- explain how often routine checks on equipment should be conducted
- identify who to notify to deal with problems relating to load shifting equipment
- outline circumstances that necessitate replacement of shifting equipment

Determining correct handling methods

- explain the meaning behind different types of material colour codes
- outline personal injuries that might result from incorrect handling methods
- explain how implementation of safety procedures impacts enterprise operations
- identify the statutory authority responsible for regulating safety procedures

Safety requirements for load shifting operations

- describe licensing requirements to operate various load shifting devices
- list causes that might result in a load moving and becoming off balance during a shift
- outline how to choose an appropriate path when shifting the load
- describe the position shifting devices should be placed in after completing the load shift
- explain how incorrect placement of loads affect job requirements and enterprise procedures

- outline the information in machine manuals, safety and other documentation relevant to this task

## **Assessment Conditions**

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Support field of work and include access to load shifting equipment, not including forklifts.

Assessors must satisfy NVR/AQTF assessor requirements

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>