



Australian Government

MEM11011 Undertake manual handling

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Modification History

Release	Comments
1	This unit of competency was first released in MEM Manufacturing and Engineering Release 2.0.

Application

This unit of competency defines the skills and knowledge required to lift and move materials manually and/or using basic manual handling equipment in a wide range of environments.

Maximum manual lifting weight is limited to Safe Work Australia recommendations.

Band: A

Unit Weight: 2

Licensing/Regulatory Information

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

Pre-requisite unit(s)

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

Competency field(s)

Materials handling

Unit sector(s)

N/A

Elements and Performance Criteria

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
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Determine job requirements	1 . 1	Follow standard operating procedures (SOPs)
	1 . 2	Comply with work health and safety (WHS) requirements at all times
	1 . 3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
	1 . 4	Identify job requirements from specifications, job sheets or work instructions
Lift materials manually	2 . 1	Determine material weight correctly utilising most appropriate technique, and assess risks associated with lifting
	2 . 2	Undertake lifting techniques to Safe Work Australia recommended procedures and having regard to types of movement, methods, storage, height and position
Move/shift materials manually	3 . 1	Select appropriate equipment, as required
	3 . 2	Place material safely and securely on moving equipment
	3 . 3	Relocate material ensuring safety of personnel and security of material
	3 . 4	Unload material and place in a safe and secure manner

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

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

Range of conditions

This field allows for different 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.	
Material weight includes one (1) or more of the following:	• determined using scales • interpreting signage
Lifting techniques include one (1) or more of the following:	• individual • team lifting • use of appropriate lifting equipment
Appropriate equipment includes one (1) or more of the following:	• hand trolleys • wheelbarrows • motorised/hand pallet trucks (not sit on) • hand carts • dedicated production or process lifting equipment • baskets, spreader bars, cradles or the like attached to lifting equipment

Unit Mapping Information

Current Code and Title	Previous Code and Title	Comments	Equivalence
MEM11011 Undertake manual handling	MEM11011B Undertake manual handling	Supersedes and is equivalent to MEM11011B Undertake manual handling	Equivalent

Assessment Requirements for MEM11011 Undertake manual handling

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- assessing the risks associated with lifting materials manually and determining the most appropriate technique
- selecting and using the appropriate equipment to move/shift materials ensuring safety of personnel and security of material.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- manual handling techniques, including individual or team lifting
- appropriate equipment associated with move/shift materials
- hazards of incorrect procedures
- Safe Work Australia standards for manual handling.

Assessment Conditions

- Assessors must:
 - have vocational competency in undertaking manual handling at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the *Standards for Registered Training Organisations 2015* or its replacement and comply with the *National Vocational Education and Training Regulator Act 2011*, its replacement or

equivalent legislation covering VET regulation in a non-referring state/territory as the case requires

- Where possible assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Link

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=45a7f1d5-61a5-447a-9688-7abbd7e1a5c7>.