



Australian Government

MSL952002 Handle and transport samples or equipment

Release: 2

MSL952002 Handle and transport samples or equipment

Modification History

Release	Comments
Release 2	Unit codes in Assessment Conditions updated. Equivalent outcome.
Release 1	Supersedes and is equivalent to MSL952002A Handle and transport samples or equipment.

Application

This unit of competency covers the ability to pick up and transport samples or test/calibration equipment in a way that ensures the integrity of subsequent test results.

This unit of competency is applicable to couriers and laboratory and field assistants in all industry sectors. The person transporting the items is not necessarily responsible for sampling or testing. This unit does not cover sample collection or the ability to handle and transport animals as might be defined under prevailing animal care and ethics legislation and practices.

While no specific licensing or certification requirements apply to this unit at the time of publication, laboratory operations are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Sampling

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

- | | | | |
|---|---------------------------|-----|--|
| 1 | Prepare for pickup | 1.1 | Confirm pickup sequence and any licence or permit requirements with supervisor |
| | | 1.2 | Check that vehicle and communication devices are in |

		working order
		1.3 Check that required transport containers and materials are in the vehicle
2	Pick up and transport items	2.1 Confirm the number and nature of items to be picked up on arrival
		2.2 Ensure items match documentation
		2.3 Apply workplace requirements to the transport of samples and/or equipment
		2.4 Alert laboratory personnel to any special needs that are identified on documents accompanying the items
		2.5 Complete required documentation at pickup point
		2.6 Stow items in the specified transport containers and under the required conditions
		2.7 Maintain sample integrity at all times
		2.8 Deliver items to reception point in accordance with workplace procedures
		2.9 Maintain confidentiality of information
3	Maintain transport equipment	3.1 Maintain vehicle according to workplace requirements
		3.2 Maintain state of transport containers to ensure they are fit for purpose
		3.3 Requisition stocks of consumable materials as required
		3.4 Replenish stocks of collecting equipment at collection centres as required
4	Maintain a safe work environment	4.1 Use established work safety practices and personal protective equipment (PPE) to ensure personal safety and that of others
		4.2 Clean up spills, if they occur, using workplace procedures

- 4.3 Minimise the generation of waste
- 4.4 Dispose of all waste in accordance with workplace procedures

Foundation Skills

This section describes those 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.

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, accessibility of the item, and local industry and regional contexts) are included.

Standards, codes, procedures and/or workplace requirements

Standards, codes, procedures and/or workplace requirements include the latest version of one or more of:

- Australian and international standards covering the requirements for the competence of testing and calibration laboratories; laboratory safety; quality management and environmental management; and labelling, storage, transport and disposal of hazardous materials
- national work health and safety (WHS) standards and codes of practice, and national environmental protection measures
- specific codes, guidelines and procedures, such as Australian Dangerous Goods Code, Australia Post Guides and International Air Transport Association (IATA) Regulations
- workplace documents, such as standard operating procedures (SOPs); material safety data sheets (MSDS); safety procedures for specific materials and equipment; material, production and product specifications; production and laboratory schedules; workplace recording and reporting procedures; spillage and waste containment and disposal protocols; maps and site plans; protocols regarding customer liaison and use of communication devices; vehicle log books and incident/accident report forms

Workplace requirements for the transport of samples

Workplace requirements for the transport of samples and/or equipment include, but are not limited to, one or more of:

- using appropriate sample containers (glass, plastic and opaque)

and/or equipment

and preservatives

- using appropriate sample and equipment boxes (insulated, shockproof and waterproof)
- wrapping containers in foil to exclude light
- using temperature control, which may involve prevention of direct contact between the sample and coolant
- restraining containers to prevent movement
- checking sample viability during transport while avoiding unnecessary handling

Work safety procedures

Work safety procedures include, but are not limited to, one or more of:

- using safe vehicle driving practices
- handling, labelling and storing hazardous material and equipment in accordance with labels, MSDS, manufacturer instructions and workplace procedures and regulations, and signage
- using PPE
- regular cleaning and/or decontamination of equipment and vehicle
- containing and cleaning up spillage or breakages
- using appropriate techniques and equipment to safely dispose of waste materials

WHS and environmental management requirements

WHS and environmental management requirements include:

- complying with WHS and environmental management requirements at all times, which may be imposed through state/territory or federal legislation. These requirements must not be compromised at any time
- applying standard precautions relating to the potentially hazardous nature of samples
- accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health, where relevant

Unit Mapping Information

Equivalent to MSL952002 Handle and transport samples or equipment, Release 1

Links

MSL Laboratory Operations Companion Volume Implementation Guide is available from VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5c63a03b-4a6b-4ae5-9560-1e3c5f462baa>

Assessment Requirements for MSL952002 Handle and transport samples or equipment

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Performance Evidence

- Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria, and include demonstration of:
- planning the pickup of items in conjunction with a supervisor on at least one (1) occasion
- safely picking up and transporting samples or test/calibration equipment on at least two (2) occasions in a way that ensures the integrity of subsequent test results
- checking that the vehicle, transport containers and materials, and communication devices are present and fit for purpose prior to departure
- using communication devices to maintain contact between the courier, reception centre and routine pickup locations
- communicating effectively and courteously with individuals, customers, clients and reception staff
- maintaining confidentiality and reporting problems, accidents and incidents in accordance with procedures
- recording details of item exchange in relevant sections of chain of custody forms, as required
- maintaining stocks of consumables and collecting equipment at collection centres, as required
- cleaning up spills, if they occur, and minimising and disposing of waste in accordance with workplace procedures.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- need for appropriate and timely transport and the importance of effective communication with clients and customers to workplace business
- nature of samples and/or equipment transported and the effects of changes in environmental conditions, vibration and shock on them
- control measures for minimising exposure to hazardous materials and equipment

- procedures for safe, efficient containment and clean up of spillages and breakages and their disposal
- maintenance requirements of vehicle and equipment used in the handling and transporting samples and equipment
- workplace procedures for responding to emergencies
- relevant hazards, work health safety (WHS) and environment requirements

Additional knowledge requirements will apply for different industry sectors. For example for biomedical samples:

- labile nature of biological and environmental samples
- possible infectivity of biological materials
- effects of exposure to radioactive materials.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- 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.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews (provided a record is kept in each case).
- This unit of competency may be assessed with:
 - MSL943004 Participate in laboratory or field workplace safety
- Holistic assessment methods include:
 - review of the candidate's job sheets or logs of completed activities
 - review of the quality of results traceable to the transport of samples or equipment by candidate
 - feedback from supervisors, other laboratory personnel and customers about the candidate's ability to communicate effectively and safely handle and transport samples and equipment in accordance with workplace procedures and schedules
 - direct observation of the candidate's work as a courier
 - oral or written questions to assess knowledge of workplace requirements for the handling and transport of samples and equipment
 - simulated role plays covering interactions between a courier and personnel at a reception desk or customer pickup centre.

- Access is required to instruments, equipment, materials, workplace documentation, procedures and specifications associated with this unit, including, but not limited to:
 - transport vehicle, containers for transporting samples and test/calibration equipment, and communication devices
 - workplace protocols and procedures covering the handling and transport of samples or equipment.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competence and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with a laboratory about performing the competency being assessed within the last twelve months.

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