



Australian Government

MSS403031 Analyse and improve manual handling processes

Release: 1

MSS403031 Analyse and improve manual handling processes

Modification History

Release 1. Unit code changed. Unit title changed. Application changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to MSS403032 Analyse manual handling processes.

Application

This unit describes the skills and knowledge required to analyse manual handling activities and optimise the application of physical effort.

This unit applies to individuals who have been given the responsibility to examine the manual handling aspects of a process and identify and implement improvements in terms of safety, effort required and/or efficiency.

This unit applies to any organisation.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Assess manual handling risks	1.1 Identify manual handling hazards in work area 1.2 Assess risks arising from manual handling hazards according to procedures
2. Analyse physical effort requirements of job	2.1 Determine basic manual handling requirements of job 2.2 Analyse requirements in terms of types of manual handling activity 2.3 Analyse items to be handled in terms of physical characteristics and other hazards
3. Determine time/effort components of physical effort	3.1 Break required movement pattern down into movement components 3.2 Determine time and effort requirements for movements 3.3 Develop alternative movement patterns

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	3.4 Determine time and effort requirements for alternative movements 3.5 Determine handling aids required to assist movement 3.6 Determine preferred movement pattern
4. Analyse the ergonomics of physical effort	4.1 Analyse ergonomics of preferred movement pattern 4.2 Develop substitute movements for any movement which is not ergonomically sound 4.3 Determine handling aids required to improve ergonomics of required movements
5. Optimise application of physical effort	5.1 Select movement patterns which are ergonomically sound and time and effort efficient 5.2 Ensure all relevant people are trained to use improved methods 5.3 Ensure procedures and practices reflect improved methods 5.4 Communicate with team members and involve them in development of alternatives to promote awareness and facilitate learning

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret workplace documentation
- Writing skills to document manual handling risks and describe procedures
- Oral communication skills to discuss and explain manual handling risks and procedures with team members
- Numeracy skills to quantify and/or estimate components of manual handling and physical effort.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403032 Analyse manual handling processes.

Links

Companion Volume Implementation Guides are found in VETNet – -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS403031 Analyse and improve manual handling processes

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- analyse and improve at least 2 manual handling processes or one process on 2 occasions.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- ergonomically unsound and sound movements
- types of activities/movement that constitute manual handling, and related hazards, including:
 - lifting
 - pushing
 - pulling
 - holding
 - restraining
 - throwing
 - carrying
 - packing
 - typing
 - assembling
 - cleaning and sorting
 - using hand-tools
 - operating machinery and equipment
- hazards arising from items to be handled including:
 - weight
 - size
 - shape
 - location
 - condition

- work health and safety (WHS) Acts and regulations and codes of practice as they apply to manual handling
- principles of job and work method design as applied to efficient and safe movement
- aids that can assist with or substitute for manual handling.
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Assessment Conditions

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

- use of suitable facilities, equipment and resources, including:
 - documented manual handling procedures or process/work instructions
 - risk assessment process or procedures
- modelling of industry operating conditions.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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