



Australian Government

PMBHAN103E Shift materials safely by hand

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Elements and Performance Criteria changed. Range of Conditions removed. Assessment Requirements changed. Supersedes and is equivalent to PMBHAN103 Shift materials safely by hand.

Application

This unit describes the skills and knowledge to shift raw materials, components, products or packages in a safe and efficient manner.

This unit applies to an individual working alone or as part of a team.

The unit principally refers to essential underpinning skills for factory workers in the polymer industry and reflects the importance of employee and employer respect for duty of care and efficient and safe working conditions.

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

Pre-requisite Unit

Nil

Competency Field

Handling – Production

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. Plan operations	1.1 Correctly identify type and quantity of product or material to be moved from work order 1.2 Identify safest, most efficient and appropriate movement route from work order and standard handling procedures 1.3 Select and use equipment according to equipment specifications
2. Manually transfer products or materials	2.1 Manually shift products or materials to and from production processes according to standard handling procedures and work health and safety regulations 2.2 Manually load specified products or materials at specific points

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	during manufacturing process, according to work order, standard handling procedures and work health and safety regulations
3. Store and stack products or materials	3.1 Manually stack products or materials according to work order, standard handling procedures and work health and safety regulations 3.2 Store products or materials by hand in locations specified in work order or workplace storage information 3.3 Report material movements according to workplace reporting requirements

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

- Numeracy skills to interpret and record data relating to quantities of materials being shifted
- Reading skills to identify work order requirements.
- Writing and oral communication skills to record and report on movement of materials and process control variances that have occurred during the operation.

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

Unit Mapping Information

Supersedes and is equivalent to PMBHAN103 Shift materials safely by hand.

Links

Companion Volume implementation guides are found in VETNet – -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>

Assessment Requirements for PMBHAN103E Shift materials safely by hand

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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:

- shift materials safely by hand at least once to meet work order requirements.

Knowledge Evidence

There must be evidence the candidate has knowledge of:

- principles of safe manual handling
- safe handling procedures and work health and safety regulations for the specific materials being shifted
- types and applications of tools and equipment used for moving polymer materials

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies.

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

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