



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PMBHAN103C Shift materials safely by hand**

**Revision Number: 1**

## **PMBHAN103C Shift materials safely by hand**

### **Modification History**

Not applicable.

### **Unit Descriptor**

#### **Unit descriptor**

This competency covers the shifting of materials by hand in a safe manner. It applies to all sectors of the industry.

This competency is typically performed by all operators working either independently or as part of a work team.

### **Application of the Unit**

#### **Application of this unit**

This competency applies to operators who move packages, loose goods, materials and products by lifting, pushing and pulling without injury to themselves or damage to the materials being moved. The key factors are planning and executing the move in a safe and efficient manner. It includes:

- identifying the type of material to be moved
- identifying the route to be used
- identifying and using the most appropriate piece of equipment
- following OHS State regulations to complete the operation.

This competency unit includes the use of manual handling aids such as handcarts. It does NOT include the use of powered equipment/aids or licensed load shifting equipment.

### **Licensing/Regulatory Information**

Not applicable.

## Pre-Requisites

### Prerequisites

This unit of competency has no prerequisites.

## Employability Skills Information

### Employability Skills

This unit contains employability skills.

## Elements and Performance Criteria Pre-Content

| <b>ELEMENT</b>                                                   | <b>PERFORMANCE CRITERIA</b>                                                                                                                                                     |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes of a unit of competency | Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide. |

## Elements and Performance Criteria

| <b>ELEMENT</b>                                         | <b>PERFORMANCE CRITERIA</b>                                                                                                                                                                                                                                                               |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ELEMENT                                                | Performance Criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.                                                                                                           |
| 1. Plan operations.                                    | 1.1 Correctly identify type and quantity of produce or material to be moved.<br>1.2 Identify the safest and most efficient and appropriate movement route.                                                                                                                                |
| 2. Manually transfer products or materials.            | 2.1 Manually shift products or materials to and from production processes according to procedures and OHS State regulations.<br>2.2 Manually load specified products or materials at specific points during the manufacturing process, according to procedures and OHS State regulations. |
| 3. Store, stack and/or relocate products or materials. | 3.1 Manually stack products or materials according to procedures and OHS State regulations.<br>3.2 Manually store products or materials in correct locations.<br>3.3 Document and/or report material movements as required.                                                               |

## Required Skills and Knowledge

- This describes the essential skills and knowledge and their level required for this unit.
- Knowledge is required of good manual handling practice including organisation procedures and relevant State OHS regulations for manual handling and lift techniques sufficient to recognise potential problems and to take the appropriate action.
- Knowledge is required of organisation procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards.

### Language, literacy and numeracy requirements

- This unit requires the ability to read and interpret typical product specifications, job sheets and material labels as provided to operators.
- Writing is required to the level of completing workplace forms.
- Basic numeracy is required (eg to determine that two 25 kg bags are needed to make up a requirement for 50 kg).
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## Evidence Guide

The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

### Critical aspects for assessment and evidence required to demonstrate competency in this unit

- It is essential that manual handling principles are applied and that the importance of safe manual handling techniques is known. Competence must be demonstrated in the ability to recognise and analyse potential situations requiring action and then in implementing appropriate action.
- It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to apply and/or explain:
  - correct OHS procedures
  - appropriate manual handling and lifting/moving techniques
  - appropriate lifting/moving equipment
  - relevant inventory systems.
- Competence includes the ability to be able to distinguish between jobs which:
  - may be easily and safely done by a single person
  - will require assistance from other people
  - require manual handling equipment
  - need mechanical lifting aids.
- Consistent performance should be demonstrated. For example, look to see that standard operating procedures and all safety procedures are adhered to

### Assessment method and context

- A holistic approach should be taken to the assessment.

- Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.
- Competence in this unit may be assessed:
  - on a processing plant, allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing for the generation of evidence of the ability to respond to problems
  - by using a suitable simulation and/or a range of case studies/scenarios
  - through a combination of these techniques.
- In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.
- Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

### **Specific resources for assessment**

- This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.
- Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.
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## **Range Statement**

### **RANGE STATEMENT**

- The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.
- Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

### **Context**

- This competency applies to all work environments and sectors within the plastics, rubber and cabling industry. It includes the operation of all relevant ancillary equipment.
- The processes covered by this unit include, but are not limited to:
- movement of materials
- stacking/storing/relocating of materials.
- Loads to be shifted may be, but are not limited to:
- irregularly shaped

- packaged/unpackaged
- labelled/unlabelled.

**Procedures**

- All operations are performed in accordance with procedures.
- Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.
- All operations are performed in accordance with standard procedures and work instructions.

**Tools and equipment**

- This competency includes tools and equipment such as:
- hand carts
- self-propelled trolleys
- wheelbarrows
- block and tackle
- relevant personal protective equipment.

**Hazards**

- Typical hazards include:
- spills
- dusts/vapours
- hazardous materials
- manual handling hazards

**Problems**

- Typical problems include:
- load too heavy or large for safe, easy moving
- load in awkward position for safe, easy moving
- clash of work priorities
- correct equipment not available.
- Appropriate action for problems outside of area of responsibility may be reporting to an appropriate person.
- Appropriate action for solving problems within area of responsibility includes asking questions and seeking assistance from appropriate persons/sources.
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**Unit Sector(s)**

Not applicable.