



**Australian Government**

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

# **TDTD297B Shift a load using manually-operated equipment**

**Release: 1**

## **TDTD297B Shift a load using manually-operated equipment**

### **Modification History**

Not applicable.

### **Unit Descriptor**

Field D Load handling

This unit involves the skills and knowledge required to shift loads using manually-operated mechanical equipment, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation with the aid of the equipment in accordance with the plan.

Persons achieving competence in this unit will need to fulfil all of the relevant State/Territory OHS regulatory requirements concerning the safe lifting and handling of a load using manually-operated load-shifting equipment. It should be noted that the use of the term 'SWL' (Safe Working Load) is under review by Standards Australia and may be replaced in the future by the term 'Rated Capacity'.

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### **Application of the Unit**

Not applicable.

### **Licensing/Regulatory Information**

Not applicable.

### **Pre-Requisites**

Not applicable.

### **Employability Skills Information**

Not applicable.

## Elements and Performance Criteria Pre-Content

Not applicable.

## Elements and Performance Criteria

### Elements and Performance Criteria

| Element                                                | Performance Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 Assess risks arising from the relocation of the load | <ul style="list-style-type: none"><li>1.1 Products, goods or materials to be relocated are identified</li><li>1.2 Location for storage is determined</li><li>1.3 Routes to be followed are identified</li><li>1.4 Points of balance are estimated</li><li>1.5 Effect of moving contents which may be loose, liquid, dangerous or hazardous are considered</li><li>1.6 Potential risks in route(s) which may be followed are considered</li><li>1.7 Lifting equipment to minimise potential risks is identified</li><li>1.8 Appropriate personal protective equipment is worn</li></ul>                                                                                                                               |
| 2 Plan load relocation                                 | <ul style="list-style-type: none"><li>2.1 Load shifting equipment is selected in accordance with workplace procedures</li><li>2.2 Safe procedures for using lifting equipment are identified, including the calculation of Safe Working Load (SWL) and/or Working Load Limit (WLL) for weight of goods to be moved</li><li>2.3 Process for relocating load is proposed including predicting and planning for potential difficulties</li><li>2.4 Proposed process is checked against relevant code of practice and workplace procedures for compliance</li><li>2.5 Lifting equipment and accessories are checked for safe operation in accordance with manufacturer's instructions and workplace procedures</li></ul> |

- 3 Relocate load
  - 3.1 Any unsafe equipment is reported to appropriate personnel in accordance with workplace procedures
  - 3.2 Planned process and route are followed using equipment within necessary range of limitations
  - 3.3 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability
  - 3.4 Relocation is checked to see that it meets work requirements, and any variances are reported
  - 3.5 Equipment is returned to storage area in accordance with workplace procedures

## **Required Skills and Knowledge**

Not applicable.

## Evidence Guide

### Critical aspects of evidence to be considered

- a. Assessment must confirm appropriate knowledge and skills to:
  - a.1. use manually-operated equipment to shift loads
  - a.2. identify risks to self, others and equipment when using manually-operated equipment to shift loads and take appropriate precautions to minimise the risks
  - a.3. estimate effect of load and operating limitations of equipment
  - a.4. locate, interpret and apply relevant information
  - a.5. maintain workplace records
  - a.6. use workplace colloquial and technical language and communication technologies in the workplace context

### Interdependent assessment of units

- a. This unit of competency may be assessed in conjunction with other units that form part of a worker's job function

### Required knowledge and skills

- a. Relevant OHS and procedures and guidelines concerning the use of manually-operated equipment to shift loads
- b. Risks when using manually-operated equipment to shift loads and related precautions to control the risk
- c. Workplace procedures and policies for the shifting of goods and materials using manually-operated equipment
- d. Housekeeping standards procedures required in the workplace
- e. Site layout and obstacles
- f. Ability to modify activities depending on differing workplace contexts, risk situations and environments
- g. Ability to read and comprehend simple statements in English
- h. Ability to identify containers and goods coding, IMDG markings and where applicable emergency information panels
- i. Ability to estimate the size shape and special requirements of loads

### Resource implications

- a. Access is required to opportunities to:
  - a.1. participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to shift materials safely using manually-operated equipment, and/or
  - a.2. shift materials safely using manually-operated equipment in an appropriate range of operational situations

### Consistency in performance

- a. Applies underpinning knowledge and skills when:
  - a.1. using manually-operated equipment to shift loads
  - a.2. identifying risks to self, others and equipment when using manually-operated equipment to shift loads and taking appropriate precautions to minimise the risks
  - a.3. estimating effect of load and operating limitations of equipment
  - a.4. locating, interpreting and applying relevant information
  - a.5. maintaining workplace records
  - a.6. using workplace colloquial and technical language and communication technologies in the workplace context
- b. Shows evidence of application of relevant workplace procedures including:

- b.1. OHS regulations and hazard prevention policies and procedures
- b.2. workplace procedures and work instructions concerning the use of manually-operated equipment to shift loads
- b.3. obtaining assistance from other team members when required
- b.4. housekeeping procedures
- b.5. environmental protection procedures when shifting materials
- c. Action is taken promptly to report and/or rectify any potential difficulties in safely shifting a load using manually-operated equipment in accordance with OHS requirements and workplace procedures
- d. Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- e. Work is completed systematically with required attention to detail without damage to goods, equipment or personnel

**Context for assessment**

- a. Assessment of this unit must be undertaken by a Registered Training Organisation:
  - a.1. As a minimum, assessment of knowledge must be conducted through appropriate oral and/or written questioning
  - a.2. Appropriate practical assessment must occur:
    - a.2.1. at the Registered Training Organisation, and/or
    - a.2.2. in an appropriate work situation

**Critical aspects of evidence to be considered**

- a. Assessment must confirm appropriate knowledge and skills to:
  - a.1. use manually-operated equipment to shift loads
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**Interdependent assessment of units**

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**Required knowledge and skills**

- a. Relevant OHS and procedures and guidelines concerning the use of manually-operated equipment to shift loads
- b. Risks when using manually-operated equipment to shift loads and related precautions to control the risk
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- d. Housekeeping standards procedures required in the workplace
- e. Site layout and obstacles
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- a.1. participate in a range of exercises, case studies and other simulated practical and knowledge assessments that demonstrate the skills and knowledge to shift materials safely using manually-operated equipment, and/or
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**Consistency in performance**

a. Applies underpinning knowledge and skills when:

- a.1. using manually-operated equipment to shift loads
- a.2. identifying risks to self, others and equipment when using manually-operated equipment to shift loads and taking appropriate precautions to minimise the risks
- a.3. estimating effect of load and operating limitations of equipment
- a.4. locating, interpreting and applying relevant information
- a.5. maintaining workplace records
- a.6. using workplace colloquial and technical language and communication technologies in the workplace context

b. Shows evidence of application of relevant workplace procedures including:

- b.1. OHS regulations and hazard prevention policies and procedures
- b.2. workplace procedures and work instructions concerning the use of manually-operated equipment to shift loads
- b.3. obtaining assistance from other team members when required
- b.4. housekeeping procedures
- b.5. environmental protection procedures when shifting materials

c. Action is taken promptly to report and/or rectify any potential difficulties in safely shifting a load using manually-operated equipment in accordance with OHS requirements and workplace procedures

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e. Work is completed systematically with required attention to detail without damage to goods, equipment or personnel

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## Range Statement

### General context

- a. Work must be carried out in compliance with the relevant OHS regulations concerning the shifting and movement of loads using manually-operated equipment
- b. Work is performed under some supervision generally within a team environment
- c. Work involves the application of the basic principles for the safe shifting of loads using manually-operated equipment

### Worksite environment

- a. The shifting operations may be conducted in a range of work environments by day or night
- b. Customers may be internal or external
- c. Workplaces may comprise large, medium or small worksites
- d. Work may be conducted in:
  - d.1. restricted spaces
  - d.2. exposed conditions
  - d.3. controlled or open environments
- e. Materials to be shifted may include:
  - e.1. goods
  - e.2. equipment and tools
  - e.3. cleaning materials
  - e.4. components and parts of vehicles and equipment such as tyres, batteries, lifting gear, etc.
  - e.5. materials used in the course of work such as drums of fuel, raw materials, packaging, etc.
- f. Loads to be shifted may be:
  - f.1. irregularly shaped
  - f.2. packaged or unpackaged
  - f.3. labelled or unlabelled
  - f.4. palletted or unpalletted
- g. Hazards in the work area may include exposure to:
  - g.1. chemicals
  - g.2. dangerous or hazardous substances
  - g.3. movements of equipment, goods and materials
- h. Personnel in the work area may include:
  - h.1. workplace personnel
  - h.2. site visitors
  - h.3. contractors
  - h.4. official representatives
- i. Communication in the work area may include:
  - i.1. phone
  - i.2. electronic data interchange
  - i.3. fax
  - i.4. e-mail
  - i.5. Internet
  - i.6. radio
  - i.7. oral, aural or signed communications
- j. Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:
  - j.1. company procedures
  - j.2. enterprise procedures

- j.3. organisational procedures
- j.4. established procedures
- k. Personal protection equipment may include:
  - k.1. gloves
  - k.2. safety headwear and footwear
  - k.3. safety glasses
  - k.4. two-way radios
  - k.5. high visibility clothing

**Sources of information/documents**

- a. Information/documents may include:
  - a.1. goods identification numbers and codes
  - a.2. manifests, bar codes, goods and container identification
  - a.3. manufacturer's instructions concerning the use and servicing of manually-operated load shifting equipment
  - a.4. workplace procedures and policies
  - a.5. supplier and/or client instructions
  - a.6. material safety data sheets
  - a.7. codes of practice including the National Standards for Manual Handling and the Industry Safety Code
  - a.8. relevant legislation, regulations and related documentation
  - a.9. award, enterprise bargaining agreement, other industrial arrangements
  - a.10. standards and certification requirements
  - a.11. quality assurance procedures
  - a.12. emergency procedures

**Applicable regulations and legislation**

- a. Applicable regulations and legislation may include:
  - a.1. relevant State/Territory OHS legislation
  - a.2. relevant State/Territory environmental protection legislation
  - a.3. workplace relations regulations
  - a.4. workers compensation regulations
  - a.5. licence, patent or copyright arrangements
  - a.6. dangerous goods and air freight regulations
  - a.7. export/import/quarantine/bond requirements
  - a.8. marine orders

**General context**

- a. Work must be carried out in compliance with the relevant OHS regulations concerning the shifting and movement of loads using manually-operated equipment
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**Unit Sector(s)**

Not applicable.