



**Australian Government**

# **TLID0020 Shift materials safely using manual handling methods**

**Release: 1**

# TLID0020 Shift materials safely using manual handling methods

## Modification History

**Release 1.** This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Application

This unit involves the skills and knowledge required to shift materials safely using manual handling methods.

It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan. Work must be carried out in compliance with the relevant work health and safety (WHS)/occupational health and safety (OHS) regulations concerning the manual handling and movement of loads.

Work is performed under some supervision generally within a team environment.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite Unit

Not applicable.

## Competency Field

D – Load Handling.

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### **1 Assess risks associated with relocating load**

### PERFORMANCE CRITERIA

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

- 1.1** Products, goods or materials to be relocated are identified and assessed to determine appropriate relocation method
- 1.2** Storage locations are determined and potential routes to be

followed are identified

- 1.3** Effect of load relocation on original load base is predicted
- 1.4** Points of balance are estimated
- 1.5** Required clearances are compared to available space and adjustments are made to moving loads to reflect required clearance
- 1.6** Worksite hazards are identified, and corrective action is taken prior to commencing shifting products, goods or materials
- 1.7** Risks in potential routes are considered
- 1.8** Risks to self are identified arising from the required lifting, load carrying, set down or movement of products, goods or materials
- 1.9** Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
- 1.10** Team lifting processes are considered when moving loads
- 1.11** Appropriate personal protective equipment (PPE) is identified and used
- 1.12** Size to weight ratio of items to be manually handled are identified

## **2 Plan load relocation**

- 2.1** Relocation of the load is planned consistent with the code of practice for manual handling and in accordance with the risk assessment
- 2.2** Process for relocating load is proposed, including predicting and planning for potential difficulties
- 2.3** Proposed process is checked for compliance with codes of practice and workplace procedures

## **3 Relocate load**

- 3.1** Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and WHS/OHS requirements
- 3.2** Team lifting tasks are coordinated
- 3.3** Planned process and route are followed
- 3.4** Relocated products, goods or materials are set down without

damage to goods, personnel or equipment and are checked for stability

- 3.5** Relocation is checked to ensure it meets work requirements and variances are reported to relevant personnel

## Foundation Skills

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

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to TLID1001 Shift materials safely using manual handling methods.

## Links

Companion Volume Implementation Guides are found in VETNet -  
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

# Assessment Requirements for TLID0020 Shift materials safely using manual handling methods

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## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least one occasion and include:

- applying and following relevant work health and safety (WHS)/occupational health and safety (OHS) regulations and workplace procedures
- applying precautions and required action to minimise, control or eliminate risks that may exist when manually lifting and handling products, goods or materials
- communicating effectively with others when manually lifting and handling products, goods or materials
- interpreting manual handling risks
- modifying activities depending on operational contingencies, risk situations and environments
- operating and adapting to differences in loads and products, goods or materials in accordance with workplace procedures
- reading and interpreting instructions, procedures and information relevant to the manual lifting and handling of products, goods or materials
- selecting and using required personal protective equipment (PPE) conforming to industry and WHS/OHS standards
- using correct manual handling practices
- working collaboratively with others when manually lifting and handling products, goods or materials
- working systematically with required attention to detail without injury to self or others, or damage to products, goods, materials, or equipment.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- relevant WHS/OHS workplace procedures, codes of practice and industry guidelines concerning the manual lifting and movement of loads
- risks when manually lifting and handling products, goods or materials and related precautions to control the risk, including:
  - controlled actions on a movement during lifting
  - distance over which load is to be shifted
  - frequency of shifting operations
  - load on the spine during lifting
  - postures and positions during lifting
  - rotation and side movement of the spine during lifting
  - time allowed for shifting the load
  - type, weight and position of the load, including loose, liquid, dangerous or hazardous products, goods or materials
- site layout and obstacles
- work layout.

## Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

A simulator/online assessment is not suitable for the final assessment of this unit of competency.

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.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and PPE currently used in industry
- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

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