



Australian Government

Department of Education, Employment and Workplace Relations

TLID407C Load and unload goods/cargo

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to load and unload goods and cargo, including loading and unloading goods, securing and protecting the load and completing all required documentation.

Application of the Unit

Work must be carried out in compliance with the relevant regulations/permit requirements including those of the relevant state/territory roads and traffic authority concerning the loading of goods/cargo.

Work is performed under some supervision generally within a team environment. It involves the application of the basic principles, routine procedures and regulatory/permit requirements to the loading and unloading of goods/cargo.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

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

Elements and Performance Criteria

Element	Performance Criteria
1 Load and unload goods/cargo	1.1 Load characteristics are identified and taken into account when determining appropriate loading and unloading procedures 1.2 Dangerous or hazardous goods are identified and handled in accordance with the Australian Dangerous Goods (ADG) Code and other relevant regulations/permit requirements 1.3 Load is packed/unpacked to make safe and effective use of available spaces 1.4 Goods/cargo are loaded in accordance with relevant mass and loading regulations and workplace procedures 1.5 Lifting aids and appliances are selected and used to aid loading procedures in compliance with workplace procedures and safety legislation 1.6 Unloading activities are conducted in a safe and efficient manner taking into account suitable locations, stowage, safe use of equipment and the balance of the remaining load 1.7 Goods requiring special handling and/or documentation are identified and appropriate procedures followed 1.8 Relocated material is restacked appropriate for the transport method, safe height, weight loading, size and crushability of the goods
2 Secure and protect load	2.1 The distribution of the load is checked to ensure that it is even, legal and within safe working capacity 2.2 Load is checked to ensure that dangerous goods and hazardous substances are appropriately segregated in accordance with the ADG Code 2.3 Load is secured using the correct load restraint and protection equipment for different loads, carrying

and storage conditions

- 2.4 The load is protected in accordance with legal and workplace safety requirements

3 **Complete documentation**

- 3.1 The load is inspected and checked for security to travel in accordance with relevant regulations/permit requirements and the ADG Code where applicable
- 3.2 All required documentation for the goods is completed in accordance with workplace requirements including the ADG Code where applicable

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant Australian standards and regulations including state/territory mass and loading regulations

National Load Restraint Guide

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances

OH&S procedures and guidelines concerning the lifting and movement of loads

Risks when loading and unloading goods/cargo and related precautions to control the risk

Security awareness requirements when loading and unloading vehicles and in particular the recognition, isolation and reporting of suspicious cargo and goods

Workplace procedures and policies for the loading and unloading of goods/cargo

Housekeeping standards procedures required in the workplace

Methods of securing a load

Site layout and obstacles

Problems that may arise when loading and unloading goods and cargo and actions that should be taken to prevent or solve them

Required skills:

Communicate effectively with others when loading and unloading goods and cargo

Read and interpret instructions, procedures, information, signs and labels relevant to the loading and unloading of goods and cargo

Identify containers and goods coding, ADG and IMDG markings and, where applicable, emergency information panels and take appropriate action

Interpret and follow operational instructions and prioritise work

Complete documentation related to the loading and unloading of goods and cargo

Operate electronic communication equipment to required protocol

Estimate the size, shape and special requirements of loads and take appropriate action

Work collaboratively with others when loading and unloading goods and cargo

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any identified problems that may arise when loading and unloading goods and cargo in accordance with regulatory requirements and workplace procedures

Implement contingency plans for unexpected situations that may occur when loading and unloading goods and cargo

Apply precautions and required action to minimise, control or eliminate hazards that may exist during the loading and unloading of goods and cargo

Monitor work activities in terms of planned schedule

Modify activities depending on differing operational contingencies, risk situations and environments

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Operate and adapt to differences in cargo and equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at the registered training organisation, and/or

in an appropriate range of situations in the workplace

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.

Operations may be conducted:	in a range of work environments by day or night
Customers may be:	internal or external
Workplaces may comprise:	large, medium or small worksites
Work may be conducted in:	restricted spaces exposed conditions controlled or open environments
Goods/cargo to be loaded or unloaded may:	require special precautions
Loads to be shifted may be:	irregularly shaped packaged or unpackaged labelled or unlabelled palletted or unpalletted
Hazards in the work area may include exposure to:	chemicals dangerous or hazardous substances movements of equipment, goods and materials
Personnel in the work area may include:	workplace personnel site visitors contractors official representatives
Communication in the work area may include:	phone electronic data interchange fax email internet radio oral, aural or signed communications

Loading operations may be carried out:	manually with the aid of lifting equipment and/or appliances
Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:	company procedures enterprise procedures organisational procedures established procedures
Personal protective equipment may include:	gloves safety headwear and footwear safety glasses two-way radios high visibility clothing
Information/documents may include:	goods identification numbers and codes, including ADG and IMDG markings and HAZCHEM signs manifests, bar codes, goods and container identification manufacturers specifications for equipment/tools workplace procedures and policies for the loading and unloading of goods/cargo ADG Code and associated regulations supplier and/or client instructions material safety data sheets EPGs and Initial Response Guide (HB76:1998 or equivalent) codes of practice including the National Standards for Manual Handling and the Industry Safety Code award, enterprise bargaining agreement, other industrial arrangements relevant Australian standards and certification requirements quality assurance procedures emergency procedures Load Restraint Guide

Applicable regulations and legislation may include

relevant Australian standards and regulations including state/territory mass and loading regulations

Australian and international regulations and codes of practice for the handling and transport of dangerous goods and hazardous substances, including:

Australian and International Dangerous Goods Codes

Australian Marine Orders and the International Maritime Dangerous Goods Code

IATA Dangerous Goods by Air regulations

Australian and International Explosives Codes

relevant state/territory environmental protection legislation

relevant state/territory OH&S legislation

Unit Sector(s)

Not applicable.

Competency Field

D - Load Handling