

Demonstrate and apply knowledge of safe manual handling practices in the workplace

Level 2

Credits 3

Purpose This unit standard is for people who require basic knowledge and skills for the manual handling of goods in the workplace.

People credited with this unit standard are able, in the workplace, to: demonstrate knowledge of types of manual handling risks; describe injury risk reduction measures for manual handling; use safe manual handling practices with mechanical aids; and use safe manual handling practices without mechanical aids.

Subfield Occupational Health and Safety

Domain Occupational Health and Safety Practice

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Accreditation Evaluation of documentation by NZQA.

Standard setting body (SSB) New Zealand Industry Training Organisation

Accreditation and Moderation Action Plan (AMAP) reference 0171

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special notes

1 References

Legislation and references relevant to this unit standard include:

Health and Safety in Employment Act 1992;

Code of Practice for Manual Handling (Wellington: Occupational Health and Safety Service, Department of Labour and Accident Compensation Corporation, 2001);

Manual Handling in the Manufacturing Industry (Wellington: Occupational Health and Safety Service, Department of Labour, 1991).

- 2 Any new, amended or replacement Acts, regulations, Rules, standards, codes of practice, or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.
- 3 Definitions

Organisational requirements refer to documented instructions to staff on policy and procedures that are available in the workplace in electronic or hard copy;

Job redesign may include but is not limited to any of – modifying an object, improving workplace design and/or layout, changing the way an object is moved, changing the way a task is organised;

Manual handling and manual handling of goods – using the body to lift, lower, push, pull, carry, move, hold, or restrain goods;

Mechanical aids – plant and/or equipment designed to assist in the performance of manual handling of goods. Mechanical aids may include but are not limited to – Jo loaders, four wheel hand trucks, hand trolleys, overhead cranes, lift tables, hoists, conveyors, gravity dumps, chutes, slides, turntables, drum and barrel dumpers, elevating conveyors, magnetic grips, air bearings, ball castor tables, monorails, four wheel hand trucks, hand trolleys, hand operated forklifts, hooks, bars, levers, jacks, platforms, job cranes, overhead travelling cranes, gantry cranes, roller conveyors, belt conveyors, screw conveyors. Self-propelled vehicles such as forklift trucks, platform trucks, and prime movers are excluded from element 3;

Personal protective equipment may include but is not limited to – safety footwear, gloves, eye protection, headwear, body apparel, visibility vest;

Waist height – a height within several centimetres of the individual's waist height. In a team lifting situation the range may be increased to allow for individual differences.
- 4 Examples of hazard management that may be applied to this unit standard include but are not limited to – use of personal protective equipment, use of mechanical aids, use of ramps, job redesign, ergonomic techniques.
- 5 In assessing practical components all care must be taken to ensure safety of persons. Element 4 covers goods manual handling without the use of mechanical aids and it must be made clear, in preparation for and during assessment, that use of appropriate mechanical aids and ergonomic techniques is to be preferred whenever practicable.

Elements and performance criteria

Element 1

Demonstrate knowledge of types of manual handling risks in the workplace.

Performance criteria

1.1 Manual handling risks are explained for specified workplace situations in terms of how injury could result from those situations.

Range body movement risks include but are not limited to – stooping, overreaching, twisting, bending, lifting, lowering, applying force to move or restrain an object, repetitive movement;
load risks include but are not limited to – awkward shape, heavy weight, large size, uneven weight distribution, sharp edges, nature of contents, characteristics of container;
environmental risks include but are not limited to – adverse ground conditions, restrictive access and/or egress, poor visibility, absence of appropriate mechanical aids, unstable storage, confined space;
personal limitations include but are not limited to – personal physical capabilities, mental and emotional state;
evidence of three specific workplace situations is required.

1.2 Multiple manual handling risks are identified for a specific workplace situation, and explained in terms of increase in risk of injury.

Range evidence is required of a minimum of three different examples of specific workplace situations.

Element 2

Describe injury risk reduction measures for manual handling in the workplace.

Performance criteria

2.1 Duties under the Health and Safety in Employment Act 1992 are described in relation to manual handling in the workplace.

2.2 Risk reduction measures are described in relation to manual handling in the workplace.

Range body movement risks include but are not limited to – stooping, overreaching, twisting, bending, lifting, lowering, applying force to move or restrain an object, repetitive movement;
load risks include but are not limited to – awkward shape, heavy weight, large size, uneven weight distribution, sharp edges, nature of contents, characteristics of container;
environmental risks include but are not limited to – adverse ground conditions, restricted access and/or egress, poor visibility, absence of appropriate mechanical aids, unstable storage, confined space;
personal limitations include but are not limited to – personal physical capabilities, mental and emotional state;
evidence of three risk reduction measures is required.

Element 3

Use safe manual handling practices with mechanical aids in the workplace.

Range three mechanical aids.

Performance criteria

- 3.1 Each mechanical aid selected is fit for purpose for a nominated manual handling task in terms of personal safety, care of equipment and property, and task efficiency, and in accordance with organisational requirements.
- 3.2 Effective and safe use of the selected mechanical aids for nominated manual handling tasks is demonstrated in accordance with organisational requirements.
- 3.3 Care of equipment and property is demonstrated while performing manual handling tasks in accordance with organisational requirements.

Element 4

Use safe manual handling practices without mechanical aids in the workplace.

Range from floor to platform at waist height, from platform at waist height to floor, from platform to platform at waist height;
includes at least one each of – carrying the load over a distance of three or more metres, giving directions, and following directions.

Performance criteria

- 4.1 Manual handling of a load on one's own without the use of mechanical aids is consistent with personal safety and care of the load, and in accordance with organisational requirements.

- 4.2 Manual handling of a load as a team member without the use of mechanical aids is consistent with safety of people and care of the load, and in accordance with organisational requirements.
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Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact the New Zealand Industry Training Organisation mail@nzito.co.nz if you wish to suggest changes to the content of this unit standard.