

Accreditation : This Module is a Nationally Accredited Course

Title : **TDTD197B – SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS**

Field Of Study : **OH&S**

What is this course all about?

This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation 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 manual handling techniques.

Assess risks arising from the relocation of the load– TDTD197B/01

- ❑ Products, goods or materials to be relocated are identified
- ❑ Locations for storage are determined and potential routes to be followed are identified
- ❑ Effect of load relocation on original load base is predicted
- ❑ Points of balance are estimated
- ❑ Required clearances are compared to available space and adjustments made
- ❑ Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered
- ❑ Potential risks in route(s) which may be followed are considered
- ❑ Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods
- ❑ Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified
- ❑ Team lifting processes are considered for application
- ❑ Appropriate personal protective equipment is worn

Plan load relocation– TDTD197B/02

- ❑ Relocation of the load is planned consistent with the code of practice for manual handling
- ❑ Process for relocating load is proposed including predicting and planning for potential difficulties
- ❑ Proposed process is checked against code of practice and workplace procedures for

compliance

Relocate load – TDTD197B/03

- ❑ Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and OHS requirements
- ❑ Applications appropriate for team relocation of load are identified
- ❑ Team lifting tasks are coordinated
- ❑ Planned process and route are followed
- ❑ Relocated materials are set down without damage to goods, personnel or equipment and checked for stability
- ❑ Relocation is checked to see that it meets work requirements, with any variance(s) reported

Some examples of individuals that will benefit from these courses are: -

- ❑ Managers
- ❑ Supervisors
- ❑ Team leaders
- ❑ Occupational Health and Safety Officers
- ❑ Staff responsible for stacking shelves, inventory control etc.

What Recognition will you achieve?

Where demonstrated competencies has been achieved in accordance with the endorsed Australian Quality Training Framework (AQTF) standards, a Statement of Results can be issued for those competencies successfully completed in this course. These can be combined with additional competencies achieved later, and together may build towards the issuing of qualification, at Certificate II plus. A certificate will be issued upon successful completion of this module.

How will you be assessed?

Demonstration of competencies for this qualification is achieved via formal assessment. Participants complete a work related project/activities, which incorporates the range of competencies covered for each unit.

Will you be eligible for subject exceptions?

The units can be completed through attendance at MTG training courses. You may have already attained some competencies covered in the units through previous training, work, or life experience. If you feel you can already demonstrate a competency, then you should apply for

Recognition of Current Competencies (RCC). An RCC application form can be found in the MTG trainee welcome kit where you can fill out and fax back to us on (03) 9482-6988 or simply visit our website on www.matrixtraininggroup.com/downloads.php In order to download this application.

What training materials and training aids will you have?

1. **Learner Guides:** - Matrix Training Group will supply each trainee with a module for each unit which contains must know information, learning activities and projects, which will keep you enthusiastically involved in the course. Upon completion of each module these activities will be handed in to the trainer, assessed then returned to trainees with relevant comments to keep you informed with your progress.
2. **Online Support:** - Your Trainer is always available through E-mail & Website support. Our website address is www.matrixtraininggroup.com
3. **Telephone Support:** - You may call your trainer during business hours for over the telephone support