

Title	Demonstrate and apply knowledge of safe manual handling practices in the workplace		
Level	3	Credits	3

Purpose	<p>This unit standard is for people who require basic knowledge and skills for the manual handling of goods in the workplace.</p> <p>People credited with this unit standard are able 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.</p>
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Classification	Occupational Health and Safety > Occupational Health and Safety Practice
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Available grade	Achieved
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Guidance Information

1 References

Legislation and references relevant to this unit standard include:

Health and Safety at Work Act 2015;

Code of Practice for Manual Handling. Wellington: Occupational Safety and Health Service of the Department of Labour (now WorkSafe New Zealand) and Accident Compensation Corporation, 2001, available at <http://www.worksafe.govt.nz>;

Manual Handling in the Manufacturing Industry. Wellington: Occupational Safety and Health Service of the Department of Labour (now WorkSafe New Zealand), 1991, available at <http://www.worksafe.govt.nz>.

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.

3 Definitions

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 outcome 3.

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

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 risk 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. Outcome 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.

Outcomes and performance criteria

Outcome 1

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

Performance criteria

- 1.1 Explain manual handling risks 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.
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- 1.2 Identify multiple manual handling risks for a specific workplace situation and explain in terms of how risk of injury is increased.

Range	evidence of at least three different examples of specific workplace situations is required.
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Outcome 2

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

Performance criteria

2.1 Describe duties under the Health and Safety at Work Act 2015 in relation to manual handling in the workplace.

2.2 Describe risk reduction measures 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.

Outcome 3

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

Range three mechanical aids.

Performance criteria

3.1 Ensure 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, in accordance with organisational requirements.

3.2 Demonstrate effective and safe use of the selected mechanical aids for nominated manual handling tasks in accordance with organisational requirements.

3.3 Demonstrate care of equipment and property while performing manual handling tasks in accordance with organisational requirements.

Outcome 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 Demonstrate manual handling of a load without the use of mechanical aids in accordance with personal safety requirements, care requirements of the load, and organisational requirements.

Range includes one's own load, and a load as a team member.

Planned review date	31 December 2022
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	27 April 2000	31 December 2019
Review	2	22 March 2005	31 December 2019
Review	3	25 May 2007	31 December 2019
Review	4	20 March 2009	31 December 2019
Revision	5	19 June 2009	31 December 2019
Rollover and Revision	6	22 May 2014	31 December 2021
Review	7	20 July 2017	N/A
Rollover and Revision	8	22 August 2019	N/A
Rollover	9	25 March 2021	N/A

Consent and Moderation Requirements (CMR) reference	0121
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact The Skills Organisation reviewcomments@skills.org.nz if you wish to suggest changes to the content of this unit standard.