

# TLID1001A Matrix Map

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## ELEMENTS AND PERFORMANCE CRITERIA

Element	Performance Criteria	Task / Question Map
1 Assess risks associated with the relocation of the load	1.1 Products, goods or materials to be relocated are identified and assessed for the appropriate method of relocation	Part 2. Identifying Hazardous Manual Tasks: Q8 Q13 Q14 Q16 Manual Handling Practical Assessment: Q2 Q7
	1.2 Locations for storage are determined and potential routes to be followed are identified	Manual Handling Practical Assessment: Q3 Q4
	1.3 Effect of load relocation on original load base is predicted	Part 2. Identifying Hazardous Manual Tasks: Q3 Q5
	1.4 Points of balance are estimated	Part 2. Identifying Hazardous Manual Tasks: Q1 Q13 Manual Handling Practical Assessment: Q4 Q7
	1.5 Required clearances are compared to available space and adjustments are made	Manual Handling Practical Assessment: Q3 Q14
	1.6 Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered	Part 2. Identifying Hazardous Manual Tasks: Q1 Q3 Q8 Q10 Q13 Part 3. Management of risk and control measures: Q5 Manual Handling Practical Assessment: Q2
	1.7 Potential risks in route(s) which may be followed are considered	Part 2. Identifying Hazardous Manual Tasks: Q3 Q5 Q8 Q10 Q13 Part 3. Management of risk and control measures: Q5 Manual Handling Practical Assessment: Q3
	1.8 Risks to self are identified arising from the required lifting, load carrying, set down or movement of the goods	Part 2. Identifying Hazardous Manual Tasks: Q1 Q3 Q5 Q6 Q7 Q8 Q9 Q10 Q11 Q12 Q13 Q14 Q15 Part 3. Management of risk and control measures: Q1 Q2 Q5 Q6 Q9 Manual Handling Practical Assessment: Q7 Q9

TLID1001A Shift materials safely using manual handling methods

	1.9 Manual handling procedures for lifting, lowering and carrying, pushing and pulling are identified	Part 1. What is manual handling: Q2 Part 2. Identifying Hazardous Manual Tasks: Q1 Q3 Q5 Part 3. Management of risk and control measures: Q1 Q2 Q3 Q5 Q6 Q8 Q9
	1.10 Team lifting processes are considered for application	Part 2. Identifying Hazardous Manual Tasks: Q1 Q3 Manual Handling Practical Assessment: Q7 Q8 Q9
	1.11 Appropriate personal protective equipment is worn	Part 2. Identifying Hazardous Manual Tasks: Q1 Manual Handling Practical Assessment: Q2
	1.12 Size to weight ratio of items to be manually handled are identified	Part 2. Identifying Hazardous Manual Tasks: Q1 Q3 Q8 Manual Handling Practical Assessment: Q2
2Plan load relocation	2.1 Relocation of the load is planned consistent with the code of practice for manual handling	Part 2. Identifying Hazardous Manual Tasks: Q17 Q18 Manual Handling Practical Assessment: Q5 Q11 Q12 Q13
	2.2 Process for relocating load is proposed including predicting and planning for potential difficulties	Part 2. Identifying Hazardous Manual Tasks: Q17 Q18 Manual Handling Practical Assessment: Q5 Q11 Q12 Q13
	2.3 Proposed process is checked against code of practice and workplace procedures for compliance	Part 1. What is manual handling: Q1 Part 2. Identifying Hazardous Manual Tasks: Q1 Q17 Q18 Manual Handling Practical Assessment: Q5 Q11 Q12 Q13
3Relocate load	3.1 Actions for lifting, lowering and carrying, pulling and pushing a load are in accordance with workplace procedures and OH&S requirements	Part 1. What is manual handling: Q1 Q3 Q4 Q5 Q6 Q7 Part 2. Identifying Hazardous Manual Tasks: Q2 Q3 Q4 Q5 Q8 Q17 Q18 Q19 Q20 Q21 Part 3. Management of risk and control measures: Q4 Q7 Q8 Q9 Manual Handling Practical Assessment: Q11 Q13
	3.2 Applications appropriate for team relocation of load are identified	Manual Handling Practical Assessment: Q7 Q8 Q9
	3.3 Team lifting tasks are coordinated	Part 2. Identifying Hazardous Manual Tasks: Q1 Manual Handling Practical Assessment: Q7 Q8 Q9
	3.4 Planned process and route are followed	Part 2. Identifying Hazardous Manual Tasks: Q10 Manual Handling Practical Assessment: Q3 Q11 Q13
	3.5 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability	Manual Handling Practical Assessment: Q11 Q13

	<p>3.6 Relocation is checked to see that it meets work requirements, with any variance(s) reported</p>	<p>Manual Handling Practical Assessment: Q11 Q13</p>
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## REQUIRED KNOWLEDGE

Required Knowledge	Task / Question Map
<i>Relevant OH&amp;S procedures and guidelines concerning the manual lifting and movement of loads</i>	<i>Part 1. What is manual handling: Q1 Q3 Q4 Q5 Q6 Q7 Part 2. Identifying Hazardous Manual Tasks: Q1 Q2 Q8 Part 3. Management of risk and control measures: Q4 Q5 Q7 Q8 Q9 Manual Handling Practical Assessment: Q2 Q3</i>

## CRITICAL ASPECTS

Critical Aspects	Task / Question Map
<i>Performance is demonstrated consistently over a period of time and in a suitable range of contexts</i>	
<b>Resources for assessment include:</b>	
<i>a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or</i>	
<i>access to an appropriate range of relevant operational situations in the workplace</i>	
<b>In both real and simulated environments, access is required to:</b>	
<i>relevant and appropriate materials and equipment, and</i>	
<i>applicable documentation including workplace procedures, regulations, codes of practice and operation manuals</i>	

## RANGE STATEMENTS

Range Statements	Task / Question Map	
<i>The shifting operations may be conducted:</i>	<i>in a range of work environments</i>	
	<i>by day or night</i>	
<i>Customers may be:</i>	<i>internal or external</i>	
<i>Workplaces may comprise:</i>	<i>large, medium or small worksites</i>	
<i>Work may be conducted in:</i>	<i>restricted spaces</i>	
	<i>exposed conditions</i>	
	<i>controlled or open environments</i>	
<i>Materials to be shifted may include:</i>	<i>goods</i>	
	<i>large luggage items</i>	
	<i>baggage items</i>	
	<i>equipment and tools</i>	
	<i>cleaning materials</i>	
	<i>components and parts of vehicles and equipment such as tyres, batteries, lifting gear, etc.</i>	
	<i>materials used in the course of work such as drums of fuel, raw materials, packaging, etc.</i>	
<i>Loads to be shifted may be:</i>	<i>irregularly shaped</i>	
	<i>packaged or unpackaged</i>	
	<i>labelled or unlabelled</i>	
<i>Hazards in the work area may include exposure to:</i>	<i>chemicals</i>	
	<i>dangerous or hazardous substances</i>	
	<i>movements of equipment, goods and materials</i>	
	<i>weight of items being handled</i>	

<i>Personnel in the work area may include:</i>	<i>workplace personnel</i>	
	<i>site visitors</i>	
	<i>contractors</i>	
	<i>official representatives</i>	
<i>Communication in the work area may include:</i>	<i>phone</i>	
	<i>electronic data interchange</i>	
	<i>fax</i>	
	<i>email</i>	
	<i>internet</i>	
	<i>radio</i>	
	<i>oral, aural or signed communications</i>	
<i>Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:</i>	<i>company procedures</i>	
	<i>enterprise procedures</i>	
	<i>organisational procedures</i>	
	<i>established procedures</i>	
<i>Personal protective equipment may include:</i>	<i>gloves</i>	
	<i>safety headwear and footwear</i>	
	<i>safety glasses</i>	
	<i>two-way radios</i>	
	<i>high visibility clothing</i>	
<i>Information/documents may include:</i>	<i>goods identification numbers and codes</i>	
	<i>manifests, bar codes, goods and container identification</i>	

	<i>manufacturers specifications for equipment/tools</i>	
	<i>workplace procedures and policies</i>	
	<i>supplier and/or client instructions</i>	
	<i>material safety data sheets</i>	
	<i>codes of practice including the National Standards for Manual Handling and the Industry Safety Code</i>	
	<i>relevant legislation, regulations and related documentation</i>	
	<i>award, enterprise bargaining agreement, other industrial arrangements</i>	
	<i>standards and certification requirements</i>	
	<i>quality assurance procedures</i>	
	<i>emergency procedures</i>	
<i>Applicable regulations and legislation may include:</i>	<i>relevant state/territory OH&amp;S legislation</i>	
	<i>relevant state/territory environmental protection legislation</i>	
	<i>workplace relations regulations</i>	
	<i>workers compensation regulations</i>	
	<i>licence, patent or copyright arrangements</i>	
	<i>dangerous goods and air freight regulations</i>	
	<i>export/import/quarantine/bond requirements</i>	
	<i>marine orders</i>	