



**Australian Government**

# **MEM11011 Undertake manual handling**

**Release: 1**

# MEM11011 Undertake manual handling

## Modification History

Release 1. Supersedes and is equivalent to MEM11011B Undertake manual handling

## Application

This unit of competency defines the skills and knowledge required to lift and move materials manually and/or using basic manual handling equipment in a wide range of environments.

Maximum manual lifting weight is limited to Safe Work Australia recommendations.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**Band: A**

**Unit Weight: 2**

## Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

## Competency Field

Materials handling

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

**1 Determine job requirements**

- 1.1 Follow standard operating procedures (SOPs)
- 1.2 Comply with work health and safety (WHS) requirements at all times
- 1.3 Use appropriate personal protective equipment (PPE) in accordance with SOPs
- 1.4 Identify job requirements from specifications, job sheets or work instructions

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

- |   |                                      |     |  |
|---|--------------------------------------|-----|--|
| 2 | <b>Lift materials manually</b>       | 2.1 | Determine material weight correctly utilising most appropriate technique, and assess risks associated with lifting                                       |
|   |                                      | 2.2 | Undertake lifting techniques to Safe Work Australia recommended procedures and having regard to types of movement, methods, storage, height and position |
| 3 | <b>Move/shift materials manually</b> | 3.1 | Select appropriate equipment, as required  |
|   |                                      | 3.2 | Place material safely and securely on moving equipment   |
|   |                                      | 3.3 | Relocate material ensuring safety of personnel and security of material  |
|   |                                      | 3.4 | Unload material and place in a safe and secure manner  |

## Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**Material weight includes one (1) or more of the following:**

- determined using scales
- interpreting signage

**Lifting techniques include one (1) or more of the following:**

- individual
- team lifting
- use of appropriate lifting equipment

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**Appropriate equipment includes one (1) or more of the following:**

- hand trolleys
- wheelbarrows
- motorised/hand pallet trucks (not sit on)
- hand carts
- dedicated production or process lifting equipment
- baskets, spreader bars, cradles or the like attached to lifting equipment

## Unit Mapping Information

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## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>