# Skills Assessment: Manual Handling

**Event 2 of 2**

## Criteria

### Unit code, name and release number

MEM11011B - Undertake manual handling (1)

This unit sits in all the qualifications below. This assessment is not to be amended

### Qualification/Course code, name and release number

MEM30305 - Certificate III in Engineering - Fabrication Trade (4)

MEM30205 - Certificate III in Engineering – Mechanical Trade (3)

Amend the qualification box before distributing to the student. The information here should only contain the qualification the student is enrolled in

## Student details

### Student number

### Student name

## Assessment Declaration

* This assessment is my original work and no part of it has been copied from any other source except where due acknowledgement is made.
* No part of this assessment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.
* I understand that plagiarism is the presentation of the work, idea or creation of another person as though it is your own. Plagiarism occurs when the origin of the material used is not appropriately cited. No part of this assessment is plagiarised.

### Student signature and Date

Version: *1.0*

Date created: *3 July 2018*

Date modified: *26/11/2019*

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## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Assessment overview** | The objective of this assessment is to assess your skills as would be required to lift and move an object using basic manual handling equipment. |
| **Assessment Event number** | 2 of 2 |
| **Instructions for this assessment** | This is a skill based assessment and will be assessing you on your ability to demonstrate skills required in the unit.  This assessment is in 3 parts:   1. Practical 2. Observation Checklist 3. Assessment feedback |
| **Submission instructions** | On completion of this assessment, you are required to hand it to your assessor for marking.  Ensure you have written your name at the bottom of each page of this assessment.  It is important that you keep a copy of all electronic and hardcopy assessments submitted to TAFE and complete the assessment declaration when submitting the assessment. |
| **What do I need to do to achieve a satisfactory result?** | To successfully complete this assessment the student will be available at the arranged time to complete all the assessment criteria as outlined in the assessment instructions.  All parts of the observable task must be performed to a satisfactory level as indicated in the criteria section of the Observation Checklist.  All oral questions must be answered correctly to be deemed satisfactory in this assessment task; however, Assessors may ask questions to clarify understanding. |
| **What do I need to provide?** | Pens, PPE. |
| **Due date/time allowed/venue** | 60 minutes |
| **Assessment feedback, review or appeals** | Appeals are addressed in accordance with Every Students Guide to Assessment. |

## Specific task instructions

The instructions and the criteria in the tasks and activities below will be used by the assessor to determine whether the tasks and activities have been satisfactorily completed. Use these instructions and criteria to ensure you demonstrate the required skills and knowledge.

If this assessment requires you to record information, your assessor will provide you with an appropriate document/template.

## Part 1: Practical

To complete this part of the assessment, you will be required to participate in a practical demonstration of how to complete a task or activity.

These practicals will be observed by your assessor, or can be digitally recorded and submitted as evidence.

Your responses will be used as part of the overall evidence requirements of the unit.

You should refer to the list of criteria in the Observation Checklist to understand what you need to demonstrate in this section of the assessment. This Checklist outlines the assessment criteria used to assess your performance.

Once completed you will need to submit this assessment and the tasks and activities you are required to complete to your assessor for marking.

**Contingency Management:**

While undertaking this task a number of unforeseen circumstances may arise. As an assessor you have the opportunity to question each learner to gather an understanding of how the student will respond to these events. Below is a table with examples of possible questions.

The assessor also has the opportunity in the observation checklist to record other relevant questions and responses

|  |  |  |
| --- | --- | --- |
| Scenario | Assessors question | Acceptable students response |
| Power failure in workshop | What is the correct action in the case of power failure? |  |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? |  |

**Manual Handling Task Specification**

The scenario is that you will work as part of a team of two (2) carrying out a manual handling activity involving; planning, lifting, transporting and setting down an object as specified in a) to f) below:

|  |  |
| --- | --- |
| 1. The lift object will be; stored at ground level, cylindrical in shape and weigh approximately 20 to 30kg | |
| 1. The object will be place on a two wheeled hand trolley similar to this. | SCA Hand Trolley, Pneumatic Wheels - 250kg, , scaau_hi-res |
| 1. The object needs to be secured to the two wheeled trolley with a cargo strap or tie down strap similar to these. | |
| https://images-na.ssl-images-amazon.com/images/I/61fKMuuzuZL._SL1001_.jpg | Image result for cargo straps" |
| 1. The object will be transported, ensuring the safety of the students participating in the assessment, and any students or TAFE staff in the area. The security of the object must be ensured over a designated path of approximately 20 metres to a new location. | |
| 1. The object will be set down at ground level at the destination location in a safe and secure manner | |
| 1. The two wheeled trolley and cargo/tie down strap will be returned to their storage point. | |

**Task 1 – Workplace Inspection**

The assessor will give a verbal presentation, which provides instruction on all the Tasks to be carried out.

You are required to carry out a “workplace (workshop) inspection” where the details of the Manual Handling Task Specifications (from a) to f) ) will be provided by the assessor. You are required to:

* Select and wear the correct PPE before entering the workshop location for the inspection.
* Listen to the assessor or teachers explanation of the manual handling activity
* Listen to the instruction provided on the safe working practices involved for the use of the 2 wheel hand trolley and the cargo/tie down strap
* Check and clarify any task related information including, the weight of the object and the written instructions detailed in the specification.
* You will be required to seek clarification on the details of the tasks, by asking your assessor two (2) questions in relation to the tasks. Your assessor will also ask you one (1) question to confirm your understanding of the tasks. These questions and responses will be recorded in the Observation Checklist by your assessor.

**Task 2– Plan the Manual Handling Task**

After you have; read the specification for the task, attended the workplace inspection, listened to a verbal explanation and had the opportunity to ask questions you are required to plan the manual handling task.

* Complete the planning details on the template provided in Table 3.0 below.

|  |  |  |
| --- | --- | --- |
| Table 3.0 Job Plan Information | | |
| Name of Team Member 1 (TM1) |  | |
| Name of Team Member 2 (TM2) |  | |
| Description of (lift) object |  | |
| Approximate weight of object |  | |
| Source location of object |  | |
| Destination location of object |  | |
| Approximate distance between source location and distance location |  | |
| Method of transport |  | |
| Method of securing load |  | |
| **Delegation of Activities –** | TM1  | TM2  |
| * Positioning and holding (2 wheeled) hand trolley from its source location |  |  |
| * Moving the object from the source location onto the hand trolley |  |  |
| * Strapping the object onto the hand trolley |  |  |
| * Operating the hand trolley during transport |  |  |
| * Checking transport route for hazards and acting as a guide |  |  |
| * Holding hand trolley stable during load transfer at the destination location |  |  |
| * Moving the object from the hand trolley to its source location |  |  |

**Task 3 – Carry out a Risk Assessment**

Ensure that you have been paired into a team. Working as a team member complete the Risk Assessment Worksheet provided in Figure 1.0 below.

The whole task, as per the Manual Handling Task Specification needs to be examined, however each step should be considered to identify all of the risk factors.

# **Figure 1.0 Risk Assessment Worksheet (for assessment purposes only)**

**Location of task: Students Name**

**Description of hazardous manual task:**

**Date of assessment:** **Assessor :**

**Reason for identification**

**☐Existing task ☐Report of musculoskeletal disorder (MSD) ☐Change in task, object or tool**

**☐New task ☐New information**

Step 1—**Does the task involve repetitive or sustained movements, postures or forces?**

As a guide:

* *repetitive* means the movement or force is performed more than twice a minute, and
* *sustained* means the posture or force is held for more than 30 seconds at a time.

Tick ‘yes’ each time you observe repetitive movement or sustained posture:

| **Postures and Movements** | | **Yes**  **🗸** | **This action happens when …** | | **because ... (describe why)** | **If any boxes are ticked, what are possible controls to reduce the risk?** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BACK** | | | | | | | |
| Bending or twisting more than 20 degrees | Forwards |  |  | |  |  | |
| Sideways | ☐ |  | |  |
| Twisting | ☐ |  | |  |
| **ARMS/HANDS** | | | | | | | |
| Working with one or both hands above shoulder height | | ☐ |  |  | | |  |
| Reaching forwards or sideways more than 30 cm from the body | |  |  |  | | |  |
| Exerting force with one hand or one side of the body | | ☐ |  |  | | |  |
| Pushing, pulling or dragging | |  |  |  | | |  |
| Very fast actions | |  |  |  | | |  |
| Working with the fingers close together or wide apart | | ☐ |  |  | | |  |
| Applying uneven, fast or jerky forces | | ☐ |  |  | | |  |
| Holding, supporting or restraining anything (including a person, animal or tool) | |  |  |  | | |  |

Step 2—**Does the task involve high or sudden force?**

Tick ‘yes’ if the task involves any of the following high or sudden forces, even if the force is applied only once:

| **Forces** | **Yes**  **🗸** | **This action happens when …** | **because ... (describe why)** | **If any boxes are ticked, what are possible controls to reduce the risk?** |
| --- | --- | --- | --- | --- |
| Lifting, lowering or carrying heavy loads | ☐ |  |  |  |
| Hitting or kicking or jumping | ☐ |  |  |
| Applying a sudden or unexpected force including:   * handling a live person or animal or * applying uneven, fast or jerky forces during lifting, carrying, pushing or pulling, or * pushing or pulling objects that are hard to move or stop e.g. a trolley. | ☐ |  |  |
| Needing to use two hands to operate a tool designed for one hand | ☐ |  |  |
| Two or more people need to be assigned to handle a heavy, awkward or bulky load | ☐ |  |  |

**Task 4 – Select Equipment**

Working as a team member you are required to:

* Wear the correct PPE
* Follow safe work procedures
* Source the 2 wheel trolley from its storage location.
* Source the cargo/tie down strap from its storage location
* Move the trolley and cargo/tie down strap to where it is required for the first lift.

**Task 5 – Load Object at Source Location**

Working as a team member you are required to:

* Load the object on to the 2 wheel trolley
* Secure the object using the cargo/tie down strap.

The manual handling risks associated with the task are to be controlled as documented on the completed Risk Assessment Worksheet

The correct manual handling (lifting) practices you need to demonstrate have been itemised in Task 5 of the Observation Checklist. You should refer to Observation Checklist and follow the steps for each lift required.

**Task 6 – Relocate Object**

Working as a team member you are required to:

* Relocate the object, along the designated route

The manual handling risks associated with the task are to be controlled as documented on the completed Risk Assessment Worksheet

The correct manual handling (lifting) practices you need to demonstrate have been itemised in Task 6 of the Observation Checklist. You should refer to Observation Checklist and follow the steps for each lift required.

**Task 7 – Unload Object at Destination Location**

Working as a team member you are required to:

* remove the cargo/tie down strap from the object
* unload the object onto the ground at its destination location
* ensure the object is left safely and securely

The manual handling risks associated with the task are to be controlled as documented on the completed Risk Assessment Worksheet

The correct manual handling (lifting) practices you need to demonstrate have been itemised in Task 7 of the Observation Checklist. You should refer to Observation Checklist and follow the steps for each lift required.

## Part 4: Observation Checklist

The Observation Checklist will be used by your assessor to mark your performance in any of the previous three event types. Use this Checklist to understand what skills you need to demonstrate in the tasks. The Checklist lists the assessment criteria used to determine whether you have successfully completed this assessment event. All the criteria must be met. Your demonstration will be used as part of the overall evidence requirements of the unit. The assessor may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

Table 4.0 Observation Checklist

| Task # | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 1 | **Workplace Inspection**   * Select and wear the correct PPE for workshop environment * Listen to the assessor or teachers explanation of the manual handling activity using the opportunity to check and clarify any of the task related information * Listen to the instruction provided on the safe working practices involved for the 2 wheel trolley use * Check and clarify and task related information, including the weight of the object and any written instructions that may be unclear |  |  | **Date of Observation:** |
| 2 | **Plan the Manual Handling Task**  Complete the Manual Handling Task Plan on the Template in Table 3.0 |  |  | **Date of Observation:** |
| 3 | **Carry out a Risk Assessment**  Complete the Risk Assessment Worksheet on the Template in Figure 1.0 |  |  | **Date of Observation:** |
| 4 | **Select Equipment**   * Wear the correct PPE * Follow safe work practices * Source the 2 wheel trolley from its storage location * Source the cargo/tie down strap from its storage location * Move the trolley and cargo/tied down strap to where it is required for the first lift. |  |  | **Date of Observation:** |
| 5 | **Load Object as Source Location**   * Trolley is positioned adjacent to the object as close as possible * Trolley is held steady by delegated team member * Object is tilted slightly off perpendicular by delegated team member to check weight * Object is tilted and rolled in a slow and controlled manner onto the carrying platform of the trolley * Trolley is propped stationery with foot on wheel or bottom bar of trolley while load transfer is in progress * Object is positioned on centre of carrying platform of trolley * Object is held in position for strapping process * Object is strapped to trolley with cargo/tied down strap. * Object is checked for security. Strap must be tight, not slipping and positioned on the top half of the object |  |  | **Date of Observation:** |
| 6 | **Relocate Object**   * Tilt back trolley towards body and balance load * Turn trolley to travel direction using feet and keeping arms straight and close to hips * Transport route is monitored for approaching foot, or mobile traffic * Potential hazards are managed as documented on Risk Assessment * Transport load along planned and designated route in a controlled manner at a steady walking pace * Set load to ground by tilting slowly forward |  |  | **Date of Observation:** |
| 7 | **Unload Object at Destination Location**   * Trolley is positioned as close to the unloading point as possible * Trolley is held steady by delegated team member * Object is unstrapped from trolley * Object is tilted and rolled in a slow and controlled manner from the carrying platform of the trolley and onto the ground * Trolley is propped stationery with foot on wheel or bottom bar of trolley while load transfer is in progress * Object is positioned in a safe and secure manner at the destination location * Trolley and cargo/tie down strap are stored as directed |  |  | **Date of Observation:** |

## Part 5: Assessment Feedback

*NOTE: This section* ***must*** *have the assessor signature and student signature to complete the feedback.*

### Assessment outcome

Satisfactory

Unsatisfactory

### Assessor Feedback

Was the assessment event successfully completed?

If no, was the resubmission/re-assessment successfully completed?

Was reasonable adjustment in place for this assessment event?  
*If yes, ensure it is detailed on the assessment document.*

Comments:

### Assessor name, signature and date:

### Student acknowledgement of assessment outcome

Would you like to make any comments about this assessment?

### Student name, signature and date

***NOTE: Make sure you have written your name at the bottom of each page of your submission before attaching the cover sheet and submitting to your assessor for marking.***