# Skills Assessment: Manual Handling

## Event 2 of 3

### Unit code, name and release number

MEM13014A - Apply principles of occupational health and safety in the work environment (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: *27/10/2019*

For queries, please contact:

IMRS Skillspoint

Building B, Level 1

Hamilton Campus, 91 Parry St Newcastle West, NSW 2302

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RTO Provider Number 90003 | CRICOS Provider Code: 00591E

This assessment can be found in the: [Learning Bank](https://share.tafensw.edu.au/share/access/searching.do?doc=%3Cxml%2F%3E&in=P7ac4831b-430a-4b8d-8b56-f7b32ed5b9cf&q=&type=standard&sort=rank&dr=AFTER)

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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 carry out a manual handling task. |
| **Assessment Event number** | 2 of 3 |
| **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 upload it or 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** | 30 minutes  *TBC* |
| **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 in the table “Table 8.0 Additional Questions”

|  |  |  |
| --- | --- | --- |
| 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? |  |

**Scenario**

The scenario is, you will carry out a manual handling task that involves lifting, transporting and setting down an object as specified a) to f) below:

1. The object will weigh approximately 15Kgs and be small enough to fit on a two wheeled hand trolley like this.



1. The object will be lifted from its source location and placed on the two wheel hand trolley.
2. The object will be transported on the trolley over a distance of up to approximately 20 metres.
3. The transportation path will include at least one (1) designated point where a barricade must be erected. The barricade is required to prevent people from crossing the transportation route whilst the object transportation is in progress.
4. The object will be lifted from the trolley on to a shelf at waist height at the destination location.
5. At the completion of the manual handling task the trolley and barricade equipment must be removed and returned to its storage location.

**Task 1 – Workplace Inspection**

You are required to carry out a workplace (workshop) inspection where the details of a) to f) in the scenario, will be provided by the assessor or teacher. 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.
* Check and clarify any task related information.
* Ensure safety signs in the workplace are followed.

**Task 2 – Carry out a Risk Assessment**

Using the Job Safety Environment Analysis (JSEA) template provided on the following pages:

* Complete the JSEA for the manual handling task and submit to your assessor or teacher for checking.

**RISK ASSESSMENT / JSEA**

**Situation*:*** *Assessment Scenario – Oil spill in workshop*  **Location:** *TAFE NSW*

**Conducted by:** **In Consultation with:** *Assessor or teacher* **Date Conducted:**

**Reviewed by**: **Comments:** **Date Reviewed:** date of marking

**Reason for this risk assessment**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workplace Change  Work task / activity  New building/ facility | | Procure new plant  Commission new plant  Decommission plant | | | | New chemical or storage  Maintenance activity  Lease or contract | | Staff work travel  Remote or lone working  Public event | Student excursion  Student off-site activity  Student work placement | | Other *(specify)* - |
| **RISK ASSESSMENT SUMMARY** | | | | | | | | | | | |
| **Plant involved** | | | | **licenses / permits**  Driver’s licence  High Risk Work License  Plant operators license  Work at heights  Confined space entry permit  Hot work / permit to work  Not Applicable | | | **What are the top 2 risks for this Scenario?** | | | What are the top 3 safety controls? | |
| Required Protective Clothing and PPE | | | | | | |
| T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Eye.jpg | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Foot.jpg | | **T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Head.jpg** | | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Hearing.jpg | |
| T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Protective clothing.jpg | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Respiratory.jpg | | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Apron.jpg | | T:\ADMINISTRATION OH&S UNIT\Safety Symbols\%OH&S Safety Symbols Australian\Mandatory symbols\Hand.jpg | | **Arrangements for First Aid and Emergencies** | | | | |
| **Other** *(specify) -* | | | | | | |

|  |  |  |
| --- | --- | --- |
| HAZARD CHECKLIST | | RISK ASSESSMENT MATRIX |
| **Environment**  Weather  Hot or cold conditions  Air quality  Noise  UV exposure  Slip/trip hazards  Drowning  **Substances**  Hazardous chemicals  Explosives  Flammable substances  Toxic substances/ pesticides  Inhalable / respirable dust  Exhaust or other fumes  **Physical**  Pressure  Stored energy – mechanical  Stored energy - electrical  Stored energy – chemical  Confined spaces  Fall from height  Manual tasks / ergonomic  **Electrical**  Overhead power lines  Underground power lines  Arc welding  Power tools / leads  Electrical work  Portable power generators  Wet environments | **Psychological and Social**  Stress  Fatigue  Violence / aggression  Drugs and alcohol  Isolation  Bullying and/or harassment  Communication barriers  **Biological**  Animal or insect bite  Riding or handling  Zoonosis  Infectious agents  Needle-stick / sharps  Bodily fluids  Contaminated waste  **Mechanical**  Traffic  Driving  Forklifts, Cranes etc.  Rotating / moving parts  Crushing  Shearing, cutting, stabbing  Vibration  **Environmental**  Air emissions  Release to stormwater  Oil spill  Soil/groundwater contamination  Asbestos  Radioactive waste  Waste disposal | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **CONSEQUENCE** | | | | | | ***LIKELIHOOD*** | **Negligible** | **Minor** | **Medium** | **Major** | **Severe** | | ***Almost Certain*** | **9** Medium | **15** High | **18** High | **23 Critical** | **25 Critical** | | ***Likely*** | **7** Low | **12** Medium | **17** High | **20** High | **24** **Critical** | | ***Possible*** | **4** Low | **10** Medium | **13** Medium | **19** High | **22** High | | ***Unlikely*** | **2** Very low | **5** Low | **11** Medium | **14** Medium | **21** High | | ***Rare*** | **1** Very low | **3** Very low | **6** Low | **8** Low | **16** Medium | |
| |  |  | | --- | --- | | Likelihood description | | | Almost certain | Expected to occur in most circumstances. | | Likely | Can be expected to occur several times in the life of the particular work practice. | | **Possible** | Might occur occasionally in the life of the particular work practice. | | **Unlikely** | Not likely to occur, but could happen at some time. | | **Rare** | May happen but only in exceptional circumstances. | | **Consequence description** | | | **Severe** | Fatality and/or severe injury resulting in amputation or life support. | | **Major** | Hospital admission, and / or long periods off work and/or permanent impairment. | | **Medium** | Injury/illness requiring minor medical treatment, short duration lost time. | | **Minor** | First Aid treatment only. No lost time. | | **Negligible** | Does not require first aid. Minor discomfort. | |

**Risk Assessment**

| Job Step | Hazards | Risk Score | Controls | New Score |
| --- | --- | --- | --- | --- |
| Lift object from source location and place on a 2 wheel trolley |  |  |  |  |
| Transport item over designated route to destination location |  |  |  |  |
| Lift item from trolley and place on shelf at destination location |  |  |  |  |

**Acknowledgement by Teachers / Other Staff**

I have read and understood and/or been instructed in this risk management assessment and will implement all the requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Signature | Role | Date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Task 3 – Select Equipment**

You are required to; wear the correct PPE, follow safe work practices, maintain a safe and clean workplace and follow safety sign instructions whilst carrying out the following tasks:

* Source the barricade equipment and the 2 wheel trolley from their storage locations.
* Establish the barricade at its required location as specified in d) of the scenario
* Move the trolley to where it is required for the first lift.

**Task 4 – Carry out Lifts and Transportation**

You are required to carry out the manual handling tasks of lifting and transporting the object as specified from a) to f) in the scenario.

The manual handling risks associated with the task are to be controlled as documented on the completed JSEA.

The correct manual handling (lifting) practices you need to demonstrate have been itemised in Task 4 of the Observation Checklist. You should refer to observation checklist and follow the steps for each lift required.

**Task 5 – Store Equipment and Check for Conformance to Specification**

* All of the barricade equipment, 2 wheel trolley and PPE must be returned to its storage location at the end of the manual handling task.
* Check (a to f) in specification and ensure that all tasks have been completed.

## Part 2: Observation Checklist

The Observation Checklist will be used by you to mark the students’ performance in any of the previous three event types. Use this Checklist to understand what skills the student is required to demonstrate in this section of the assessment. This Checklist outlines the Performance Criteria, Performance Evidence and Assessment Conditions you will be marking the student on. All the criteria must be met. The student’s demonstration will be used as part of the overall evidence requirements of the unit. You may ask questions while the demonstration is taking place or if appropriate directly after the task/activity has been completed.

| 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 * Ensure safety signs in the workshop are followed |  |  | **Date of Observation:** |
| 2 | **Carry out a Risk Assessment**  Complete the Job Safety Analysis (JSEA) on the template provided |  |  |  |
| 3 | **Select Equipment**   * Follow safe work practices * Maintain a safe and clean workplace * Establish the barricade at its required location as specified in d) of the scenario * Move the trolley to where it is required for the first lift. |  |  |  |

| Task # | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 4 | **Carry out Lifts and Transportation**  **Follow correct lifting practices**   * Plan the lift and check the weight of object * Position the feet apart and face the object * Get a firm and secure grip * Keep the back straight and lift with leg muscles * Turn body using feet to where the object will be re-positioned (to trolley or shelving) * Raise or lower load to waist height keeping the back straight and bending the knees   **Follow correct transportation practices**   * Ensure object is sitting squarely and centrally on trolley * Tilt back trolley towards body and balance load * Turn trolley to travel direction using feet and keeping arms straight and close to hips * Transport load along planned and designated route * Set load to ground by tilting slowly forward |  |  | **Date of Observation:** |

| Task # | Task/Activity Performed | S | U/S | Assessor Comments (Describe the student’s ability in demonstrating the required skills and knowledge) |
| --- | --- | --- | --- | --- |
| 5 | **Store Equipment**   * Remove barricade equipment and store at designated location * Return 2 wheel trolley to its store age location * Check (a to f) in specification and ensure that all tasks have been completed. |  |  | **Date of Observation:** |

## Part 3: 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.***