# Skills Assessment: Manual Handling

**Event 2 of 3**

# Trainer & Assessor Marking Guide

## Criteria

### 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

Version: *1.0*

Date created: *19 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

© 2019 TAFE NSW, Sydney  
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)

The contents in this document is copyright © TAFE NSW 2019, and should not be reproduced without the permission of the TAFE NSW. Information contained in this document is correct at time of printing: 27 October 2019. For current information please refer to our website or your teacher as appropriate.

## Assessment instructions

Table 1 Assessment instructions

| Assessment details | Instructions |
| --- | --- |
| **Instructions for the trainer and assessor** | This is a skill based assessment and will be assessing the student on their ability to demonstrate skills required in the unit.  This assessment is in 2 parts:   1. Practical 2. Observation Checklist   Model answers, sample responses or a criteria for each task or activity is provided below.  Use these to support your judgement when determining a satisfactory result.  The student’s response to each question must contain the information indicated in this marking guide in order for their response to be correct. However, if a student provides information other than indicated below, and in the professional opinion of the assessor it is appropriate and meets the intent of the question, it may be considered correct.  Complete the Observation Checklist for each task and activity and the Assessment Feedback to the student. Ensure you have taken a copy of the assessment prior to it being returned to the student.  The Assessment Feedback page must be signed by both the student and the assessor so the student displays that they have received, understood and accepted the feedback.  Ensure the students name appears on the bottom of each page of the submitted assessment. |
| **About this marking guide** | The student’s response to each task or activity must contain the criteria indicated in this marking guide in order for their response to be correct.  All tasks and activities must be completed correctly in order to satisfactorily complete this assessment event.  Assessors will need to make a judgement call as to whether each response meets the criteria based upon the:   * Rules of Evidence:   + Validity – does the answer address the skill required and does the evidence reflect the four dimensions of competency?   + Sufficiency – is the task or activity sufficient in terms of length and depth?   + Currency – has the work been done so recently as to be current?   + Authenticity – is this work the student’s own authentic work? * Principles of Assessment   + Fairness – individual student’s needs are considered in the assessment process   + Flexibility – assessment is flexible to the individual student   + Validity – any assessment decision is justified, based on the evidence of performance of the student   + Reliability – evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment * Dimensions of competency   + Task skills   + Task Management Skills   + Contingency Planning Skills   + Job Role Environment Skills |
| **Student must provide** | Pens, PPE |
| **Assessor must provide** | * An object weighing approximately 10 to 15 kg’s. Suggested examples are:   + Carton of welding electrodes = 15kg   + Spool of 0.9mm welding wire = 15kg   + Toolbox with sufficient content to = approximately 15kg * Two wheeled hand trolley * An explanation and demonstration in the safe use of the two-wheeled hand trolley * A workshop facility. A readily accessible source location for the object to be lifted. The source location must have a shelf at waist height. * A pathway through a workshop facility. The pathway must cross a designated walkway and be up to a distance of 20 metres * A workshop facility that provides a destination location. The destination location must have a shelf at waist height with sufficient area and strength to take the load of the item. * Barricade hardware, suggested examples are:   + Barricade Tape   + Barricade Signage   + Caution Signage |
| **Due date/time allowed/venue** | 30 minutes  *TBC* |

## Part 1: Practical

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

These practicals will be observed by you, or the student can digitally record them and submit them as evidence.

The student’s responses will be used as part of the overall evidence requirements of the unit.

You should refer to the list of criteria provided in the Observation 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.

Once completed the student is required to submit this assessment and the tasks and activities required to be completed to you 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 table 2.0 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”

Table 2.0 Contingency Management

|  |  |  |
| --- | --- | --- |
| Scenario | Assessors question | Acceptable students response |
| Power failure in workshop | What is the correct action in the case of power failure? | *Power failure may or may not impact on this assessment as only involves a manual handing task.*  *Lights going out in the workshop may mean that there is a lack of light to complete activity. Would need to talk to assessor about alternative lighting or moving to another area.*  *Would need to re-schedule assessment if lights went out and another alternative could not be found* |
| Emergency evacuation | What do you do if an emergency evacuation drill happens during the assessment? | *Would be required to follow the emergency evacuation procedure that was explained duration induction. Which should include:*  *Leave work area in a safe manner*  *Follow instructions of warden*  *Assemble in emergency evacuation area*  *Return to work as directed by warden and resume assessment with time allowance adjustment* |

**Scenario**

The scenario is, the student 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**

The student is 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. Each student is required to:

* (RS4, PC1.4) select and wear the correct PPE before entering the workshop location for the inspection.
* (RS13) listen to the assessor or teachers explanation of the manual handling activity.
* (RS1, PC1.1) listen to the instruction provided on the safe working practices involved for the use of the 2 wheel hand trolley.
* (RS13) check and clarify any task related information.
* (RS6, PC1.6) 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:

* (RS9, RS12, PC1.3, PC2.1) 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:** Students Name **In Consultation with:** *Assessor or teacher* **Date Conducted:** DATE OF ASSESSMENT

**Reviewed by**: assessor or teacher **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  Plant – 2 WHEELED TROLLEY | | | | **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?   1. Slip Trip Hazards 2. Manual Handling 3. Pinch Points 4. Airborne Shavings, Sparks 5. Noise 6. Operating Machinery   Any 2 two of the above or similar | | | What are the top 3 safety controls?   1. Check work area for trip hazards 2. Ensure correct manual handling practices are followed 3. Barricade Area where designated walkways are impinged 4. Wear correct PPE for workshop condtions 5. Stay clear of operating machinery   Any 3 of the above or similar | |
| 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 | 1. Manual Handling 2. Pinch Points 3. Use of Workshop Safety equipment to transport load | 23 critical | 1. Attend workplace inspection under the supervision of the Assessor or Teacher 2. Complete JSEA before commencing manual handling task 3. Plan the lift 4. Follow correct manual handling practices are followed | *5 low* |
| Transport item over designated route to destination location | 1. Slip Trip Hazards 2. Airborne Shavings, Sparks 3. Noise 4. Operating Machinery | 23 critical | 1. Check transport route for trip hazards clean and maintain as required 2. Barricade Area where designated walkways are impinged 3. Wear correct PPE for workshop condtions 4. Stay clear of operating machinery | *5 low* |
| Lift item from trolley and place on shelf at destination location | 1. Manual Handling 2. Pinch Points | 23 critical | 1. Complete JSEA before commencing manual handling task 2. Plan lift 3. Follow correct manual handling procedures | *5 low* |

**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**

(RS1, RS2, RS3, PC1.1, PC1.2) The student is 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**

(RS1, PC1.1) The student is required to carry out the manual handling tasks of lifting and transporting the object as specified from a) to f) in the scenario.

(RS1, RS7, PC1.1, PC1.7) The manual handling risks associated with the task are to be controlled as documented on the completed JSEA.

(RS1, RS7, PC1.1, PC1.7) The correct manual handling (lifting) practices the student needs to demonstrate have been itemised in Task 4 of the Observation Checklist. The student should refer to observation checklist and follow the steps for each lift required.

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

* (RS2, RS4, PC1.2, 1.4,) 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.
* (RS15) 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 |  |  | **Date of Observation:**   * *Selects and wears the correct PPE for workshop environment*   *Min Requirements:*   * *Steel capped boots* * *Drill pants, drill shirt or overalls,* * *Safety glasses* |
| * 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 |  |  | * *Listens to explanation of the manual handling activity using the opportunity to check and clarify any of the task related information*   **Question**  *What is the weight of the object to be lifted?*  **Response**  *Approximately 15kg*  **Question**  *Where do the barricades need to be erected?*  **Response**  *Where access to the transportation path is to be restricted*   * *Listens to the instruction provided on the safe working practices involved for the 2 wheel trolley use*   **Question**  *What are two (2) checks required before using the trolley?*  **Response**  *Tyres, Capacity, Frame, wheel bearing/rotation*  **Question**  *Is the trolley suitable for the planned manual handling task?*  **Response**  *Yes*   * *Safety signs in the workshop are followed and could include:*   + *Eye protection required*   + *Hearing protection required*   + *Steel cap Footwear*   + *Hi-Vis vest/clothing* |
| 2 | **Carry out a Risk Assessment**  Complete the Job Safety Analysis (JSEA) on the template provided |  |  | * *Refer to the completed sample benchmark JSEA supplied* |
| 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. |  |  | * *Follow safe work practices* * *Wears PPE correctly* * *Walks in designated walkways where possible* * *Stays away from operating machinery* * *Does not disturb other students* * *Maintain a safe and clean workplace* * *Erects barricade in the appropriate location which clearly indicates restricted entry* * *Ensures barricade tapes and signage are placed in an organised manner* * *Clean, lift and transport areas of any debris that may be a slip or trip hazard* * *Move items of equipment that are restriction access to lift or transport route* * *Move the trolley to where it is required for the first lift.* * *Trolley is kept under control with 2 wheels on the ground,* * *Trolley is steered using 2 hands to control direction* * *Trolley is kept to a walking pace speed* |

| 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:**   * *Plans the lift and checks the weight of object is personally manageable* * *Positions the feet apart and faces the object* * *Gets a firm and secure grip* * *Keeps the back straight and lift with leg muscles* * *Turns body using feet to where the object will be re-positioned* * *Raises or lower load keeping the back straight and bending the knees* * *Ensures object is sitting squarely and centrally on trolley* * *Tilts back trolley towards body and balance load* * *Turns trolley to travel direction using feet and keeping arms straight and close to hips* * *Transports load along planned and designated route* * *Sets load to ground by tilting slowly forward* |
| 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:**   * *Remove barricade equipment and store at designated location* * *All barricade equipment is removed, with nothing left behind* * *Barricade equipment is stored in an organised and orderly manner* * *Return 2 wheel trolley to its store age location* * *Trolley is kept under control with 2 wheels on the ground,* * *Trolley is steered using 2 hands to control direction* * *Trolley is kept to a walking pace speed* * *Trolley is stored in an organised and orderly manner* |