

Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

What do you need to do before you use it for the first time?

1. Rebrand the presentation.
2. Review the presentation as part of your validation process.

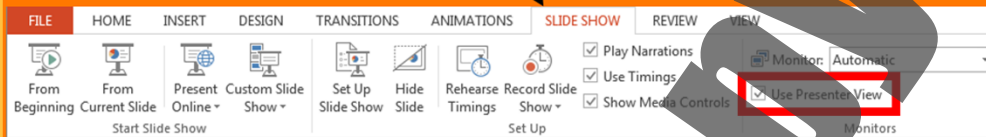
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Instructions for Viewing in Presenter View

NOTE: This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



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TTU00020

SHIFT MATERIALS SAFELY USING MANUAL HANDLING METHODS



**TRAINING
PRESENTATION**

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Training Presentation Sections

Click on a box to go to that section.



Section 1:
Plan and Prepare for
Manual Handling



Section 2: Conduct
Manual Handling

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Section 1: Plan and Prepare for Manual Handling



Evaluation

1.1 Introduction

This unit is based on the national unit of competency **TLID0020 Shift Materials Safely Using Manual Handling Methods**.

You will learn how to:

- ◆ Assess the risks associated with relocating a load.
- ◆ Plan the load relocation.
- ◆ Relocate the load.



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1.2 Working Safely

Every workplace should have Work Health & Safety (WHS) policies and procedures to create a safe work environment.

You must follow all safety rules and instructions when performing any work. If you are unsure what to do, ask your boss or supervisor. They will tell you what you need to do and how to do it safely.

Before starting your work, ensure you have access to all workplace policies, procedures and documentation for the job. This will help you do your work safely and make sure all work is compliant.



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1.2.1 Health and Safety Rules

The 4 main types of laws and rules to keep everyone safe:

Type of Law/Rule	Acts
	Regulations
	Codes of Practice
	Australian Standards

Some states use OHS laws, and other states use WHS laws. They both talk about the same thing, but use different words or names for people. If you have any questions about safety rules you should talk to your boss or supervisor.

You should refer to the Safe Work Australia Hazardous Manual Tasks Code of Practice 2020 when shifting materials using manual handling methods.

Every workplace has to follow laws and rules to keep everyone safe. There are 4 main types:

Type of Law/Rule and Explanation

Acts - These are laws that you have to follow.

Regulations - These explain what the law means.

Codes of Practice - These are instructions on how to follow the law, based on industry standards.

Australian Standards - These tell you what the minimum requirement is for a job, product or hazard.

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1.2.2 Duty of Care

Work health and safety (WHS) laws state that all companies and workers need to keep themselves and other people safe while they work. This is called a duty of care.

The WHS Regulations impose specific obligations in regards to manual tasks.



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1.2.2 Duty of Care

Employers must consider all matters that may contribute to an injury when creating control measures for risks relating to manual tasks, including:

- ◆ Posture, movements, forces and vibrations.
- ◆ Duration and frequency of tasks.
- ◆ Workplace environmental conditions.
- ◆ The design of the work area.
- ◆ The layout of the workplace.
- ◆ The systems of work used.
- ◆ The nature, size, weight or number of things involved in the tasks.



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- ◆ The nature, size, weight or number of things involved in the tasks.

1.2.3 Work Instructions

Read and confirm your work instructions before beginning the task. Make sure you have everything about the job written down before you start, including what you will be doing, how you will be doing it and what equipment you will be using.



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1.2.3 Work Instructions

Each workplace communicates their requirements and procedures differently, they could be communicated to you through:

- ◆ On-site Meetings – Task timelines, place and purposes, task discussions, procedural decisions and discussions.
- ◆ Written Instructions – Plans, reports, maps, specifications, drawings, sketches.
- ◆ Verbal Instructions – On-site meetings, toolbox talks, safety briefings, team meetings, two-way radios, mobile phones.



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If you don't know where to get your instructions or can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain their meaning.



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1.2.3 Work Instructions

Work instructions help ensure that all work is done safely, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

Your work instructions will tell you the safest way to do the job and the equipment you will need. Confirming your work instructions with your boss or supervisor is a good idea to ensure you are clear about what you need to do.



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1.2.4 Check Site Plans

Survey the work area to confirm the route of travel is safe for all personnel, including checking for any obstacles in the area. This will ensure the movement of the load is as safe and efficient as possible.

Typically, the site's layout details will be set out in the project specifications, plans and drawings.



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1.2.4 Check Site Plans

You will need to check the work area to ensure that it matches the project specifications, plans and drawings. Sometimes conditions may have changed between when the plans and drawings were put together and when work begins. If the plans do not match the site, you will need to speak to your supervisor.

Survey the work area in consultation with other personnel on site to ensure that everyone knows what is happening, when and why.



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Section 1 Review Questions

1. What are the four (4) main types of health and safety rules?



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1. What are the four (4) main types of health and safety rules?

Answer:

- ◆ Acts.
- ◆ Regulations.
- ◆ Codes of Practice.
- ◆ Australian Standards.



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Section 1 Review Questions

2. What are three (3) manual handling factors an employer must consider to maintain a safe working environment?



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2. What are three (3) manual handling factors an employer must consider to maintain a safe working environment?

Answer must include three (3) of the following:

- ◆ Posture, movements, forces and vibrations.
- ◆ Duration and frequency of tasks.
- ◆ Workplace environmental conditions.
- ◆ The design of the work area.
- ◆ The layout of the workplace.
- ◆ The systems of work used.
- ◆ The nature, size, weight or number of things involved in the tasks.



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