



# Learner Guide

**TLI30321 Certificate III in Supply Chain Operations**

**TLID0020 – Shift Materials Using Manual Handling Methods**

## Skilled Advance.

RTO Code: 31942

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## Learning Outcomes

The aim of this workbook is to enable trainees to gain the skills and knowledge required to perform the following:

1	Undertake tasks that contribute to shift materials safely using manual handling methods aligned to organisations strategic goals and objectives
2	Understand the fundamentals of manually handling materials, shifting materials safely
3	Contribute to the establishment of safe and risk free material shifting and load relocation
4	Identify opportunities for reducing injuries, best practices to be followed
5	Develop strategies to overcome obstacles in load relocation, understand site layouts and workplace layout.
6	Participate in job sharing, task reallocation, grouping similar tasks
7	Documentation of contributions made to the organisation on load relocation
8	Clearly communicate risks, injuries, protective gear requirements to relevant personnel
9	Identify and implement all workplace layout, equipment, and protective gear
10	Implement feedback mechanisms that will aid a process of continuous improvement of desired outcomes.

# CHAPTER 3

## Relocate Load



### **Actions for lifting, lowering, and carrying, pulling, and pushing a load are in accordance with workplace procedures and WHS/OHS Requirements**

Proper methods of lifting and handling protect against injury. Proper lifting makes work easier. You need to “think” about what you are going to do before bending to pick up an object. Over time, safe lifting techniques should become a habit. Following are the basics steps of safe lifting and handling.

- Size up the load and check overall conditions. Don’t attempt the lift by yourself if the load appears to be too heavy or awkward. Check that there is enough space for movement, and that the footing is good. “Good housekeeping” ensures that you won’t trip or stumble over an obstacle.
- Make certain that your balance is good. Feet should be shoulder width apart, with one foot beside and the other foot behind the object that is to be lifted.
- Bend the knees; don’t stoop. Keep the back straight, but not vertical. (There is a difference. Tucking in the chin straightens the back.)

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