

HLTHSE204B

Follow safe manual handling practices

Descriptor

This unit is concerned with the workers ability to carry out their work in a safe manner within the health care environment

Work will usually be performed within a prescribed range of functions involving known routines and procedures

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Application

This unit is based on the *National Guidelines for Integrating Occupational Health and Safety Competencies into National Industry Competency Standards, National Code of Practice for Manual Handling 1990, An Employer's Guide to the Manual Tasks Advisory Standard 2000, National Standard for Manual Handling (1990), Occupational Health and Safety (Manual Handling) Regulations 1988, Workcover publications*

ELEMENT

Elements define the essential outcomes of a unit of competency.

1. Follow organisation procedures, for a particular task, to minimise risk of injury

2. Utilise and implement strategies as directed to improve workplace organisation

PERFORMANCE CRITERIA

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

- 1.1 Use *appropriate posture and handling techniques* to reduce muscle load on exertion
 - 1.2 Manage work tasks involving vibration in accordance with *workplace policies* and procedures
 - 1.3 Use appropriate *manual handling* techniques and equipment to meet customer needs within own scope of responsibility
 - 1.4 Package loads appropriately for easy handling
 - 1.5 Follow lifting limitations prescribed within relevant guidelines
 - 1.6 Use safe work practices in handling loads
 - 1.7 Wear appropriate *personal protective equipment*
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- 2.1 Identify OHS hazards, assess risk and report to *supervisor*
 - 2.2 Contribute to workplace design and task analysis to ensure appropriate work areas are developed
 - 2.3 Follow workplace policies and procedures in relation to pacing and scheduling of tasks
 - 2.4 Carry out equipment and environmental maintenance in accordance with a workplace preventative maintenance schedule
 - 2.5 Follow workplace procedures for reporting symptoms and injuries to self and or others
 - 2.6 Follow workplace procedures for any *return to work program*

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

- Significant hazards in the workplace both indoors and outdoors
- Location and use of safety equipment such as fire extinguishers and emergency units and alarms
- Workplace procedures that apply to fire, accidents and emergency situations
- Potential hazards in the workplace and the risks/potential risks of certain behaviours, layouts/features
- Legislative requirements and best practice approaches to OHS
- Rights and obligations of employees and employers regarding OHS
- Reporting mechanisms required for workplace injury and compensation claims

Essential skills:

Ability to:

- Apply lifting, lowering and transfer techniques of manual handling
- Implement practices to prevent or minimise risk
- Apply safe handling practices and other safety procedures
- Demonstrate correct use of equipment according to manufacturers' specifications
- Use reading and writing skills required to fulfil job roles in a safe manner and as specified by organisation/service. The level of skill may include the ability to:
 - understand symbols used in OHS signs
 - read workplace safety pamphlets or procedure manuals
 - read labels and handling chemicals such as cleaning fluids
 - understand that literacy support is available in the workplace and may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available. Literacy may be required in English or a community language depending on the language used in pamphlets or workplace manuals
- Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation/service. Assessors should look for skills in:
 - asking questions
 - providing clear information
 - listening to and understanding workplace instructions
 - clarifying workplace instructions when necessary
 - Recognise that service/organisation may require competence in English or a community language, depending on client group

RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Appropriate posture and handling techniques may include:

- Bending from the knees
- Maintaining a straight back when lifting and carrying
- Using two hands to lift or carry
- Avoiding lifting objects above shoulder height
- Adopting non repetitive movements
- Positions not held for long periods of time
- Correct use of mechanical aids

Workplace policies and procedures will include:

- Hazard identification policies and procedures
- Emergency, fire and accident procedures
- Procedures for the use of personnel clothing and equipment
- Hazard identification and issue resolution procedures
- Job procedures and work instructions
- Waste management
- Security procedures

Manual handling equipment may include:

- Lifting apparatus
- Hoists
- Trolleys
- Belts
- Pallet jacks

Personal protective equipment may include:

- Plastic aprons
- Gowns
- Gloves including heavy duty
- Overalls
- Enclosed shoes
- Eye protection

Hazards include:

- Manual handling
- Client handling
- Toxic or hazardous substances/radiation
- RSI prevention mandatory

RANGE STATEMENT

Supervisor may by:

- Nominated personnel
- OHS nominee

Workplace organisation may include:

- Grievance procedures
- Appropriate induction of staff
- Team meetings
- Debriefing procedures following crisis
- Management performance levels
- Employee assistance with problems and introducing them to services available in the community

Return to work program may include:

- Persons returning from injury and/or stress
- Persons returning after extended leave

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
- Evidence of competence must include:
 - ability to work safely utilising safe manual handling techniques and equipment
 - compliance with the organisation's OHS policies and procedures
 - ability to implement strategies designed to improve manual handling processes within the workplace
- This unit can be assessed independently however holistic assessment practice with other general health services units of competency is encouraged

Context and resources for assessment:

- Resource requirements may include access to:
 - workplace health and safety policies and procedures
 - infection control procedures
 - other organisation policies and procedures
 - duties statements and/or job descriptions
 - manual handling equipment
- Assessment may include:
 - observation of performance
 - written tasks
 - interviewing and questioning
 - formal appraisal systems
 - staff/client feedback
 - portfolio/CV
 - supporting statement of supervisor(s)
 - authenticated evidence of relevant work experience and/or formal/informal learning
 - case studies and scenarios as a basis for discussion of issues and strategies to contribute to best practice in the work environment

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Access and equity considerations:

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities