

RIIHAN204A	Load and unload cargo/goods
Unit descriptor	This unit covers the loading and unloading of cargo/goods in the resources and infrastructure industries. It includes preparing for loading activities, loading goods/cargo, securing goods/cargo, protecting goods/cargo, conducting housekeeping activities, and unloading goods/cargo. Licensing, legislative, regulatory and certification requirements that apply to this unit can vary between states, territories, and industry sectors. Relevant information must be sourced prior to application of the unit.
Employability skills	This unit contains employability skills.
Application of the unit	This unit is appropriate for those working in an operational role at worksites within: <ul style="list-style-type: none"> • Civil construction • Coal mining • Drilling • Extractive industries • Metalliferous mining
Competency field	Load Handling

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
1. Prepare for loading activities	<ol style="list-style-type: none"> 1.1. Access, interpret and apply <i>compliance documentation</i> relevant to the work activity 1.2. Receive, interpret and clarify shift changeover details 1.3. Communicate with other personnel 1.4. Select personal protective equipment appropriate for work activities 1.5. Select appropriate type of <i>auxiliary equipment</i> for work activities 1.6. Perform equipment <i>pre-start checks</i> to ensure equipment is ready for operation 1.7. Identify, address and report potential risks and hazards 1.8. Identify, address and report <i>environmental issues</i> 1.9. Adhere to emergency procedures to ensure safety of personnel and plant
2. Load goods/cargo	<ol style="list-style-type: none"> 2.1. Identify load characteristics and use appropriate loading techniques to safely and efficiently move load 2.2. Identify hazardous and dangerous goods and adhere to relevant legislation and permit requirements 2.3. Assess and ensure that load characteristics and transport capacity meet approved parameters 2.4. Erect physical barricades and signage to prevent unauthorised entry to the area 2.5. Load <i>goods/cargo</i> in accordance with relevant mass and loading regulations and site procedures
3. Secure goods/cargo	<ol style="list-style-type: none"> 3.1. Check the distribution of the load to ensure it is even, legal and within safe working capacity 3.2. Secure load at approved anchorage points 3.3. Adjust load restraint devices to ensure load is secure during <i>transport</i> 3.4. Protect load from weather conditions using approved

ELEMENT	PERFORMANCE CRITERIA
	coverage devices
4. Protect goods/cargo	4.1. Inspect the load for security to travel 4.2. Complete all required documentation
5. Conduct housekeeping activities	5.1. Clean equipment to maintain condition of equipment and ensure safe and efficient operations 5.2. Clean and store auxiliary service equipment 5.3. Control and report hazards to maintain a safe working environment
6. Unload goods/cargo	6.1. Assess location, stowage and remaining load before commencement 6.2. Unload in a safe and effective way making use of lifting aids and applications if required 6.3. Identify any goods requiring special handling 6.4. Relocate material in a manner that considers the heights, weight loading, size and crushability of the goods/cargo

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following as required to load and unload goods/cargo:

- apply legislative, organisation and site requirements and procedures for loading and unloading goods/cargo
- apply safe driving techniques
- identify hazards
- handle hazardous goods
- interpret plans, reports, maps, specifications
- apply lifting techniques (manual, cranes and loads)
- monitor operations
- report defects
- apply safe work practices
- use hand and power tools
- read and comprehend simple statements in English
- identify containers and goods coding, ADG and IMDG markings and, where applicable, emergency information panels and take appropriate action

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following as required to load and unload cargo/goods:

- relevant Australian standards and regulations including state/territory mass and loading regulations
- Australian and international regulations and code of practice for the handling and transport of dangerous goods and hazardous substances
- breakdown procedures
- bund construction and maintenance procedures
- contaminant identification and control
- approved dust suppression and extraction methods
- drainage principles
- hauling procedures
- emergency procedures
- environmental procedures

REQUIRED SKILLS AND KNOWLEDGE

- equipment processes, technical capability and limitations
- equipment safety requirements
- hazardous goods procedures and consequences of spills
- identifying repair requirements
- isolation procedures
- site operational system
- night and day working procedures
- relevant OHS procedures
- operational procedures and checks
- road rules
- signage erection procedures
- site procedures
- site safety requirements
- wet and dry working procedures

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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

Compliance documentation may include:

- legislative, organisation and site requirements and procedures relating to:
 - worksite safety and health
 - mine inspection
 - OHS
 - explosives
 - dangerous goods code
 - HAZCHEM
- manufacturer's guidelines and specifications
- Australian standards
- Employment and workplace relations legislation
- Equal Employment Opportunity and Disability Discrimination legislation

Auxiliary equipment may be anything that is portable and mobile that is not part of the fixed infrastructure, and may include:

- materials handling equipment (e.g. turn tables, conveyors)
- mobile equipment
- mobile lifting equipment (e.g. cranes, forklifts)

Pre-start checks may include:

- availability of equipment
- detection of conditions that are unusual
- fluid levels
- job requirements
- personnel
- walk through site

Environmental issues may include:

- drainage
- dust
- ventilation
- emissions
- flora and fauna
- hazardous chemicals
- noise
- recycling

RANGE STATEMENT	
	<ul style="list-style-type: none"> • run-off • spills • waste management and disposal • water quality
Goods/cargo may include:	<ul style="list-style-type: none"> • equipment • tools • zinc ingots • cadmium • CuSO₄ • acid • secondary leach residue (SLR) • gypsum • paragoethite
Transport may include:	<ul style="list-style-type: none"> • aircraft • light vehicles • pipelines • rail • ship • truck
Clean may include methods such as:	<ul style="list-style-type: none"> • forced air • hosing with water • suction

EVIDENCE GUIDE	
The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • knowledge of the requirements, procedures and instructions for loading and unloading cargo/goods • implementation of requirements, procedures and techniques for the safe, effective and efficient loading and unloading cargo/goods • working with others to undertake and complete the loading and unloading cargo/goods that meet all of the required outcomes • consistent timely loading and unloading cargo/goods that safely, effectively and efficiently meet the required outcomes
Context of and specific resources for assessment	<ul style="list-style-type: none"> • This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery environment should sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the

EVIDENCE GUIDE	
	<p>following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> ◦ implementation of appropriate requirements, procedures and techniques for the safe, effective and efficient achievement of required outcomes ◦ consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> ◦ working with others to undertake and complete the loading and unloading cargo/goods
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.