

## Lift, transfer and position loads

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### Overview

This standard covers the lifting, transfer and positioning of loads. Categories of plant and machinery associated with 'lifting and transferring' include: industrial lift trucks, rough terrain lift trucks and variable reach lift trucks.

This standard applies to operators and drivers of specialised plant and machinery being used for the lifting, transfer and positioning of loads.

## Performance criteria

You must be able to:

### **Prepare for movement of load**

1. accurately identify the load to be moved, its location and destination, from relevant information and instructions
2. confirm that the load is suitable to lift
3. assess the method of movement and transfer of the load and take the appropriate measures to ensure the safety of the operation
4. check the area of work for safety and confirm that it is secure for the movement and transfer of loads
5. identify any difficulties in carrying out the movement and transfer and clarify with the appropriate person(s)
6. accurately identify potential hazards in the work area and take action in accordance with approved procedures and practices
7. confirm equipment to be used as suitably prepared and set up for the work requirement
8. carry out the work to approved procedures and practices and in compliance with statutory requirements

### **Lift and transfer load to its designated location**

9. carry out lifting and handling of the load safely, taking into account the load's characteristics
10. lift and transfer the load to the designated location safely, securely and without loss or damage
11. undertake operations in a safe, effective and controlled manner with due regard to the surrounding environment
12. refer problems and conditions outside your responsibility to the appropriate person/s

### **Position and set down load**

13. confirm the location for positioning and setting down the load in accordance with the information and instruction
14. position, set down and release the load in its designated location
15. carry out operations safely, in optimum time and to meet with the work requirements
16. report any loss of or damage to the load or the surrounding environment and take appropriate action in accordance with approved procedures and practices
17. report any incident(s) or accident(s) during movement in accordance with approved procedures and practices
18. maintain records in accordance with organisation and operational

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requirements

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## Knowledge and understanding

You need to know and understand:

### **Prepare for movement of load**

1. the different types of loads, their characteristics and movement requirements
2. types of equipment used for the movement and transfer of loads in the context of the operations and work activity
3. preparation and set-up requirements for the specified equipment
4. types of workplace hazards encountered and the working practices for dealing with them
5. where to refer any problems or conditions which are outside your responsibility
6. approved procedures and practices in the context of the operations, the work activity and the workplace environment (organisational, regulatory, emergency, operational)
7. responsibilities under the Health and Safety statutory requirements

### **Lift and transfer load to its designated location**

8. operating procedures for the specified equipment
9. methods for lifting and transferring of load relative to the specified equipment and nature of the load
10. procedures for dealing with loss or damage to loads

### **Position and set down load**

11. methods for positioning and setting down loads relative to the specified equipment
12. actions to be taken in the event of incident or accident
13. organisational and operational requirements for keeping records

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