

**-SQA-SCOTTISH QUALIFICATIONS AUTHORITY**

**Hanover House  
24 Douglas Street  
GLASGOW G2 7NG**

**NATIONAL CERTIFICATE MODULE DESCRIPTOR**

**-Module Number- 0064021 -Session-1986-87**

**-Superclass- XH**

**-Title- LIFTING AND HANDLING SKILLS (x 1/2)**

**-DESCRIPTION-**

Type and Purpose Special Note  
A general module (1/2) which enables the student to acquire basic lifting and handling techniques.

The establishment safety officer must be satisfied that all equipment and work areas to be used comply with safety regulations.

Preferred Entry Level  
No formal entry qualifications.

Learning Outcomes  
The student should:

1. manually lift, handle and stack loads (not exceeding 20kg);
2. (a) check for defects in lifting gear,  
(b) use lifting gear;
3. (a) manoeuvre, lift and handle heavy loads using manually operated and powered equipment,  
(b) assist a qualified person to lift and handle overhead and dangerous loads;
4. (a) load, secure and transport loads on pedestrian controlled trucks and trailers,  
(b) use a manually operated fork lift,  
(c) assist a qualified person who is using a powered fork lift truck,

5. comply with regulations and procedures and use safe working practices specified for equipment and work areas.

Content/  
Context

Corresponding to the Learning Outcomes:

1. manual lifting techniques: posture and balance; selection of route for safe movement of materials. Use of slings and harnesses. Stacking techniques.
2. use of slings, shackles, hooks, chains and ropes: knots and lashings. Identification of defects.
3. manoeuvring equipment and techniques: crowbars, levers, rollers and skates. Lifting equipment: manual, electrical and hydraulic.

Use of hand signals and manoeuvring instructions.

Precautions applicable to overhead and dangerous loads.

4. loading and use of transporting equipment: trucks, trailers and mobile cranes.

Hand signals to assist a qualified fork lift truck operator.

5. safety precautions applicable to equipment and work areas.

Suggested  
Learning and  
Teaching  
Approaches

The number of students directly participating at any one time in an operation involving heavy or dangerous loads must be consistent with safe working practice and the work must, at all times, be under the direct supervision of a qualified person. The activities of the remainder of the class should be restricted to planned observation or other non-dangerous tasks.

It must be emphasised that forward planning is a prerequisite for all operations involving lifting and transporting heavy and/or dangerous loads. Road transport regulations should not be dealt with at this stage.

Suitable locations for this module would be work areas with adjacent storage facilities. A visit to a factory warehouse or large store should be used to broaden the experience.

During operations where the student is not a direct participant, observation should be guided by means of a pre-prepared questionnaire/checklist. This checklist

should be completed by the student during the operation or immediately afterwards.

Student participation in learning outcome 4(c) should be limited to demonstration of equipment and hand signals.

Safety, safe practices and the care and use of equipment should be an integral part of all module activities.

#### Assessment Procedures

All learning outcomes must be validly assessed.

The student must be informed of the tasks which contribute to summative assessment. Any unsatisfactory aspects of performance should, if possible, be discussed with the student as and when they arise.

Acceptable performance in the module will be satisfactory achievement of the performance criteria for each learning outcome.

The following abbreviations are used below:

LO Learning Outcome IA Instrument of Assessment PC Performance Criteria

LO1 IA Observation checklist. - 5

PC The student consistently:

LO1 (a) uses correct manual lifting techniques including:

- (i) correct posture and balance;
- (ii) aids such as harnesses and straps where appropriate;

(b) ensures that the route is clear of obstruction.

LO2 (a) correctly identifies defects;

(b) selects appropriate slinging points;

(c) assembles lifting tackle correctly;

(d) uses appropriate knots and lashings.

LO3 (a) manoeuvres, lifts and handles a heavy load correctly;

(b) communicates clearly with hand signals and other appropriate instructions.

LO4 (a) loads, secures and transports loads efficiently;

(b) works effectively with a qualified person.

- LO5 (a) wears all safety clothing and equipment;
- (b) behaves in a manner appropriate to the working environment;
- (c) uses tackle and equipment safely;
- (d) complies with any additional criteria specified by the establishment safety officer.