



Unit XXXX 04 (208)

Lift and Handle Materials Safely in Food Manufacture

Unit Summary

This Unit is about keeping healthy safe when moving and handling materials in the workplace. You need to follow the relevant health and safety and hygiene requirements and procedures for moving and handling materials. You need to use transport routes and equipment correctly.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Problem Solving Access 3

- ◆ Analyse a simple situation or issue.
- ◆ Plan, organise and complete a simple task.

I have completed the requirements of this Unit.

Candidate name: _____ Date: _____

Candidate signature: _____ Date: _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ Date: _____

IV signature: _____ Date: _____

Assessment centre: _____

You must be able to	Evidence Requirements	Evidence/ Activity Ref No.
<p>Lift and handle according to your organisation's standards and instruction</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Wear appropriate personal protective equipment. (b) Follow your organisation's standards and instruction on health and safety. (c) Follow your organisation's standards and instruction on food safety. (d) Follow your organisation's standards and instruction on environmental safety. 	<p>Evidence of lifting and handling according to workplace procedures.</p>	
<p>Accurately assess risks before lifting and handling</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Take precautions to protect yourself (b) Take precautions to protect other people. (c) Take precautions to protect the products from damage. (d) Seek assistance when required. 	<p>Evidence of assessing risks before lifting and handling in accordance with workplace procedures.</p> <p>This must include taking precautions in the context of two types of risk.</p>	

		Evidence Requirements (cont)	
3	<p>Use handling equipment correctly</p> <p>This means you:</p> <p>(a) Check that any required handling equipment is fit for use.</p> <p>(b) Use handling equipment correctly.</p> <p>(c) Return handling equipment to the correct place after use.</p>	<p>Evidence of handling equipment correctly in accordance with workplace procedures.</p>	
4	<p>Move or transport material</p> <p>This means you:</p> <p>(a) Obtain the required materials and make sure that they are of the correct quantity and quality.</p> <p>(b) Use the correct lifting and handling techniques.</p> <p>(c) Avoid injury to yourself and others.</p> <p>(d) Use the correct transport route to move materials to the correct place.</p> <p>(e) Complete all records accurately and promptly.</p>	<p>Evidence of moving or transporting material in accordance with workplace procedures.</p> <p>This must include lifting and handling in two of the following situations:</p> <ul style="list-style-type: none"> ◆ lifting manually on your own ◆ lifting manually with the help of another person ◆ using a device which aids lifting and handling. 	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		
2		
3		
4		

You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
K1	The relevant health and safety and food safety standards when moving and handling materials and why it is important that you follow them.	
K2	Why it is important to wear the appropriate personal protective equipment and what may happen if this is not done.	
K3	The correct manual handling techniques and what may happen if they are not used.	
K4	The safe lifting limits for yourself and any equipment that you use.	
K5	How to carry out safety checks on lifting equipment and why it is important to do so.	
K6	Why it is important to check that the load is suitable to be moved and that you use the right handling equipment for the task.	
K7	The transport routes to take and why it is important to stick to them.	
K8	The hazards to yourself and others when moving and handling materials.	
K9	What to do if you find that the materials or handling equipment are defective.	
K10	The rules and procedures for the different work areas that affect you when moving and handling materials.	
K11	The limits of your own authority and competence and why it is important to work within these limits.	
K12	How to determine what the handling and moving will require in terms of assistance from others and the use of equipment.	
K13	The recording and communication needed and how to carry this out correctly and the reasons why it is important to do so.	

Notes/Comments

Assessor signature: _____

Date: _____