

UNIT CODE	HLTHSS010
UNIT TITLE	Handle and move equipment, goods and mail
APPLICATION	<p>This unit describes the skills and knowledge to perform safe collection, handling, sorting, movement, portage and delivery of items to internal and external customers.</p> <p>This unit applies to workers providing portering, courier or similar services in a health or community services setting. Work is typically performed under supervision, with predetermined.</p> <p>The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.</p> <p>No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication</p>
PREREQUISITE UNIT	Nil
COMPETENCY FIELD	Allied Health
UNIT SECTOR	Health

ELEMENTS	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to move equipment, goods and mail.	1.1 Sort equipment, goods and mail for collection for internal or external delivery. 1.2 Ensure sorting area is kept clean and tidy. 1.3 Determine if assistance is required to lift or move equipment goods safely. 1.4 Plan routes and transportation requirements.

2. Collect and deliver equipment, goods and mail.	2.1 Disconnect and clean equipment in accordance with organisational requirements. 2.2 Lift and move equipment and goods safely in accordance with organisational procedures. 2.3 Secure equipment, goods and mail for transportation 2.4 Collect items for internal or external delivery. 2.5 Deliver and place equipment, goods and mail according to instructions and schedules. 2.6 Position and reconnect equipment according to organisational requirements.
3. Finalise collections and deliveries.	3.1 Report and document faulty equipment and goods following organisational procedures. 3.2 Return repaired equipment to required location. 3.3 Complete required documentation.

FOUNDATION SKILLS	
<i>Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.</i>	
SKILLS	DESCRIPTION
Reading skills to:	■
Writing skills to:	■
Oral communication skills to:	■
Numeracy skills to:	■
Learning skills to:	■
Problem-solving skills to:	■
Initiative and enterprise skills to:	■
Teamwork skills to:	■
Planning and organising skills to:	■
Self-management skills to:	■

Technology skills to:	■
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UNIT MAPPING INFORMATION	No equivalent unit.
LINKS	Companion Volume Implementation Guide

TITLE	Assessment Requirements for HLTHSS010 Handle and move equipment, goods and mail
PERFORMANCE EVIDENCE	<p>Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:</p> <ul style="list-style-type: none"> ■ follow organisational procedures in the workplace or simulation on at least two occasions to: <ul style="list-style-type: none"> ○ interpret instructions ○ deliver equipment or goods ○ deliver mail both internally and externally ○ complete necessary documentation.

KNOWLEDGE EVIDENCE	<p>Demonstrate knowledge required to complete the tasks outlined in elements and performance criteria of this unit:</p> <ul style="list-style-type: none"> ■ relevant organisation procedures relating to: <ul style="list-style-type: none"> ○ manual handling ○ infection control practices ○ personal protective equipment ○ privacy and confidentiality ○ security ○ delivery points, routes and schedules ○ precautions for adverse weather conditions ○ handling, moving or transporting: <ul style="list-style-type: none"> ● electronic, computer and mechanical equipment ● beds and furniture ● parcels, mail and boxes ● fragile and perishable items ● confidential items ● pathology specimens ● hazardous substances.
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ASSESSMENT CONDITIONS	<p>Skills must have been demonstrated in the workplace or in a simulated environment as specified in the performance evidence that model industry operating conditions.</p> <p>Assessment must ensure:</p> <ul style="list-style-type: none">▪ access to use of suitable facilities equipment and resources that reflect real working conditions and model industry operating conditions and contingencies▪ transport equipment▪ sorting equipment for mail▪ organisation policies and procedures manuals <p>Assessors must satisfy the Standards for Registered Training Organisations (RTOs) requirements for assessors.</p>
LINKS	Companion Volume Implementation Guide