

Move and handle goods in logistics operations

Overview

This standard is about moving and handling goods in logistics operations, including the safe use of equipment, where required. It includes identifying potential hazards and the process of lifting, transferring and setting down goods.

This standard is relevant to all operatives at every level in logistics operations. Operatives could, for example, be working in warehousing and storage, removals, transport or freight forwarding.

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Performance criteria

You must be able to:

1. identify the **goods** to be moved and handled as part of the logistics operations, and confirm they are suitable for moving
2. confirm that the area is safe and secure for the movement and handling of **goods**
3. identify hazards in moving and handling the **goods**, and take action to minimise risks
4. confirm the location for the positioning and setting down of **goods**, in accordance with organisational requirements
5. confirm that the **goods** are suitable for manual handling or that the correct equipment is selected, prepared and is operational
6. identify and use the **personal protective equipment (PPE)** relevant to the moving and handling of **goods**
7. use the required methods to move and handle **goods**, in accordance with organisational procedures
8. transfer **goods** to their designated location without loss or damage
9. position and set down the **goods** in the designated location
10. place the **goods** so that they can be identified and accessed
11. identify and respond to problems with the **goods** during moving and handling operations
12. return any equipment used to move and transfer the **goods** to its original position after use
13. record the work carried out, according to organisational procedures
14. P14 comply with organisational procedures and the relevant **legal, safety and operating requirements** relating to the movement and handling of **goods**

Knowledge and understanding

You need to know and understand:

1. the characteristics of the different types of **goods** moved and handled and the right way to move them
2. the types of **equipment** used for handling and moving **goods**
3. the workplace hazards **that may be encountered and how to respond to these
4. the **Personal Protective Equipment (PPE)** that should be used when moving and handling **goods**
5. how to move and handle different types of **goods** safely in logistics operations
6. the methods of lifting, moving and setting down **goods** in relation to the equipment used and the type of **goods**
7. when to ask for assistance in moving* **and handling *goods**, and who to ask
8. the locations of the different types of **goods**
9. how to place **goods** so that they can be identified and accessed
10. the organisational procedures for responding to the loss or damage of **goods**
11. the importance of returning any equipment used to move and transfer the **goods** to its original position ready for future use
12. the roles and responsibilities of **colleagues**
13. the information and recording systems used by the organisation and the requirements for maintaining records
14. the organisational requirements and the relevant **legal, safety and operating requirements** relating to the movement and handling of **goods**

Glossary

1. **Colleagues:** permanent, temporary, agency staff, external, line manager, supervisor, customer/clients
2. **Personal Protective Equipment (PPE):** high-visibility vests, hard hats, protective clothing, eye protection, gloves
3. **Equipment**:** e.g. tools, implements, machinery, lifts, conveyors, cranes
4. **Environmental, legal, safety and operating requirements:** safety regulations, codes of practice, load restrictions, working-time regulations, transport regulations
5. **Goods:** any combination of goods that are acquired, delivered or stored within logistics operations. This could be food, non-food items, household belongings, electronic equipment, furniture, liquids, etc.

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