

Unit ID: 761

Domain

COURIER OPERATIONS

Title:

Identify, label and handle dangerous goods for courier dispatch as part of postal service operations

Level: 2

Credits: 7

Purpose

This unit standard specifies the competency required to identify, label and handle dangerous goods for courier dispatch as part of postal services operations. It includes identifying and assessing dangerous goods for handling; handling dangerous goods; and labelling dangerous goods and completing documentation. This unit standard is intended for those who work with mail in postal service operations.

Special Notes

1. Entry information

Prerequisite:

- Unit 737 *Follow safety and security work procedures in a postal services environment* or demonstrated equivalent knowledge and skills.

2. Assessment evidence may be collected from a real workplace, or simulated real workplace or an appropriate simulated realistic environment in which postal operations are carried out.
3. Dangerous goods are usually chemicals or conditions which have the potential to present an immediate threat to people, property or the environment if not properly contained or controlled.
4. Dangerous goods include but are not limited to: explosives, flammable gases, non flammable non-toxic gases, oxidizing gases, toxic gases, flammable liquids, flammable solids, substances liable to spontaneous combustion, radioactive materials, corrosive substances, and infectious substances.
5. Regulations and legislation relevant to this unit standard include the following:
 - Namibia Post and Telecommunications Establishment Act, No. 17 of 1992
 - Namibia Labour Act, No 11 of 2007
 - Social Security Act, Act no. 34 of 1994
 - Namibian and international regulations and codes of practice for the handling and transportation of dangerous goods and hazardous substances, including:
 - National Road Traffic Act 22 of 1999; Chapter 6 part 4 (Hazardous goods)
 - Namibian and International Explosives Codes
 - Transportation of Dangerous Goods and Substances

- Occupational Health and Safety Regulations No.18, 1997 and all subsequent amendments to any of the above.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na

Elements and Performance Criteria

Element 1: Identify and assess dangerous goods for handling

Range:

Labels may include but are not limited to: Dangerous Goods declarations; Transport Emergency (TREM) card; compatibility chart.

Performance Criteria

- 1.1 Load is checked for dangerous goods in line with the relevant codes, legislative requirements and company procedures.
- 1.2 Types of dangerous goods are identified from labels, and all required action is taken to ensure compliance with relevant legislative requirements, codes of practice and company procedures.
- 1.3 Hazards posed by load are identified from labels and material safety data sheets (MSDS) in line with company procedures.

Element 2: Handle dangerous goods

Range

Personal protective equipment may include but is not limited to: gloves; safety headwear and footwear; safety glasses; two-way radios; high visibility clothing.

Hazards may include but are not limited to: chemicals and conditions which have the potential to present an immediate threat to people, property or the environment if not properly contained or controlled.

Performance Criteria

- 2.1 Appropriate personal protective equipment is used when handling dangerous goods in line with legislative requirements and company procedures.
- 2.2 Identified dangerous goods are handled in line with legislative requirements, codes of practice and company procedures.

- 2.3 Hazards posed by dangerous are taken into account during handling operations in line with legislative and company requirements.
- 2.4 Segregation procedures are followed when handling dangerous goods in line with legislative requirements, codes of practice and company procedures.

Element 3: Label dangerous goods and complete documentation

Performance Criteria

- 3.1 All packages or containers holding dangerous goods are labelled in line with legislative requirements, codes of practice and company procedures.
- 3.2 A dangerous goods declaration and transport emergency (TREM) card are included with manifest and other shipping documents in line with legislative requirements, codes of practice and company procedures.
- 3.3 Vehicles carrying dangerous goods are labelled in line with legislative requirements and company procedures.
- 3.4 All required transport documents related to the handling of dangerous goods are completed in line with legislative requirements and company procedures.

Registration Data

Subfield:	Postal Services
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority