

Unit ID: 762

Domain

COURIER OPERATIONS

Title:

Load and unload dangerous goods for dispatch in a postal work environment

Level: 2

Credits: 10

Purpose

This unit standard specifies the competency required to load and unload dangerous goods for dispatch in a postal work environment. It includes preparing dangerous goods and checking vehicle; loading and unloading vehicle with dangerous goods; and securing and protecting dangerous goods on vehicle. 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 which have the potential to present an immediate threat to people, property or the environment if not properly contained or controlled.
4. Dangerous goods may include but are not limited to: waste (including oil and hospital waste); explosives, flammable gases, non flammable no toxic gases, oxidizing gases, toxic gases, flammable liquids, flammable solids, substances liable to spontaneous combustion, radioactive materials, corrosive substances, and infectious substances.
5. Loading operations may be carried out manually or with mechanical lifting equipment and/or appliances.
6. *Transportation of dangerous goods and substances* is a warning plate system used in Namibia, for vehicles transporting hazardous goods and chemicals.
7. Information/documents may include but are not limited to: goods identification numbers and codes, including Namibia Dangerous Goods; Transportation of dangerous goods and substances; relevant codes of practice, including the Namibia Dangerous Goods Code, Explosives Code, Industry Safety Code, and National Standards for Manual Handling; manifests, bar codes, goods and container identification/serial number; material safety data sheets; manufacturer's specifications for equipment/tools; workplace procedures and policies for the loading and unloading of vehicles; supplier and/or customer instructions; National Load Restraint Guide; Namibian Truck Drivers Manual;

industrial arrangements; standards and certification requirements; quality assurance procedures; emergency procedures.

8. 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 transport of dangerous goods and hazardous substances, including:
 - National Road Traffic Act 22 of 1999; Chapter 6 part 4 (dangerous goods and materials)
 - 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: Prepare for transport of dangerous goods

Range

Checking includes pre-loading, during loading and post-loading and may include but is not limited to: vehicle roadworthiness; current licence; no spillage; markings for carrying dangerous goods.

Performance Criteria

- 1.1 Dangerous goods for loading are identified and their characteristics taken into account when determining appropriate handling, loading and storage procedures in line with legislative requirements, codes of practice and company procedures.
- 1.2 Safety procedures are followed for specific types of dangerous goods in line with legislative requirements, codes of practice and company procedures.

- 1.3 Compatibility of dangerous goods is taken into account when assembling and segregating cargo for loading in line with legislative requirements, codes of practice and company procedures.
- 1.4 Vehicle and loading equipment are checked to ensure suitability, handle and carry load; and that load weight and dimensions are within the vehicle's safe carrying capacity and equipment capability, in line with legislative requirements, manufacturer's specifications, codes of practice and company procedures.

Element 2: Load and unload vehicle with 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.

Performance Criteria

- 2.1 Checks are done to ensure vehicle roadworthiness and suitability for load in line with legislative requirements, codes of practice and company procedures.
- 2.2 Vehicle is loaded and unloaded in line with legislative requirements, codes of practice and company procedures.
- 2.3 The load is segregated according to class and subsidiary risk, and distribution of the load is checked against relevant mass and loading regulations in line with legislative requirements, codes of practice and company procedures.
- 2.4 Personal protective equipment is used during loading and unloading operations as required for the type of dangerous goods and in line with company procedures.
- 2.5 Emergency procedures are followed in the event of an incident or accident when loading or unloading dangerous goods in line in line with legislative requirements, codes of practice and company procedures.
- 2.6 Loaded vehicle is checked to ensure that it can be safely parked and secured in line with company procedures.

Element 3: Secure and protect dangerous goods on vehicle

Range

Transportation documentation may include but is not limited to: Transport Emergency (TREM) card; compatibility chart; dangerous goods markings.

Performance Criteria

- 3.1 Vehicle load is secured using the correct load restraint and protection equipment for different loads, vehicles and carriage conditions concerned in line with legislative requirements, codes of practice and company procedures.
- 3.2 Load is protected in line with in line with legislative requirements, codes of practice and company procedures.
- 3.3 The distribution of the load is checked to ensure that it is even, legal and within the safe working capacity of the vehicle in line with company procedures.
- 3.4 Vehicle is clearly marked to indicate the carriage of dangerous goods, legislative requirements, codes of practice and company procedures.

- 3.5 Dangerous goods declaration and all required transportation documentation for the goods are completed in line with legislative requirements, codes of practice and company procedures.

Registration Data

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