

# Open Awards Qualification Unit



This unit forms part of a regulated qualification.

## 1 Unit Details

Unit Title:	Receive, Handle and Store Goods On-site
Unit Reference Number:	H/618/8394
Level:	2
Credit Value:	3
Minimum GLH:	21

## 2 Learning Outcomes and Criteria

Learning Outcome (The Learner will):	Assessment Criterion (The Learner can):
1. Understand how to work safely to receive, handle and store materials on-site.	1.1 Summarise the health and safety legislation that applies to receiving, handling and storing materials on-site.
	1.2 Explain the manual handling regulations and guidelines that apply to receiving, handling and storing materials on-site.
	1.3 Explain the purpose of manual (kinetic) lifting procedures.
	1.4 Outline the health and safety requirements for handling hazardous and non-hazardous materials on-site.
	1.5 Explain the safeguards that should be in place for handling of hazardous materials.
	1.6 Explain the lines of communication and responsibility that relate to receiving, handling and storing materials on-site.
	1.7 Outline limits of own responsibilities in relation to receiving, handling and storing materials on-site.
	1.8 Outline who should be contacted in case of discrepancies with delivered materials.
2. Understand how to store materials safely and appropriately on-site.	2.1 Explain the hazards and risks from storage of materials on-site.
	2.2 Explain the safeguards and precautions that should be in place.

	2.3	Summarise the legislation, codes of practice and guidelines that apply to the storage of hazardous and non-hazardous materials on-site.
	2.4	Summarise the different storage requirements for different types of hazardous and non-hazardous materials.
	2.5	Outline the impacts of weather and environmental conditions on the storage of hazardous and non-hazardous materials on-site.
	2.6	Outline the actions to take in case of potential escapes of hazardous materials on-site.
	2.7	Explain ways to protect materials from contamination and damage during on-site storage.
3. Be able to receive, handle and store materials safely and appropriately on-site.	3.1	Check the: <ul style="list-style-type: none"> <li>• Quality</li> <li>• Type</li> <li>• Quantity</li> </ul> of delivered materials against specifications.
	3.2	Communicate any discrepancies and issues with deliveries of materials to appropriate individuals in a timely fashion.
	3.3	Handle materials safely in line with their characteristics.
	3.4	Use appropriate Personal Protective Equipment (PPE) for handling hazardous and non-hazardous materials.
	3.5	Store hazardous and non-hazardous materials appropriately and in line with relevant legislation, guidelines and procedures.
	3.6	Demonstrate appropriate manual handling techniques for handling hazardous and non-hazardous materials as required.
	3.7	Maintain own and others' health and safety when handling and storing hazardous and non-hazardous materials on-site.
	3.8	Take steps to protect materials from contamination and damage during on-site storage, in line with accepted procedures.