



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTMS208C Handle waste in a health care environment**

**Release: 1**

## **HLTMS208C Handle waste in a health care environment**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit describes the skills and knowledge required to handle waste in a safe manner within the health care environment

### **Application of the Unit**

#### **Application**

The unit will apply to a variety of work roles, but is not intended for specialised or full-time, or substantially full-time, cleaning work roles

Work is often performed under limited supervision and generally within a team environment

Individuals are accountable for their own results

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

#### 1. Determine job requirements

- 1.1 Review work sheets to determine waste handling requirements
- 1.2 Select and obtain appropriate *equipment* required for waste handling tasks to maximise work effectiveness and efficiency
- 1.3 Organise and set up work areas to ensure safe, effective and efficient handling of waste in accordance with workplace requirements and relevant legislation
- 1.4 Identify and manage *potential risks and hazards* to work according to job requirements, in accordance with workplace requirements, OHS, infection control and other relevant legislation
- 1.5 Follow *workplace procedures* for reporting identified risks
- 1.6 Select and fit emergency and *personal protective equipment* in accordance with job requirements, manufacturers' specifications, workplace requirements and relevant legislation

**ELEMENT****PERFORMANCE CRITERIA**2. Identify and segregate *waste*

2.1 Clearly identify and handle hazardous, dangerous and non-conforming waste in accordance with workplace policies and procedures as well as relevant legislation

2.2 Accurately identify, label and segregate all waste according to waste types in accordance with workplace policies and procedures and relevant legislation

2.3 Carefully place all sorted waste into correct waste category containers to prevent litter in work areas and avoid cross contamination

2.4 Frequently monitor waste containers to ensure adequate available containers and to secure containment of waste

2.5 Empty or replace full waste containers promptly to minimise disruption to the workplace, in accordance with policies and procedures and job requirements

2.6 Clearly label segregated waste in accordance with job requirements, workplace policies and procedures and relevant legislation

## 3. Transport and store waste appropriately

3.1 Select appropriate transport equipment for waste transport activities to maximise work effectiveness and efficiency and in accordance with workplace policies and procedure and relevant legislation

3.2 Colour code and label all transport equipment in accordance with workplace policies and procedures and relevant legislation

3.3 Ensure that transport loads are secured and not overloaded according to workplace requirements and relevant legislation

3.4 Perform waste collection rounds as often as required to minimize waste overflow hazards

3.5 Enclose and secure storage areas in accordance with workplace requirement and relevant legislation

3.6 Ensure that waste types are stored in accordance with relevant legislation and workplace requirements

**ELEMENT****PERFORMANCE CRITERIA**

## 4. Conduct quality control activities

4.1 Inspect and check waste to ensure that it is placed in the correct waste receptacle

4.2 Inspect storage areas and check they are secured in accordance with workplace requirements and relevant legislation

4.3 Ensure all details of quality control activities are documented accurately and promptly in accordance with workplace requirements and relevant legislation

## 5. Clean up work areas

5.1 Clean waste storage sites and all equipment to ensure safe and effective future operation in accordance with company requirements

5.2 Dispose of waste from cleaning activities in accordance with workplace requirements, council requirements and relevant legislation

**Required Skills and Knowledge****REQUIRED SKILLS AND KNOWLEDGE**

This describes the essential skills and knowledge and their level required for this unit.

*Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Containment methods
- Duty of care in provision of waste handling activities
- Emergency response procedures
- Infection control guidelines
- Occupational health and safety requirements
- Potential risks and hazards to waste sorting and containment
- Relevant environmental regulations

## REQUIRED SKILLS AND KNOWLEDGE

- Relevant industry standards
- Relevant legislation
- Site waste management processes
- Sorting and transporting techniques
- Waste contaminants
- Waste non-conformance procedures
- Waste types, streams and characteristics
- Workplace requirements
- Workplace waste management plans

### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Identify potential risks, hazards to waste handling and waste non-conformances
- Interpret job requirements appropriately
- Organise work areas and waste containers
- Select appropriate emergency and personal protective equipment

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply materials handling skills
- Apply procedures for packaging and containment of waste
- Communicate effectively, including: interpersonal; listening; questioning; following instructions; clear labelling; giving information
- Demonstrate methodical organisation of work
- Identify and handle waste non-conformances
- Identify waste streams/types/characteristics
- Identify waste types
- Operate equipment correctly
- Organise equipment availability
- Read and interpret work requirements
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources
- Use emergency and personal protective equipment
- Use safe and efficient work practices

# Evidence Guide

## EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of workplace situations relevant to an identified work role.

*Context of and specific resources for assessment:*

- This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions
- Reassessment to accommodate changing workplace requirements and in accordance with the policies of the organisation
- Resources for assessment may include access to materials and space as required to demonstrate competence, such as:
  - waste collection requirements
  - waste management plans
  - range of wastes for identification and handling
  - workplace policies and procedures
  - OHS requirements
  - personal protective equipment
  - equipment for waste handling

## EVIDENCE GUIDE

### *Consistency in performance:*

- Assessment may include observations, questioning and evidence gathered from the workplace environment
- Assessment may require a variety of sites and waste characteristics that reflect different needs within the work environment
- Assessment may be conducted on one occasion but should include normal range of workplace activities
- Regular assessment of manual handling implications should be carried out on all tasks, particularly when:
  - introduced
  - changed
  - new personnel are inducted

### *Access and equity considerations:*

- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
- All workers should develop their ability to work in a culturally diverse environment
- In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
- Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities



## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

*Health care sites include:*

- Hospitals
- Nursing homes
- Clinics
- Community settings
- Home settings

*Waste categories include:*

- Clinical waste
- Body fluids, blood, suctioned fluids, excretions
- Sharps
- Cytotoxic waste
- Pharmaceutical waste
- Chemical waste
- Radioactive waste
- Organic products
- Liquid waste
- General waste

*Equipment includes, but is not limited to:*

- Barriers and warning signs
- Spill kits
- Mobile garbage bins and trolleys
- Appropriate waste containers

## RANGE STATEMENT

*Potential risks and hazards include, but are not limited to:*

- Risks and hazards that could lead to injury or illness of employees, contractors, visitors or the public
- Damage to plant, vehicles or property
- Harm to the environment
- Manual handling
- Contamination
- Compaction equipment
- Gases and fumes
- Hazardous waste eg sharps

*Emergency and personal protective equipment may include:*

- Gloves
- Overalls and protective clothing
- Eye protection
- Appropriate footwear
- Fire extinguisher
- First aid kit
- Spill kit
- Emergency procedures guide
- Material safety data sheet information
- Breathing apparatus
- Face shield or mask
- Hearing protection

*Waste characteristics include:*

- Waste streams
- Waste types
- Waste generation
- Disposal methods
- Recycling
- Reuse
- Contamination

**RANGE STATEMENT**

*Cleaning could include:*

- Shovelling
- Sweeping out
- Vacuuming
- Use of decontamination products
- Water hosing
- Cleaning products/fluids

*Supervisor may be:*

- Nominated personnel
- Occupational health and safety nominee

*Work instructions may be:*

- Given verbally
- Written
- In English
- In community language
- Provided visually on video, instructions sheets

*Workplace procedures may include:*

- Cleaning procedures
- Quality activities
- Team meetings
- Incident notification
- Work performance requirements
- Infection control practices

**Unit Sector(s)**

Not Applicable