



**Australian Government**

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

# **PRMCC13A Clean leather upholstery**

**Release: 1**

## **PRMCC13A Clean leather upholstery**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency covers the skills and knowledge required for cleaning leather upholstery. A number of cleaning methods may be used to achieve the desired outcome, depending on customer requirements, condition of upholstery, workplace procedures and standards, and environmental considerations.

The unit requires the ability to assess the extent of the cleaning task through understanding client requirements, the characteristics of the upholstery and applying company policies and procedures in order to perform the task. The work may be performed in teams or individually. The selection of appropriate equipment, chemicals and methods is essential for performing the task safely and efficiently.

### **Application of the Unit**

Not Applicable

### **Licensing/Regulatory Information**

Not Applicable

### **Pre-Requisites**

Not Applicable

### **Employability Skills Information**

Not Applicable

### **Elements and Performance Criteria Pre-Content**

Not Applicable

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

- |   |   |   |
|---|---|---|
| 1 | Assess leather upholstery to be cleaned | <p>1.1 Assess <i>leather upholstery</i> to be cleaned and review <i>work order</i> in accordance with <i>company requirements</i> and clarify any issues with <i>appropriate person(s)</i></p> <p>1.2 Identify <i>hazards</i> and control risks in the work site in accordance with <i>legislative, occupational health and safety (OHS)</i> and <i>company requirements</i></p> <p>1.3 Identify <i>leather upholstery</i> style, condition and colouration system in accordance with <i>company requirements</i></p> <p>1.4 Identify type of <i>soil</i> through observation and in accordance with <i>work order</i> and <i>company requirements</i></p> <p>1.5 Select the most appropriate <i>cleaning technique(s)</i> in accordance with <i>work order</i> and <i>company requirements</i></p> <p>1.6 Determine the size and usage pattern of the work site to ensure safety of <i>personnel</i> and efficient use of <i>equipment</i> and <i>chemicals</i></p> <p>1.7 Identify any pre-existing damage and report it to the <i>appropriate person(s)</i> in accordance with <i>company requirements</i></p> |
| 2 | Select equipment and chemicals          | <p>2.1 Select and use suitable <i>personal protective equipment (PPE)</i> in accordance with <i>manufacturers' specifications, OHS</i> and <i>company requirements</i></p> <p>2.2 Select <i>equipment</i> and <i>chemicals</i> appropriate for the <i>work order</i> in accordance with <i>OHS</i> and <i>company requirements</i></p> <hr/> <p>2.3 Check operational effectiveness of <i>equipment</i> in accordance with <i>manufacturers' specifications</i> and <i>company requirements</i></p> <p>2.4 Adjust <i>equipment</i> to suit operator's requirements in accordance with <i>manufacturers' specifications</i> and <i>OHS requirements</i></p> <p>2.5 Prepare <i>chemicals</i> in accordance with <i>manufacturers' specifications, OHS</i> and <i>company requirements</i></p>   |
| 3 | Prepare work site                       | <p>3.1 Confirm and reassess <i>hazards</i> in the work site and control risks in accordance with</p>  |

**ELEMENT****PERFORMANCE CRITERIA**

- legislative, OHS and company requirements*
- 3.2 Remove furniture and fittings that impede the cleaning operation in accordance with the *work order, OHS and company requirements*
- 3.3 Install appropriate *signage and barriers* to maximise public safety during the cleaning operation in accordance with *OHS and company requirements*
- 3.4 Identify any *work restrictions* affecting the completion of the *work order* instructions and advise promptly the *appropriate person(s)*
- 4 Clean leather upholstery
- 4.1 Remove *soil* and clean *leather upholstery* using appropriate *cleaning technique(s), equipment, PPE and chemicals* in accordance with *manufacturers' specifications* and *legislative, OHS and company requirements*
- 4.2 Apply *topical treatments* as required in the *work order* using appropriate *equipment, chemicals and application methods*
- 4.3 Conduct all work in accordance with *work order, manufacturers' specifications* and *legislative, OHS and company requirements*
- 5 Tidy work site
- 5.1 Dispose of all collected *soil and waste* in accordance with client specifications, *work order, manufacturers' specifications* and *environmental, legislative, OHS and company requirements*
- 5.2 Replace all furniture and fittings in accordance with client requests, *work order* and *OHS requirements*
- 5.3 Remove *signage and barriers* used in accordance with *work order, OHS and company requirements*
- 6 Clean, safety-check and store equipment and chemicals
- 6.1 Clean *equipment and PPE* in accordance with *manufacturers' specifications* and *environmental, OHS and company requirements*
- 6.2 Safety-check *equipment and PPE* in accordance with *manufacturers' specifications* and *OHS requirements* and record any required maintenance in accordance with *company requirements*
- 6.3 Store and maintain *equipment and PPE* to

**ELEMENT****PERFORMANCE CRITERIA**

allow ready access in accordance with *manufacturers' specifications, OHS and company requirements*

6.4 Store *chemicals* in accordance with *manufacturers' specifications, OHS and company requirements*

**Required Skills and Knowledge**

Refer to Evidence Guide

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to clean leather upholstery. Assessment of performance should be over a period of time covering all categories within the range statement that are applicable in the working environment.

#### Critical aspects of competency

- Accurate identification of the style and characteristics of leather upholstery.
- Accurate classification of the type of stain or spillage.
- Selection of appropriate cleaning equipment and chemicals.
- Safe and efficient cleaning and topical treatment application methods.
- Outcomes achieved in relation to customer work order and company requirements.
- Compliance with company and legislative requirements.

#### Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Types of leather and characteristic features and finishes.
- Knowledge of the range of cleaning equipment and chemicals.
- Knowledge of pre-spotting and stain removal methods.
- Knowledge of topical treatments.
- Awareness of applicable legislation, regulations, codes of practice and industry advisory standards.
- OHS issues and requirements.
- Company management structure and reporting procedures.
- Company procedures and practices.
- Emergency response and evacuation procedures.
- Injury, dangerous occurrence and incident reporting.
- Knowledge of biological and viral control procedures.
- Routes of entry and potential symptoms of exposure from chemicals.

#### Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- accurate selection of cleaning method to suit leather type
- accurate classification of soil and stains
- accurate selection of chemicals to suit leather upholstery
- handling and disposing of chemicals safely
- applying manual handling techniques
- reading, interpreting and responding to directions and safety instructions in equipment manuals and MSDS and on chemical labels
- performing the mathematical calculations required for the dilution and mixing of chemicals as specified on product labels
- problem-solving
- communicating clearly and concisely using written and verbal modes
- requesting advice or further information

- seeking and receiving feedback
- working on an individual basis or as part of a team
- sourcing, organising and recording information
- customer service.

**Resources required to assess this unit**

The following resources should be available:

- access to a suitable work site or venue with upholstered furniture
- access to suitable equipment and chemicals
- access to personal protective equipment
- access to equipment operating manuals and MSDS
- work order instructions, work plans, schedules and policy documents
- assessment instruments, including personal planner and assessment record book.

**Gaining evidence to assess this unit**

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor.

The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Assessment of competency may be made through practical demonstration in the work environment or in a simulated work environment.

**Key competency levels**

There are a number of processes that are learnt throughout work and life that are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. Information below highlights how these processes are applied in this unit of competency.

- |                              |   |   |
|------------------------------|---|---|
| <b>1</b> Perform the process | <b>2</b> Perform and administer the process | <b>3</b> Perform, administer and design the process |
|------------------------------|---|---|

How can <b>communication of ideas and information</b> be applied?	2	Disseminate relevant information to customers, work groups and other appropriate people through discussion.
How can <b>information be collected, analysed and organised</b> ?	2	Measure information against legislative, customer and organisational requirements through observation and discussion with the work group.
How are <b>activities planned and organised</b> ?	2	Organise and prioritise work tasks to meet work order and company requirements.
How can <b>teamwork</b> be applied?	2	Apply principles in collaborative and consultative ways that contribute to a safe and effective work environment.
How can the use of <b>mathematical ideas and techniques</b> be applied?	2	Calculate surface area to be cleaned and measure and carry out chemical applications.
How can <b>problem-solving skills</b> be applied?	2	Apply problem-solving skills to hazard identification and risk assessment.
How can the <b>use of technology</b> be applied?	2	Enter, amend and access work-related information via electronic equipment.

## Range Statement

### RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables are listed in alphabetical order and may be present for this particular unit.

**Application methods** may include:

- hand application by cloth
- hand application by sponge.

**Appropriate person(s)** may include:

- clients
- colleagues
- managers
- person(s) in control of work site(s)
- supervisors.



**Chemicals** may include specialist leather products.

**Cleaning technique(s)** may include:

- chemical treatment followed by the transfer method using hand application
- chemical treatment followed by extraction spot cleaning.

**Company requirements** may include:

- access and equity policy, principles and practice
- business and performance plans
- client communication procedures
- client confidentiality procedures
- client service standards
- communication channels and reporting procedures
- company goals, objectives, plans, systems and processes
- company issued identification badge/card/pass
- company policy and procedures
- company service standards
- defined resource parameters
- dress and presentation requirements
- duty of care, code of conduct, code of ethics
- emergency response and evacuation procedures
- maintenance procedures for equipment and PPE
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- OHS policies and procedures
- personnel practices and guidelines
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- rights and responsibilities of employees and employers
- training (induction, refresher and new skills) materials
- use of contractors
- work site access security clearance procedures.

**Environmental requirements** may include:

- clean-up, containment and/or isolation
- company policies and guidelines
- environmental protection agency and government department regulations and guidelines
- hazardous materials handling
- local government regulations/bylaws.

**Equipment** may include:

- barrier paper
- cleaning screen
- cloths (towelling)
- crevice device
- drop sheet
- flood lights

- garbage bin
- gloves
- leather cleaning kit
- measuring equipment e.g. jug or cup
- safety signage
- selected tools and hand tools
- soft brush
- sponges
- trigger sprayers
- vacuum cleaner, upright or truck/van mounted
- work table
- wrist support.

**Hazards** may include:

- allergic reactions to chemicals and/or equipment, including latex allergies
- biological waste
- bites and stings
- blood and blood-stained products
- broken glass and other sharp surfaces
- chemical containers and/or decanted chemical storage containers labelled incorrectly
- confined/restricted spaces
- contaminated clothing, materials and/or equipment
- damaged or inappropriate equipment
- dust and fibres
- environmental impact
- extremes of heat and temperature
- fatigue
- fire
- gas
- heights
- human/animal waste (faeces, urine, vomit)
- inadequate lighting and ventilation
- infectious and zoonotic diseases e.g. scabies/Q fever
- inhaling chemical fumes
- leaks, spill, splash and spray
- manual handling techniques including awkward and repetitive postures
- mobile/vehicle hazards around plant and vehicles
- moving and/or unguarded machinery and equipment
- noise
- occupational violence and bullying
- poor manual handling techniques
- poor personal hygiene practices
- repetitive motion, force and vibration
- synergistic chemical reactions (hazardous incompatibility or reactivity)
- syringes or other sharps
- ultraviolet light
- underfoot conditions e.g. slippery, uneven and rough surfaces
- unrestricted people access

- waste and waste disposal
- work in isolated/remote environments.

**Leather upholstery** styles may include:

- aniline leather
- antiqued
- corrected grain leather
- full grain leather
- nubuck leather
- pearlised
- semi-aniline leather
- top coated or pigmented finish
- two-tone finish
- wax/oil
- wipe finish.

**Legislative requirements** may include:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- codes of practice
- national industry standards
- relevant Commonwealth/state/territory legislation and local government regulations that affect company operation:
  - anti-discrimination and diversity
  - availability of chemical registers/manifests
  - chemical controls
  - consumer protection
  - environmental protection issues
  - equal employment opportunity
  - freedom of information
  - industrial equipment certificates of competency or licences
  - industrial relations
  - OHS Acts and regulations
  - privacy
  - trade practices
  - workplace consultative arrangements.

**Manufacturers' specifications** may include:

- equipment operational manuals
- instructional guides
- material safety data sheets (MSDS)
- other resources supplied by the manufacturer (such as laminated cards, notices and wall posters)
- product labels
- safety instructions pre-printed on equipment.

**Occupational health and safety\* (OHS) requirements** may relate to:

- allergic reactions (contact dermatitis, etc)

- communication devices for remote and isolated locations e.g. mobile phone, two-way radio, etc
- dermatotoxicological control and prevention measures
- emergency procedures for eye and skin contact, inhalation and ingestion of toxic substances
- hazard identification and risk assessment mechanisms
- hazard reporting
- hierarchy of hazard control procedures
- injury, dangerous occurrence and incident reporting requirements
- irregular blood testing (health surveillance and monitoring)
- keeping access ways clear from obstruction
- maintaining clear access ways
- maintenance procedures for equipment and PPE
- national industry standards/codes of practice
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- protection from hazardous substances, noise and dust
- protection of people in the workplace
- routes of entry and potential symptoms of exposure from chemicals
- safety training (induction and refresher)
- ultraviolet light
- up-to-date electrical test and tag compliance
- use of chemicals in accordance with labels
- use, storage and maintenance of equipment in accordance with manufacturers' specifications and equipment operating manuals
- use, storage and maintenance of personal protective equipment and clothing.

*\* Also known as workplace health and safety*

**Personal protective equipment (PPE)** may include:

- ear muffs/plugs
- gloves - non-permeable
- goggles
- high-visibility vests/clothing
- overalls and other protective clothing
- respirator
- safety glasses
- safety shoes
- splash-proof face masks
- sun protection
- tongs
- ultraviolet protection
- wet-work clothing.

**Personnel** may include:

- client's staff
- fellow workers (colleagues)
- general public

- venue/facility/building/shopping centre staff/management.

**Rights and responsibilities of employees** may relate to:

- confidentiality and privacy rights
- duty of care
- knowing the appropriate personnel for reporting purposes
- knowing the location of manuals and/or related documents
- knowing the terms and conditions of own employment
- knowing the workplace procedures
- protection from discrimination and sexual harassment.

**Rights and responsibilities of employers** may relate to:

- duty of care
- providing a safe environment free from discrimination and sexual harassment (see relevant state and Commonwealth anti-discrimination legislation)
- providing a safe workplace in accordance with OHS legislation, codes of practice, regulations and standards
- providing information and training in work tasks, OHS and other employment related matters
- the right to dismiss you if you (see the Commonwealth *Workplace Relations Act 1996*):
  - are negligent, careless or cause an accident
  - commit a criminal offence
  - commit acts of disloyalty such as revealing confidential information
  - use abusive language.

**Signage and barriers** may include:

- physical barriers and restraints erected to restrict access to a site
- signs complying with legislative requirements and/or Australian Standards warning of danger and/or adverse conditions including cleaning in progress and hazardous chemicals are in use or present in the work area.

**Soil** types may be wet or dry and include:

- beverages (drinks)
- cigarette butts
- dust
- food
- gravel
- heavy dirt build-up
- hospital waste
- industrial/chemical waste
- liquids
- oil
- paper
- rainwater
- stones
- syringes
- tar.

**Testing** may include:

- burn test
- chemical tests
- sink/float test.

**Topical treatments** may include:

- anti-microbial agents
- anti-static agents
- deodorisers
- protectors.

**Waste** may be either solid or liquid and includes:

- chemicals past the expiry date
- litter
- obsolete equipment
- packaging
- soil
- used containers
- used or unused chemicals
- used/contaminated personal protective equipment.

**Work order** information may include:

- access to work site and egress points
- budget allocations
- completion times/dates
- insufficient people to complete the work task(s)
- job requirements and tasks
- legislative and local government requirements
- OHS requirements and emergency response procedures
- resource requirements - equipment and materials
- specific client requirements e.g. relationships with other activities, dress and presentation requirements
- use of signage and barriers
- work schedules
- work site contact person(s)
- working in isolated and remote locations.

**Work restrictions** may include:

- amount of cleaning anticipated
- client activity
- employee(s) level of literacy and/or communication skills
- faulty or inappropriate equipment
- site hazards
- skills of the work unit/team
- staffing resources
- time limitations.
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## Unit Sector(s)

Not Applicable

**Functional Area:**

Functional Area: Elective. Carpet Cleaning