



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT3014A Manually sort waste

Release: 1

CPPWMT3014A Manually sort waste

Modification History

Revised unit

Unit updated and equivalent to PRMWM14B Manually sort waste

Unit Descriptor

This unit of competency specifies the outcomes required to manually sort waste. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice. It requires the ability to plan and coordinate activity, and apply safe work practices while working with potentially hazardous waste products.

Application of the Unit

This unit of competency supports individuals with responsibilities for manually sorting waste, working in a team environment or possibly as a team leader. The waste sorting may occur at source, at a transfer station, at a materials recycling facility, or at a waste processing plant.

Licensing/Regulatory Information

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

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|---|-----------------------------|--|
| 1 | Determine job requirements. | <p>1.1 <i>Job sheet</i> is reviewed to determine <i>client</i> needs, sorting categories and <i>sorting site</i>.</p> <p>1.2 <i>Potential hazards and risks</i> are identified and reported to appropriate person according to organisational requirements, occupational health and safety (OHS) regulations and <i>relevant legislation and codes</i>.</p> <p>1.3 <i>Equipment</i> for sorting waste safely and efficiently is selected and obtained.</p> <p>1.4 <i>Set-up of sorting site</i> is organised to ensure safe and effective sorting of waste according to <i>organisational requirements</i> and legislation and codes.</p> <p>1.5 <i>Emergency and personal protective equipment</i> (PPE) is selected and pre-checked according to job requirements, manufacturer specifications, organisational requirements and relevant legislation and codes.</p> |
| 2 | Sort and separate waste | <p>2.1 <i>Hazardous and dangerous waste</i> and <i>non-conforming waste</i> are identified and handled according to organisational requirements, OHS regulations and relevant legislation and codes.</p> <p>2.2 Waste is identified and sorted by <i>waste categories</i> and <i>waste characteristics</i> according to job requirements.</p> <p>2.3 Sorted waste is separated and placed into correct waste category container to prevent litter in surrounding area.</p> <p>2.4 Waste containers are monitored frequently to ensure available storage capacity and secure containment of waste.</p> |

- 2.5 Full waste containers are emptied and replaced promptly to minimise disruption to sorting, according to job requirements and organisational requirements.
 - 2.6 **Labelling** and recording of sorted waste are conducted according to job requirements, organisational requirements and legislation.
- 3 Conduct quality control inspection.
 - 3.1 Sorted waste is inspected to ensure compliance with sorting requirements.
 - 3.2 Quality control **inspection details** are documented according to job and organisational requirements.
- 4 Clean up area.
 - 4.1 Sorting site and equipment are **cleaned** to ensure safe and effective future operation according to organisational requirements.
 - 4.2 Post-check of equipment and its storage is conducted according to manufacturer specifications and organisational requirements.

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- interpersonal skills to work in a team environment
- analytical skills to:

identify and sort waste according to waste categories and waste characteristics

- segregate valuable resources in waste
- numeracy skills to:
 - measure weights and volumes
 - measure waste
- oral communication skills to:
 - follow instructions
 - give clear information
- technical skills to facilitate:
 - basic cleaning and maintenance of plant and equipment
 - selection of plant and equipment
 - operation of plant and equipment
- literacy skills to:
 - label and keep records
 - read and interpret:
 - procedure guidelines
 - work requirements and material safety data sheets (MSDS)
- problem-solving skills to:
 - identify hazards and risks
 - identify waste types, including regulated waste and waste non-conformance
 - segregate waste types, including potentially hazardous wastes
- self-management skills to:
 - conduct work practices safely and efficiently
 - organise work methodically
 - handle waste non-conformances
 - use emergency and PPE

Required knowledge

- identification of:
 - waste sorting techniques

- waste contaminants
- waste non-conformances
- waste types, streams and characteristics
- waste disposal and recovery routes
- waste processing plant types
- waste monitoring and sampling, including:
 - containment of hazardous waste
 - isolation
 - recording waste sorted
 - identifying and sampling waste types
- OHS requirements relating to:
 - dangerous goods and hazardous substances
 - OHS hierarchy of control
- potential hazards and risks relating to:
 - waste sorting
 - containment and segregation techniques
 - emergency response procedures
- waste sorting procedures relating to:
 - sorting set-up techniques
 - operation of waste processing plant and equipment
 - basic cleaning and maintenance of plant and equipment
 - plant shut-down, lock-out and isolation procedures
- resource recovery options relating to:
 - valuable resources within materials
 - potential resources to be recovered
 - timeframe to recover resources
 - environmental issues
 - environmental regulations and legislation
- service requirements for waste sorting, including:
 - client requirements
 - duty of care
 - organisational requirements
 - waste management options
 - waste management hierarchy
 - waste site management plan

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by observation of practical demonstration in the workplace or in a simulated environment of the manual sorting of waste.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit.</p> <p>In particular the person should demonstrate the ability to:</p> <ul style="list-style-type: none"> • organise sorting containers in designated areas • select emergency and PPE • identify potential hazards and risks associated with waste sorting and waste non-conformances • observe OHS requirements.
Context of and specific resources for assessment	<p>Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements.</p> <p>Resource implications for assessment include:</p> <ul style="list-style-type: none"> • work plans and approved specifications • results of sampling • forms and procedures manuals.
Method of assessment	<p>Manual sorting of waste requires that industry expectations in the particular client environment are met. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the sorting of waste.</p> <p>Assessment methods must:</p> <ul style="list-style-type: none"> • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for	Reasonable adjustments for people with disabilities must be made to

assessment	<p>assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support.</p> <p>Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.</p> <p>This unit could be assessed on its own or in combination with other units relevant to the job function, for example:</p> <ul style="list-style-type: none">• CPPWMT3005A Identify and segregate waste• CPPWMT3044A Identify wastes and hazards.
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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. Bold italicised wording, if used in the performance criteria, is detailed below. 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) may also be included.

<p><i>Job sheet</i> typically includes:</p>	<ul style="list-style-type: none"> • emergency and PPE requirements • equipment requirements • personnel requirements • plant operation requirements • potential hazards and risks • reporting requirements • site requirements • waste types to be processed • work schedules.
<p><i>Client</i> may include:</p>	<ul style="list-style-type: none"> • all forms of business enterprises in this context, including: <ul style="list-style-type: none"> • government agencies • internal customers • local governments and councils • private and public companies • residents and ratepayers.
<p><i>Sorting site</i> may be located within:</p>	<ul style="list-style-type: none"> • composting facility • landfill site • materials recovery facility • transfer station • treatment site • waste generator site • waste processing site.
<p><i>Potential hazards and risks</i> are those identified by the organisation that may lead to:</p>	<ul style="list-style-type: none"> • damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
<p><i>Hazards and risks</i> may include:</p>	<ul style="list-style-type: none"> • broken glass • broken metal • compaction equipment • contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps)

	<ul style="list-style-type: none"> • narrow driveways • other vehicles and equipment • overhanging signs • projectiles • spark-producing equipment • unguarded conveyor belts • weather.
<i>Relevant legislation and codes</i> may include:	<ul style="list-style-type: none"> • codes, including: <ul style="list-style-type: none"> • Australian Code for the Transport of Dangerous Goods by Road and Rail • industry • commonwealth, state and territory legislation, including: <ul style="list-style-type: none"> • anti-discrimination • environmental protection • equal employment opportunity • freedom of information • industrial • OHS • trade practices • road laws.
<i>Equipment</i> may include:	<ul style="list-style-type: none"> • barriers and warning signs • compactors • conveyors • generators • hoses • loadshifting equipment • pumps • sorting tables • vacuums • waste containers.
<i>Set-up of sorting site</i> may include:	<ul style="list-style-type: none"> • bunding area • clearing area for receipt • erecting structures to provide protection from wind and weather • erecting barricades • erecting sorting tables • locating waste containers in appropriate areas • setting up conveyors.
<i>Organisational requirements</i> may include information found in:	<ul style="list-style-type: none"> • briefing papers • job sheets • letters • memos

	<ul style="list-style-type: none"> • operations manuals • quality assurance documents • tender and contract documents • verbal or written instructions • work procedures.
<i>Emergency and personal protective equipment</i> must include:	<ul style="list-style-type: none"> • communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • gloves • overalls and protective clothing.
<i>Emergency and personal protective equipment</i> could also include:	<ul style="list-style-type: none"> • breathing apparatus • emergency procedure guides • face shields or masks • hard hats • hearing protection • MSDS • spill kit.
<i>Personal protective equipment</i> must be:	<ul style="list-style-type: none"> • cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements.
<i>Hazardous and dangerous waste</i> may include:	<ul style="list-style-type: none"> • all waste depending on the condition, environment and personal exposure • biological products • blood products • broken metal • chemicals • electrical wiring • gases and fumes • glass • hospital waste • leaking containers • medical waste • needles and syringes • oil and petrol.
<i>Non-conforming waste</i> may include:	<ul style="list-style-type: none"> • contamination • hazardous or dangerous waste • inferior quality and unacceptable waste streams.

Waste categories may include:	<ul style="list-style-type: none"> • solid (non-hazardous), e.g. construction and demolition • liquid (non-hazardous), e.g. chemical and aqueous • hazardous – regulated, prescribed, quarantined, medical and clinical • recoverable resources, e.g. recyclable and green waste.
Waste characteristics may include:	<ul style="list-style-type: none"> • density • level of contamination • quality • shape • size • volume • weight.
Labelling may include:	<ul style="list-style-type: none"> • amount of waste • date • location • sign-off by sorter • type of waste • waste source.
Inspection details may include:	<ul style="list-style-type: none"> • environmental compliance • inspection details, such as date, time, location and process compliance level • non-conformances • quality grading • recycling compliance • regulatory compliance • sign-off by inspector.
Cleaning may include:	<ul style="list-style-type: none"> • shovelling • sweeping • using cleaning products • using decontamination products • vacuuming • water-hosing.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.