



**Australian Government**

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

# **CPPWMT4052A Organise waste management operations**

**Release: 1**

## **CPPWMT4052A Organise waste management operations**

### **Modification History**

Revised unit

Unit updated and equivalent to PRMWM52A Organise waste management operation

### **Unit Descriptor**

This unit of competency specifies the outcomes required to coordinate waste management operations, including the allocation of work to personnel. It requires the ability to supervise a field team and to apply safe work practices while working with potentially hazardous waste products.

### **Application of the Unit**

This unit of competency supports individuals with responsibilities for organising waste management operations, leading a team or supervising a site. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

### **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

- |   |                                     |  |
|---|-------------------------------------|--|
| 1 | Identify work requirements.         | <p>1.1 <b><i>Work site specifications</i></b> or <b><i>organisational plan</i></b> are reviewed to identify requirements.</p> <p>1.2 Client needs and expectations are identified.</p> <p>1.3 Site characteristics and special requirements for waste management are identified.</p> <p>1.4 <b><i>Potential hazard and risk</i></b> analysis is conducted to identify occupational health and safety (OHS) and <b><i>emergency and personal protective equipment (PPE)</i></b> requirements according to <b><i>organisational requirements</i></b>, OHS regulations and <b><i>legislation and codes</i></b>.</p> |
| 2 | Organise equipment and material.    | <p>2.1 <b><i>Estimation</i></b> of <b><i>plant, equipment</i></b> and <b><i>material</i></b> requirements is conducted in line with past usage and present needs.</p> <p>2.2 Availability of required equipment and material is determined.</p> <p>2.3 Plant and equipment are checked to ensure they are in good working order, according to <b><i>manufacturer specifications</i></b>, legislation and codes, and organisational requirements.</p>   |
| 3 | Allocate work areas and activities. | <p>3.1 Work is scheduled to be completed within <b><i>time available</i></b>.</p> <p>3.2 Work is allocated according to <b><i>range of factors</i></b>.</p> <p>3.3 Personnel's licences are checked according to legislation and organisational requirements to ensure that they are</p>   |

- appropriate to work being performed.
- 3.4 **Site safety plan** is developed according to organisational and OHS requirements, identifying site safety features and **emergency response actions or procedures**.
  - 3.5 **Work requirements are communicated** to personnel in a manner suitable to the situation to ensure instructions are understood, verified and confirmed.
  - 3.6 Documentation of organisational waste management plan is completed promptly and according to organisational requirements and legislation and codes.
- 4 Provide suitable training and assessment opportunities.
- 4.1 **Personnel** skill gaps are identified.
  - 4.2 On-the-job **training** opportunities are provided to fill identified personnel skill gaps and improve work performance.
  - 4.3 Opportunities for personnel to ask questions and seek clarification on training and work performance matters are provided.
  - 4.4 Assistance is provided to personnel to ensure compliance with **work site requirements**.
  - 4.5 Assessment is conducted according to industry, regulatory and organisational requirements.

## Required Skills and Knowledge

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

### Required skills

- analytical skills to:
  - determine appropriate waste management service
  - observe review operations
- interpersonal skills to:
  - provide guidance
  - work in a team environment
- reading skills to interpret:
  - technical plans
  - drawings
  - documents
  - work requirements and material safety data sheets (MSDS)
- self-management skills to:
  - conduct work practices safely and efficiently
  - apply accuracy and attention to detail
  - identify hazards and risks
  - organise work methodically
  - use applicable information technology
  - use emergency and PPE
  - work in confined spaces
- oral communication skills to:
  - ask questions
  - listen actively
  - undertake consultation
  - follow instructions
  - negotiate waste management operational options
  - provide information
- written communication skills for:
  - report writing
  - documentation
- planning and initiative skills to supervise teams, including:
  - determining and allocating work requirements
  - providing guidance

- demonstrating functions associated with equipment processes
- planning and problem solving in tasks

### **Required knowledge**

- environmental management relating to:
  - techniques to minimise erosion
  - waste types, streams and characteristics
  - waste covering requirements and considerations
  - resource recovery options
  - industry standards
- operational features of waste management industry:
  - waste processing techniques
  - waste contaminants
  - waste non-conformances
  - waste disposal and recovery routes
  - waste processing plant types
  - basic biology and chemistry
  - standard maintenance requirements
- OHS requirements relating to:
  - dangerous goods and hazardous substances
  - OHS hierarchy of control
  - potential hazards and risks to waste management operation
  - emergency response procedures
  - HAZAN and HAZOPS requirements
- plant, equipment and materials to facilitate:
  - operation of tools, plant and equipment
  - plant shut-down, lock-out and isolation procedures
- potential hazards and risks relating to:
  - plant and equipment
  - emergency response procedures
- principles of supervision, including:
  - leading by example
  - providing or organising training
  - establishing work plans
  - monitoring work activity and team outputs
  - establishing effective communication channels
- resource recovery relating to potential resources to be recovered
- regulations and standards affecting:
  - establishing plant
  - equipment and materials used in the waste management industry

- plant equipment
- providing or organising training
- range of waste management services, including:
  - organisational requirements, including confidentiality requirements
  - client requirements, including confidentiality requirements
  - reporting requirements
  - business methods and operations
  - industry standards
  - daily operations at a waste site
  - proprietary issues
  - waste management options
  - waste management hierarchy
  - landfill site development plan
  - duty of care

## 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 discussion, relaying appropriate waste management operations.
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"> <li>• lead a team or work operation, including allocating work and activities to personnel and complying with OHS requirements</li> <li>• organise equipment and personnel requirements</li> <li>• coordinate waste management activity</li> <li>• provide suitable training and assessment opportunities.</li> </ul>
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"> <li>• work plans and approved specifications</li> <li>• forms and procedures manuals.</li> </ul>
Method of assessment	<p>Waste management operations must be organised in line with industry expectations in the particular client environment. 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 organising waste management operations.</p> <p>Assessment methods must:</p> <ul style="list-style-type: none"> <li>• satisfy the endorsed Assessment Guidelines of the Property Services Training Package</li> <li>• 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</li> <li>• reinforce the integration of employability skills with workplace tasks and job roles</li> <li>• confirm that competency is verified and able to be transferred to other circumstances and environments.</li> </ul>
Guidance information for	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to



assessment	<p>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 of competency relevant to the job function, for example:</p> <ul style="list-style-type: none"><li>• CPPCMN4002B Implement and monitor environmentally sustainable work practices</li><li>• CPPWMT4030A Determine waste management services</li><li>• CPPWMT4053A Conduct and monitor waste management operations</li><li>• CPPWMT5004A Develop waste management strategies</li><li>• CPPWMT5058A Develop emergency response plans.</li></ul>
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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><b><i>Work site specification</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• covering batters</li> <li>• landfill site placement and compaction requirements</li> <li>• maintenance of work site</li> <li>• production estimates and schedules</li> <li>• sampling and testing</li> <li>• support function requirements</li> <li>• waste receipt schedule</li> <li>• waste transportation requirements.</li> </ul>
<p><b><i>Organisational plan</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• implementation strategies, including:             <ul style="list-style-type: none"> <li>• MSDS</li> <li>• measurement and recording</li> <li>• OHS procedures</li> <li>• PPE</li> <li>• legislation and codes</li> <li>• site contract requirements</li> <li>• work procedures</li> </ul> </li> <li>• objectives pertaining to:             <ul style="list-style-type: none"> <li>• changes to processes and procedures</li> <li>• environmental issues</li> <li>• education and training</li> <li>• past and future reviews and audits</li> <li>• recycling requirements</li> <li>• reduction of waste</li> </ul> </li> <li>• review strategies, including:             <ul style="list-style-type: none"> <li>• internal and external audits</li> <li>• monitoring statistics</li> <li>• monitoring personnel performance following training</li> <li>• undertaking quality control checks</li> <li>• reviewing effectiveness of new procedures and processes</li> <li>• formalising review strategies via re-planning</li> <li>• sampling</li> <li>• counting waste</li> </ul> </li> <li>• targets, such as:             <ul style="list-style-type: none"> <li>• carbon emissions reduction</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• lean management</li> <li>• recycling rates</li> <li>• waste minimisation.</li> </ul>
<b>Potential hazards and risks</b> are those identified by the organisation that may lead to:	<ul style="list-style-type: none"> <li>• damage to plant, vehicle or property</li> <li>• harm to the environment</li> <li>• illness or injury to employees, contractors or the public</li> <li>• injuries resulting from manual handling and repetitive work.</li> </ul>
<b>Hazards and risks</b> may include:	<ul style="list-style-type: none"> <li>• broken glass</li> <li>• broken metal</li> <li>• compaction equipment</li> <li>• contamination</li> <li>• dust</li> <li>• fire</li> <li>• gases and fumes</li> <li>• hazardous waste (e.g. sharps)</li> <li>• narrow driveways</li> <li>• other vehicles and equipment</li> <li>• overhanging signs</li> <li>• projectiles</li> <li>• spark-producing equipment</li> <li>• unguarded conveyor belts</li> <li>• weather.</li> </ul>
<b>Emergency and personal protective equipment</b> must include:	<ul style="list-style-type: none"> <li>• communications equipment</li> <li>• eye protection, such as goggles and protective glasses</li> <li>• eyewash kit</li> <li>• fire extinguishers</li> <li>• first aid kit</li> <li>• footwear</li> <li>• gloves</li> <li>• overalls and protective clothing.</li> </ul>
<b>Emergency and personal protective equipment</b> could also include:	<ul style="list-style-type: none"> <li>• breathing apparatus</li> <li>• emergency procedure guides</li> <li>• face shields or masks</li> <li>• hard hats</li> <li>• hearing protection</li> <li>• MSDS</li> <li>• spill kit.</li> </ul>
<b>Personal protective equipment</b> must be:	<ul style="list-style-type: none"> <li>• cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements</li> <li>• worn when required according to organisational requirements</li> <li>• stored according to organisational requirements.</li> </ul>

<p><b>Organisational requirements</b> may include information found in:</p>	<ul style="list-style-type: none"> <li>• briefing papers</li> <li>• job sheets</li> <li>• letters</li> <li>• memos</li> <li>• operations manuals</li> <li>• policy and procedures documents</li> <li>• quality assurance documents</li> <li>• site development plans</li> <li>• tender and contract documents</li> <li>• training materials</li> <li>• verbal or written instructions</li> <li>• work procedures.</li> </ul>
<p><b>Legislation and codes</b> may include:</p>	<ul style="list-style-type: none"> <li>• codes, including: <ul style="list-style-type: none"> <li>• Australian Code for the Transport of Dangerous Goods by Road and Rail</li> <li>• industry</li> </ul> </li> <li>• commonwealth, state and territory legislation, including: <ul style="list-style-type: none"> <li>• anti-discrimination</li> <li>• environmental protection</li> <li>• equal employment opportunity</li> <li>• freedom of information</li> <li>• industrial</li> <li>• OHS</li> <li>• trade practices</li> </ul> </li> <li>• road laws.</li> </ul>
<p><b>Estimation</b> may include:</p>	<ul style="list-style-type: none"> <li>• assessment of conditions: <ul style="list-style-type: none"> <li>• site</li> <li>• weather</li> </ul> </li> <li>• past experience</li> <li>• similar services or operations.</li> </ul>
<p><b>Plant</b> may include:</p>	<ul style="list-style-type: none"> <li>• autoclave</li> <li>• balers</li> <li>• boilers</li> <li>• bunded areas</li> <li>• centrifuge</li> <li>• chippers</li> <li>• combustion</li> <li>• compactors</li> <li>• composters</li> <li>• computer hardware and software</li> <li>• conveyors</li> </ul>

	<ul style="list-style-type: none"> <li>• crushers</li> <li>• hammer mills</li> <li>• incinerator</li> <li>• materials recovery facility</li> <li>• microwave</li> <li>• pipes</li> <li>• processing plants, including size-reduction processing plant</li> <li>• safety structures and controls</li> <li>• separators</li> <li>• shredders</li> <li>• sorters</li> <li>• storage tanks</li> <li>• transfer station</li> <li>• treatment plants, including:             <ul style="list-style-type: none"> <li>• biological treatment plant</li> <li>• chemical treatment plant</li> <li>• liquid waste treatment plant</li> <li>• microwave treatment plant</li> <li>• physical treatment plant</li> </ul> </li> <li>• treatment tanks</li> <li>• tub grinders.</li> </ul>
<p><b>Equipment</b> may include:</p>	<ul style="list-style-type: none"> <li>• barriers and warning signs</li> <li>• compactors</li> <li>• computer and associated hardware and software</li> <li>• conveyors</li> <li>• dozers</li> <li>• earthmoving equipment</li> <li>• forklifts</li> <li>• generators</li> <li>• hoses</li> <li>• lawnmowers</li> <li>• lifting equipment</li> <li>• loadshifting equipment</li> <li>• pumps</li> <li>• safety barriers and signage</li> <li>• sampling equipment</li> <li>• scales</li> <li>• scrapers</li> <li>• skips</li> <li>• sorting tables</li> <li>• storage containers</li> </ul>

	<ul style="list-style-type: none"> <li>• tractors</li> <li>• trucks: <ul style="list-style-type: none"> <li>• articulated</li> <li>• rigid</li> </ul> </li> <li>• vacuums</li> <li>• waste containers</li> <li>• weighbridge.</li> </ul>
<b>Materials</b> may include:	<ul style="list-style-type: none"> <li>• cell cover materials</li> <li>• cleaning fluids</li> <li>• cleaning rags</li> <li>• fertiliser</li> <li>• fuel</li> <li>• fuses</li> <li>• globes</li> <li>• gravel for wet weather tipping areas</li> <li>• lawn seed</li> <li>• lubricants</li> <li>• oil</li> <li>• pesticides</li> <li>• plant protection covers</li> <li>• plants</li> <li>• road repairing materials: <ul style="list-style-type: none"> <li>• compacted materials</li> <li>• dirt</li> <li>• gravel</li> <li>• sand</li> </ul> </li> <li>• water.</li> </ul>
<b>Manufacturer specifications</b> are found in:	<ul style="list-style-type: none"> <li>• databases</li> <li>• equipment specifications</li> <li>• MSDS</li> <li>• operator manuals</li> <li>• printed instruction leaflets</li> <li>• warranty documents.</li> </ul>
<b>Time available</b> may include considering:	<ul style="list-style-type: none"> <li>• client instructions</li> <li>• contingencies</li> <li>• past experiences</li> <li>• skills and experience of operatives</li> <li>• location of project</li> <li>• methods to be employed</li> <li>• resources and equipment to be used.</li> </ul>
<b>Range of factors</b> may	<ul style="list-style-type: none"> <li>• individuals' competency level, which may be determined from:</li> </ul>

include:	<ul style="list-style-type: none"> <li>• demonstration of work skill</li> <li>• discussion</li> <li>• observation</li> <li>• procedural guides to determine skill gaps</li> <li>• training records</li> <li>• individuals' capacity to complete work requirements.</li> </ul>
<b>Site safety plan</b> may include:	<ul style="list-style-type: none"> <li>• dangerous and prohibited areas</li> <li>• evacuation areas</li> <li>• firefighting equipment</li> <li>• first aid</li> <li>• emergency and PPE</li> <li>• shelter.</li> </ul>
<b>Emergency response action or procedures</b> may include:	<ul style="list-style-type: none"> <li>• cleaning up</li> <li>• containing emergency</li> <li>• isolating or shutting down equipment or plant</li> <li>• evacuation</li> <li>• first aid</li> <li>• identifying emergency</li> <li>• making site safe</li> <li>• notifying authorities</li> <li>• using PPE.</li> </ul>
<b>Communication of work requirements</b> may be conducted via:	<ul style="list-style-type: none"> <li>• mobile phones</li> <li>• other telecommunication</li> <li>• two-way radios</li> <li>• verbal or written instructions</li> <li>• written job sheets.</li> </ul>
<b>Personnel</b> may include:	<ul style="list-style-type: none"> <li>• foreperson</li> <li>• maintenance technician</li> <li>• plant operator</li> <li>• supervisor</li> <li>• waste transporter</li> <li>• weighbridge officer.</li> </ul>
<b>Training</b> may include:	<ul style="list-style-type: none"> <li>• computer-based training</li> <li>• contracted training activity</li> <li>• demonstration</li> <li>• formal training</li> <li>• on-the-job training</li> <li>• reading</li> <li>• role play</li> <li>• vendor training.</li> </ul>
<b>Work site requirements</b>	<ul style="list-style-type: none"> <li>• may include:</li> </ul>

include compliance with safe operative procedures which:	<ul style="list-style-type: none"><li>• awareness of contamination sources</li><li>• awareness of fire hazards</li><li>• confined spaces procedures</li><li>• compliance with handling, transport and storage requirements of dangerous goods and hazardous substances</li><li>• emergency procedures, including emergency shut-down procedures</li><li>• first aid</li><li>• following MSDS</li><li>• recognising hazards</li><li>• observing right of way in incline and decline</li><li>• observing speed limits</li><li>• operating equipment, plant and machinery according to manufacturer specifications</li><li>• safe handling of waste</li><li>• wearing seatbelts</li><li>• working safely around other personnel</li><li>• working safely around tools, plant and equipment</li><li>• must result in:<ul style="list-style-type: none"><li>• containment of waste</li><li>• clean and undamaged emergency and PPE.</li></ul></li></ul>
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## Unit Sector(s)

Waste management

## Custom Content Section

Not applicable.