



Australian Government

Department of Education, Employment and Workplace Relations

ICPSU203C Prepare and maintain the work area

Revision Number: 1

ICPSU203C Prepare and maintain the work area

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to undertake basic housekeeping functions and retrieve and deliver materials including chemicals and liquid waste within the workplace.
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Application of the Unit

Application of the unit	This unit requires the individual to prepare and maintain the work area according to OHS and enterprise procedures.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Perform general cleaning duties	1.1. Requirements for cleaning duties are identified 1.2. Personal safety equipment, where needed, is selected and used according to OHS and <i>enterprise procedures</i> 1.3. Appropriate cleaning equipment and <i>chemicals</i> /detergents for specific tasks are determined, prepared and mixed to manufacturer's specifications and OHS procedures 1.4. Procedures for handling, storage and correct disposal of cleaning liquids are carried out according to enterprise, OHS and EPA specifications 1.5. Cleaning is carried out to OHS and enterprise requirements
2. Maintain supplies of materials	2.1. Requests are received, where relevant, and tasks are confirmed and organised according to specific procedures 2.2. <i>Tools and equipment</i> are identified, stored and maintained according to manufacturer's recommendations to ensure ease of access and operator safety 2.3. Appropriate equipment for transferring material or equipment is identified and organised, where relevant 2.4. Material or equipment is loaded and unloaded using suitable equipment (other than forklift) according to materials handling requirements, safe work practices and correct manual handling techniques 2.5. Material is transferred to correct destination in a safe manner
3. Store and retrieve artwork, information, used plates and film	3.1. Inventory control procedures are followed to ensure correct filing and retrieval of artwork, information, used plates and film 3.2. Artwork and other materials are stored and retrieved according to enterprise procedures to ensure preservation
4. Handle chemicals and liquid waste	4.1. Material safety data sheets are used to identify safe chemical handling procedures 4.2. Chemicals and liquid waste are handled according to manufacturer's specifications and enterprise OHS requirements 4.3. The correct procedure for dealing with spilt chemicals is demonstrated according to OHS

ELEMENT	PERFORMANCE CRITERIA
	requirements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS in relation to operating machinery such as safely switching off machinery before cleaning is started
- communication of ideas and information by supplying materials when needed and conveying information between production workers and stores people
- collecting, analysing and organising information by accessing and using MSDSs; using basic inventory procedures
- planning and organising activities by confirming and organising tasks
- teamwork when working with others to ensure that correct consumables and materials are available when needed
- mathematical ideas and techniques by calculating dilution factors for cleaning materials/chemicals to ensure correct and safe handling; calculating weights of materials to ensure safe handling
- problem-solving skills by applying the correct procedure for dealing with spilt chemicals
- use of technology by using manual handling equipment to move supplies

Required knowledge

- personal safety equipment that may be required to perform cleaning duties
- OHS concerns related to the use of cleaning chemicals
- handling of supplies, parts and finished product
- potential dangers when handling supplies or parts
- safety requirements for transporting finished products
- recording details necessary in the transfer of the finished product
- safety requirements and procedures necessary for the disposal of liquid waste
- operating inventory control systems
- key information that is required for accurate storage and for ensuring retrieval
- filing inventory procedures to be utilised in the work environment
- the nature of various materials and substrates
- OHS considerations are associated with materials and substrates used in the workplace
- main environmental considerations associated with storage of artwork, photographic materials and plates
- safety requirements for the storage and disposal of chemicals
- potential accidents when cleaning or handling supplies
- weight limitations
- correct lifting techniques
- placing loads so as to avoid back injury

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, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> demonstrate cleaning, delivery of materials, equipment, artwork, information, used plates and film and chemical and liquid waste handling (if relevant to the workplace) according to the listed Performance Criteria evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> assessment may take place on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment a production environment.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

Range Statement

RANGE STATEMENT	
<p>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>Enterprise procedures</i> may include:	<ul style="list-style-type: none"> range of enterprise procedures within defined work area.
<i>Chemicals</i> may include:	<ul style="list-style-type: none"> wet and dry chemicals.
<i>Tools and equipment</i> may include:	<ul style="list-style-type: none"> manual, mechanical and electronic equipment used in the production process.
<i>Sector</i> may include:	<ul style="list-style-type: none"> all sectors of pre-press, printing, screen printing, corrugating, converting and finishing.

Unit Sector(s)

Not applicable.

Competency field

Competency field	Support
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Co-requisite units

Co-requisite units	