



Australian Government

Department of Education, Employment and Workplace Relations

MSAPMSUP101A Clean workplace or equipment

Release: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency covers general housekeeping duties, as well as the cleaning of plant and equipment. This competency is typically demonstrated by all operators working either independently or as part of a work team.

Application of the Unit

Application of this unit

This competency applies to personnel who are required to keep the work area, plant and equipment clean and tidy. The key factors are the identification, scheduling and performance of housekeeping requirements. This may include:

- identifying the range and scope of work required
- checking if any type of permit has been issued for the work
- knowing site safety and housekeeping standards
- adequately preparing to undertake the work, including obtaining all necessary safety equipment and PPE
- scheduling housekeeping duties
- handling chemicals and solvents safely
- keeping assigned plant and equipment clean.
- undertaking the work strictly in accordance with the provisions of any permit
- completing work in accordance with requirements
- moving work and waste materials to designated locations
- querying or raising matters about the scope of work if it varies from that normally undertaken
- completing the work in accordance with procedures and obtaining appropriate sign off as required.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the Evidence Guide.
1. Identify housekeeping requirements.	1.1 Explain and understand site safety and housekeeping standards. 1.2 Undertake housekeeping inspection in accordance with procedures/work instructions. 1.3 Identify and schedule housekeeping requirements as appropriate.
2. Perform general housekeeping duties.	2.1 Keep designated work areas clean to organisation specific standards. 2.2 Keep designated work areas clear of obstructions. 2.3 Handle and use chemicals and solvents as per the manufacturer guidelines and company specifications. 2.4 Ensure work area is ready for next user. 2.5 Remove work materials to designated locations.
3. Clean plant and equipment.	3.1 Keep assigned plant and equipment clean following established organisation procedures. 3.2 Perform specialised cleaning procedures as required. 3.3 Ensure that appropriate personal protective equipment is used as required.
4. Dispose of waste materials.	4.1 Correctly identify waste materials. 4.2 Remove waste materials to a designated location.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit. Knowledge and understanding of the process sufficient to recognise non-standard situations and then determine an appropriate action which is consistent with operating guidelines. Knowledge of organisation standard procedures and work instructions and relevant regulatory requirements, along with the ability to implement them within appropriate time constraints and in a manner relevant to the operation of the process.

Competence includes the ability to:

- apply and describe:
- duty of care
- requirements for housekeeping process
- procedures for plant maintenance
- safe handling procedures
- the standard of cleanliness required.
- distinguish between:
- re-usable materials and waste
- routine and special cleaning needs.
- plan own work, including predicting consequences and identifying improvements
- use PPE
- safely handle products and materials
- read relevant safety information and apply safety precautions appropriate to the task/ relevant to the practical operation of the process.

Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product specifications, job sheets and material labels as provided to operators.

Writing is required to the level of completing workplace forms.

Basic numeracy is required, e.g. to determine that two 25 kg bags are needed to make up a requirement for 50 kg.

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.

Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

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

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to recognise and analyse potential situations requiring action and then in implementing appropriate corrective action.

Consistent performance should be demonstrated. For example, look to see that:

- early warning signs for work areas in need of cleaning are recognised
- work areas are kept tidy and clean
- equipment and/or materials is/are neatly stored, in a safe manner, in the correct location at all times when not in use
- equipment is always tidy and safe when in use.

Assessment method and context

Assessment will occur using industrial equipment and will be undertaken in a work-like environment.

Competence in this unit may be assessed:

- in the operation of all ancillary equipment to the level required for this competency unit
- by using a suitable simulation and/or a range of case studies/scenarios
- through a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required.

Where applicable, physical resources should include equipment modified for people with disabilities.

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.

Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency unit may vary between organisations depending upon a range of practices and procedures, with consideration given to plant configuration and process.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Tools and equipment

This competency includes use of equipment and tools such as:

- cleaning equipment and materials
- brooms
- shovels
- solvents
- waste containers
- safety equipment.

Hazards

Typical hazards include:

- materials or equipment obstructing work areas
- heat, smoke, dust or other atmospheric hazards
- sharp edges, protrusions or obstructions
- limited head spaces or overhangs
- equipment or product mass
- slippery surfaces, spills or leaks
- noise, rotational equipment or vibration

Problems

'Respond to routine problems' means 'apply known solutions to a limited range of predictable problems'.

Typical process and product problems may include:

- correct equipment not immediately available
- safety issues associated with housekeeping and/or cleaning
- ensuring that process aids rather than interferes with production.

Variables

Key variables to be monitored include:

- housekeeping and/or cleaning methods and procedures
- the type of tools and equipment used in special situations
- the use of personal protective equipment.
- correct use of tools
- waste collection and disposal
- conformance with frequency and quality of organisational reporting requirements
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Unit Sector(s)

Not applicable.