



Australian Government

Department of Education, Employment and Workplace Relations

MTMP2196C Overview cleaning program

Release: 1

MTMP2196C Overview cleaning program

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to gain an overview of cleaning programs that are carried out in the workplace. The cleaning programs detail the general cleaning of the workplace using detergents and sanitisers. This cleaning is usually performed after the product has been removed from the work area.
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Application of the Unit

Application of the unit	This unit is applicable to cleaning in abattoirs, boning rooms, smallgoods and food services plants.
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Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units	Nil	

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. Transfer waste materials	<p>1.1. Different types of waste materials are identified.</p> <p>1.2. Workplace requirements for transferring waste materials to designated storage area are explained.</p>
2. Clean <i>site</i>	<p>2.1. Steps in a cleaning schedule are identified.</p> <p>2.2. Workplace and regulatory requirements related to cleaning the workplace are identified and explained.</p> <p>2.3. Health, hygiene and sanitation hazards are identified and reported according to workplace and Occupational Health and Safety (OH&S requirements).</p> <p>2.4. Housekeeping tasks are identified according to workplace and OH&S requirements.</p> <p>2.5. Appropriate cleaning equipment is identified.</p> <p>2.6. Workplace and regulatory requirements related to post-cleaning monitoring are identified.</p>
3. Use chemicals correctly	<p>3.1. Chemicals used in the workplace are identified.</p> <p>3.2. Material Safety Data Sheets (MSDS) for the chemicals and their contents are cited.</p> <p>3.3. OH&S precautions for the use, handling and storage of chemicals are explained according to manufacturer's specifications and workplace requirements.</p> <p>3.4. Chemicals are handled in accordance with OH&S requirements and manufacturer's instructions at all times.</p> <p>3.5. Chemicals are stored according to OH&S, manufacturer's and workplace requirements.</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

Ability to:

- identify and follow a cleaning schedule

REQUIRED SKILLS AND KNOWLEDGE

- correctly use cleaning chemicals for the work site and conditions
- correctly transfer waste materials to workplace requirements
- work effectively as an individual and as part of a team
- take action to improve own work performance as a result of self-evaluation, feedback from others, or in response to changed work practices or technology
- use relevant *communication skills*

Required knowledge

Knowledge of:

- steps in a cleaning program
- OH&S requirements for cleaning with chemicals
- common hazards and the importance of maintaining a sanitary work environment
- importance of correct waste disposal
- importance of cleaning the whole work area when product has been removed
- importance of following a cleaning schedule
- purpose and action of detergents and sanitisers
- workplace requirements relevant to cleaning
- equipment used to transfer waste
- factors inhibiting achieving adequate standards of cleanliness
- waste materials for transfer and explain waste transfer requirements and conditions
- housekeeping tasks to be completed according to workplace procedures

Evidence Guide

EVIDENCE GUIDE	
<p>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.</p>	
<p>Overview of assessment</p>	<p>The meat industry has specific and clear requirements for evidence. A minimum of three forms of evidence is required to demonstrate competency in the meat industry. This is specifically designed to provide evidence that covers the demonstration in the workplace of all aspects of competency over time.</p> <p>These requirements are in addition to the requirements for valid, current, authentic and sufficient evidence.</p> <p>Three forms of evidence means three different kinds of evidence - not three pieces of the same kind. In practice it will mean that most of the unit is covered twice. This increases the legitimacy of the evidence.</p> <p>All assessment must be conducted against Australian meat industry standards and regulations.</p>
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>Competency must be demonstrated for specific plant cleaning programs.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in the workplace for established cleaning programs.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • quiz of underpinning knowledge • workplace demonstration • workplace referee or third-party report of performance over time. <p>Assessment practices should take into account any relevant language or cultural issues related to Aboriginality Or Torres Strait Islander, gender, or language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.</p>

EVIDENCE GUIDE**Guidance information for assessment**

A current list of resources for this Unit of Competency is available from MINTRAC www.mintrac.com.au or telephone 1800 817 462.

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. 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.

Workplace requirements may include:

- enterprise-specific requirements
- OH&S requirements
- Quality Assurance (QA) requirements
- Standard Operating Procedures (SOPs)
- the ability to perform the task to production requirements
- work instructions.

Sites to be cleaned may include:

- ceilings
- chutes
- drains
- equipment
- floors
- machinery
- shields
- trays
- walls
- work surfaces.

Regulatory requirements may include:

- Export Control Act
- hygiene and sanitation requirements
- relevant regulations
- regulations relating to the use, storage and disposal of chemicals
- requirements set out in AS 4696:2007 Australian Standard for Hygienic Production and Transportation of Meat and Meat Products

RANGE STATEMENT	
	<ul style="list-style-type: none"> • for Human Consumption • state regulations regarding meat processing.
<i>OH&S requirements</i> may include:	<ul style="list-style-type: none"> • enterprise OH&S policies, procedures and programs • OH&S legal requirements • Personal Protective Equipment (PPE) which may include: <ul style="list-style-type: none"> • coats and aprons • ear plugs or muffs • eye and facial protection • head-wear • lifting assistance • mesh aprons • protective boot covers • protective hand and arm covering • protective head and hair covering • uniforms • waterproof clothing • work, safety or waterproof footwear • requirements set out in standards and codes of practice.
<i>Cleaning equipment</i> may include:	<ul style="list-style-type: none"> • brooms • chemical foamers • hot or cold hoses and industrial hoses • industrial vacuum cleaners • scrub-down equipment.
<i>Chemicals</i> may include:	<ul style="list-style-type: none"> • cleaning fluids • detergents • fumigation compounds • sanitisers.
<i>Communication skills</i> may include:	<ul style="list-style-type: none"> • listening and understanding • reading and interpreting relevant workplace-related documentation • sharing information • speaking clearly and directly • working with diverse individuals and groups.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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