



Australian Government

Department of Education, Employment and Workplace Relations

MTMPS201B Clean work area during operations

Release: 1

MTMPS201B Clean work area during operations

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit covers the skills and knowledge required to perform ongoing cleaning and housekeeping tasks for a production area during working hours.
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Application of the Unit

Application of the unit	This unit is applicable to workers in meat processing plants, smallgoods factories, knackeries, food service operations and wholesale operations.
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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. Remove waste from work areas	1.1. Waste is deposited into correct bins, hoppers and chutes in accordance with workplace requirements. 1.2. Correct shovels, brooms and bins are used when gathering waste material to avoid cross-contamination of product and work areas. 1.3. Work area is kept free from waste or trimmings to ensure a safe working environment for fellow workers. 1.4. Segregation of edible and inedible product is maintained at all times (where applicable). 1.5. Work is performed without contaminating edible product (where applicable). 1.6. Waste in bins and tubs is shifted in accordance with manual handling procedures.
2. Clean areas during production	2.1. Work areas are cleaned in accordance with workplace requirements including Quality Assurance (QA) and Occupational Health and Safety (OH&S) requirements . 2.2. Work areas are cleaned while avoiding contamination of product. 2.3. Cleaning chemicals are used as directed and in accordance with standard workplace procedures (where part of an individual's duties).
3. Wash and store cleaning equipment , tubs and bins	3.1. Hoses are rolled and stored safely in accordance with workplace requirements. 3.2. Brooms, shovels and scrubbing brushes are cleaned and stored appropriately when not in use. 3.3. Chemicals, if used, are stored in accordance with workplace requirements in designated locations. 3.4. All bins, tubs etc are sanitised in accordance with workplace requirements (where applicable).

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

REQUIRED SKILLS AND KNOWLEDGE

Required skills

Ability to:

- follow work instructions which may require the employee to:
 - *communicate* to supervisor any problems or difficulties
 - maintain cleanliness of work areas and surfaces to workplace requirements
 - sort and dispose of waste in accordance with workplace requirements
 - store equipment and chemicals (where applicable) safely
 - use cleaning materials and equipment in a safe and hygienic manner
 - use hoses in a manner that effectively cleans without contaminating surfaces, edible or inedible product
- apply relevant *regulatory requirements*
- apply relevant communication skills
- work effectively as an individual and as a team member
- demonstrate a broad understanding of the inedible waste processing that occurs in the meat industry
- *explain* potential threat to the edible product of inadequate cleaning demonstrate the capacity to clean the work area safely during operations
- 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

Required knowledge

Knowledge of:

- OH&S requirements associated with the work e.g. using very hot water, using correct manual handling procedures, and maintaining a safe work environment for others
- potential threat to the edible product of inadequate cleaning
- correct usage of chemicals (as required)
- importance of dealing with or reporting problems associated with waste disposal eg blocked chutes or drains
- relevant regulatory requirements
- OH&S issues associated with cleaning during operations
- impact of incorrect disposal of waste on the environment and on by-products processing
- importance of following the documented cleaning procedure or schedule
- importance of, and difference between, wet and dry cleaning 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 under normal production conditions.</p>
<p>Context of, and specific resources for assessment</p>	<p>Assessment must occur in a registered meat processing or food handling premises.</p>
<p>Method of assessment</p>	<p>Recommended methods of assessment include:</p> <ul style="list-style-type: none"> • assignments • quiz of underpinning knowledge • simulation • workplace demonstration • workplace project • 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</p>

EVIDENCE GUIDE	
	language backgrounds other than English. Language and literacy demands of the assessment task should not be higher than those of the work role.
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	
<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>Work areas</i> may include:	<ul style="list-style-type: none"> • amenities • boning room • by-products processing plant • meat retailing establishments • rendering plant • slaughter floor • smallgoods establishments • stockyards • any other area in a meat establishment.
<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

RANGE STATEMENT	
	<ul style="list-style-type: none"> • 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.
Equipment used may include:	<ul style="list-style-type: none"> • bins and tubs • brooms and shovels • brushes • cleaning cloths • hot and cold hoses.
Workplace requirements may include:	<ul style="list-style-type: none"> • enterprise-specific procedures • OH&S requirements • QA requirements • Standard Operating Procedures (SOPs) • the ability to perform the task to production requirements • work instructions as documented in a government--approved Approved Hazard Analysis Critical Control Point (HACCP) program.
Communication skills may include:	<ul style="list-style-type: none"> • apply numeracy skills to workplace requirements • communicating and working with diverse individuals and groups • interpreting customer requirements • listening and understanding, speaking clearly and directly • reading and interpreting workplace-related documentation • sharing information.
Regulatory requirements may include:	<ul style="list-style-type: none"> • environmental protection standards, controls and protocols • Export Control Act • federal, state and territory regulations regarding meat processing • hygiene and sanitation requirements • relevant Australian Standards • relevant regulations • requirements set out in AS 4696:2007

RANGE STATEMENT	
	Australian Standard for Hygienic Production and Transportation of Meat and Meat Products for Human Consumption.
<i>Explanations</i> may:	<ul style="list-style-type: none"> • be completed with the assistance of others • be directly related to own work and work area problem-solving • be in everyday workplace language and include mathematical language and commonly used technical terms • be presented in writing using standard formats or proformas, diagrams, symbols and charts • be presented orally • include information from several sources.

Unit Sector(s)

Unit sector	
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Co-requisite units

Co-requisite units		

Competency field

Competency field	
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