



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM02B Carry out waste audit

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the audit of a client's waste characteristics. It requires the ability to identify and assess company/client waste practices and issues that impact upon their operations.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- 1 Prepare for audit
 - 1.1 Review *audit plan* to determine job requirements
 - 1.2 Obtain the *equipment required* to conduct the audit plan
 - 1.3 Identify and follow *details relating to access to site and site requirements* in accordance with job requirements
 - 1.4 Assess audit site for hazards and advise appropriate personnel according to audit plan
 - 1.5 Set up audit *site* to ensure safe and accurate data collection in accordance with audit plan, site requirements and relevant legislation
 - 1.6 Pre-check appropriate *personal protective equipment* for operability
 - 1.7 Utilise appropriate personal protective equipment in accordance with job requirements, *manufacturers' specifications, company requirements, OHS* and other relevant legislation
 - 1.8 Identify and manage *potential job requirement risks and hazards* in accordance with company requirements, OHS and other relevant legislation
- 2 Conduct audit
 - 2.1 Conduct waste audit in accordance with audit plan, OHS and other relevant legislation
 - 2.2 Isolate waste stream to allow accurate audit in accordance with waste audit plan requirements
 - 2.3 Identify, sort, *measure* and record waste accurately to ensure validity of data collection
 - 2.4 Identify *unanticipated waste* and include in data collection
 - 2.5 At completion of audit, remove waste, pack equipment and restore site to previous condition in accordance with audit plan and company requirements
 - 2.6 Issue and collect audit material such as waste management survey from designated persons in accordance with waste audit requirements
- 3 Document audit findings
 - 3.1 Collect, compile and tabulate audit data and provide to *relevant personnel*
 - 3.2 Document all waste *audit activity details* in

ELEMENT

PERFORMANCE CRITERIA

accordance with audit plan and company requirements

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Identify, sort, measure and record wastes.
- Identify unanticipated waste.
- Conduct an accurate and valid waste audit.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Common reasons for undertaking a waste audit standard.
- Audit requirements and procedures.
- Waste types.
- Streams and characteristics.
- Measurements including weights and volumes.
- Sampling techniques.
- Recording techniques.
- Company requirements.
- Potential risks and hazards in waste audit.
- Emergency response procedures.
- occupational health and safety requirements.
- Duty of care in provision of services.
- Relevant industry standards.
- Relevant legislation.
- Relevant environmental regulations.
- OHS hierarchy of control.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- oral communication skills including questioning, listening, following instructions
- reading and interpreting skills
- written communication skills for documentation and report writing
- methodical organisation of work
- identification of waste types
- streams and characteristics recognition of unanticipated waste types
- using recording equipment
- using photographic equipment
- accuracy and attention to detail
- computer skills
- using communications equipment (two-way radio and mobile phone)
- estimating
- hazard identification
- use of emergency and personal protective equipment
- safe and efficient work practices.

Resources required to assess this unit

The following resources should be available:

- waste audit plan in a workplace
- portfolio case studies if required
- audit resources (including camera equipment).

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in the relevant environment and by carrying out waste audit under normal industry operating conditions. If this is not practicable, observations in realistic simulated environments may be substituted

Consistency in performance

Audit requires that strategies meet the objectives of clients and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it will be necessary to assess the unit within a variety of waste management environments or different client needs to assess competency in the development of waste management strategies.

Oral questioning or written audit and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In audit situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

Key competency levels

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions.

Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

- | | | |
|------------------------------|---|---|
| 1 Perform the process | 2 Perform and administer the process | 3 Perform, administer and design the process |
|------------------------------|---|---|

How can communication of ideas and information be applied?	2	Discuss audit plans with clients and colleagues.
How can information be collected, analysed and organised ?	2	Gather information from a number of sources (including regulatory sources, relevant personnel and company specifications) about carrying out a waste audit.
How are activities planned and organised ?	1	Plan appropriately for waste audit.
How can teamwork be applied?	1	Conduct discussions with clients and/or colleagues during client contact.
How can the use of mathematical ideas and techniques be applied?	1	Conduct mathematical calculations for waste audit plan.
How can problem-solving skills be applied?	1	Alleviate client concerns throughout the waste management audit while observing company requirements.
How can the use of technology be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit.

Audit activity details should include:

- accidents/injuries
- date
- equipment used
- location
- results/findings
- time
- waste disposal.

Audit plan may include but is not limited to:

- collection of photographic evidence
- measurement and recording requirements
- OHS requirements
- personnel and equipment requirements including personal protective equipment
- sample requirements
- site contacts
- site requirements.

Company/client includes all forms of business enterprises in this context including government agencies, local governments/councils, private and public companies and residents/ratepayers.

Client requirements are found in briefing documents, letters, quality assurance documents, tender/contract documents and verbal or written instructions.

Details relating to access to site and site requirements include but are not limited to:

- access and egress points
- occupational health and safety requirements and noise control
- personal protective equipment
- security clearance
- time of access
- union requirements
- work permits.

Emergency and personal protective equipment must include:

- appropriate footwear
- communications equipment
- eye protection
- eyewash kit
- fire extinguishers
- First Aid kit
- gloves
- overalls and protective clothing.

Emergency and personal protective equipment could also include:

- breathing apparatus
- emergency procedure guides
- face shield/mask
- goggles/protective glasses
- hard hat
- hearing protection
- material safety data sheets
- spill kit.

Equipment required includes:

- absorbent material
- bunding equipment
- camera
- collection containers
- lifting gear
- measurement equipment

- personal protective equipment
- reference manuals
- safety barriers and warning signs
- sample bench
- scales.

Manufacturers' specifications are found in equipment specifications and operator manuals. **Measurement of waste** should include number, proportion/percentage, volume and weight. **Performance of this unit** is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- OHS regulations
- organisational procedures
- relevant state/territory regulations.

Potential job requirement risks and hazards include but are not limited to:

- contamination
- dust
- fire
- gases and fumes
- hazardous waste (e.g. sharps)
- inadequately contained waste
- injuries resulting from manual handling and repetitive work
- other vehicles and equipment
- projectiles
- spark-producing equipment
- weather.

Relevant personnel include but are not limited to client, householder, management and waste generator's personnel.

Site may include business premises, landfill site, local government area, plant/factory and waste processing plant.

Unanticipated waste includes any waste stream not expected to be present within the sample.

Unit Sector(s)

Not Applicable