



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **PRMWM52A Organise waste management operation**

**Release: 1**

## **PRMWM52A Organise waste management operation**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency describes the coordination of waste management operations including the allocation of work to personnel. This unit is applicable where supervision of a small field work team is required.

### **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 Identify work requirements                             | <ul style="list-style-type: none"> <li>1.1 Review <i>work site specifications</i> to identify requirements</li> <li>1.2 Identify <i>client needs and expectations</i></li> <li>1.3 Identify site characteristics and special requirements for waste management</li> <li>1.4 Conduct hazard and risk analysis to identify all OHS and personal protective equipment requirements in accordance with company requirements, OHS regulations and other relevant legislation and report to appropriate personnel</li> </ul>  |
| 2 Organise equipment and materials                       | <ul style="list-style-type: none"> <li>2.1 Estimate <i>plant and equipment and materials</i> requirements in line with past usage and present needs</li> <li>2.2 Ensure the availability of the required equipment and material</li> <li>2.3 Check plant and equipment to ensure it is in good working order in accordance with <i>manufacturers' specifications, relevant legislation and company requirements</i></li> </ul>  |
| 3 Allocate work areas and activities                     | <ul style="list-style-type: none"> <li>3.1 Ensure work is scheduled and allocated to be completed within time available</li> <li>3.2 Allocate work by considering factors such as individuals' <i>competency level and their capacity</i> to complete work requirements within relevant legislation, OHS procedures and company requirements</li> <li>3.3 Ensure licences appropriate to the work being performed are held in accordance with relevant legislation and company requirements</li> <li>3.4 Allocate work within approved company budget levels</li> <li>3.5 Develop <i>site safety plan</i> which identifies all relevant site safety features in accordance with company and OHS requirements</li> </ul> <hr/> <ul style="list-style-type: none"> <li>3.6 <i>Communicate work requirements to personnel</i> in a manner suitable to the situation to ensure instructions are understood, verified and confirmed</li> </ul> |
| 4 Provide suitable training and assessment opportunities | <ul style="list-style-type: none"> <li>4.1 Identify personnel skill gaps</li> <li>4.2 Provide appropriate on-the-job training to fill</li> </ul>  |

**ELEMENT****PERFORMANCE CRITERIA**

- identified skill gaps and improve work performance
- 4.3 Provide opportunities for personnel to ask questions and seek clarification on training and work performance matters
- 4.4 Provide assistance to personnel to ensure compliance with work site requirements
- 4.5 Undertake relevant work assessments in accordance with industry and company requirements
- 5 Document waste management organisational plan
- 5.1 Document all details of waste management organisational plan accurately and promptly, in accordance with company requirements and relevant legislation

**Required Skills and Knowledge**

Refer to Evidence Guide

## Evidence Guide

### EVIDENCE GUIDE

#### Critical aspects of competency

- Clearly identifies work requirements.
- Clearly communicates all work requirements.
- Organises equipment, supplies and materials.
- Appropriately allocates work and activities to competent personnel.
- Provides suitable training and assessment opportunities.
- Ensures the efficiency and effectiveness of operations.

#### 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.

- Leading a team.
- HAZAN and HAZOPS requirements.
- Daily operations at a waste site.
- Landfill site development plan.
- Plant and equipment requirements for site operations.
- Tools and materials requirements for site operations.
- Emergency response procedures.
- Company requirements.
- Environmental management plan.
- 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:

- communication including interpersonal, listening, questioning, following instructions, giving information
- problem-solving
- determining and allocating work requirements
- reading and interpreting technical plans and drawings
- use of communications equipment (two-way radio and mobile phone)
- record keeping
- time management
- safe and efficient work practices
- working in confined spaces
- use of emergency and personal protective equipment
- following MSDS.

#### Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other units relevant to the job function, for example:

- PRMWM04B Develop waste management strategies
- PRMWM30B Determine waste management services
- PRMWM36B Develop a waste management plan
- PRMWM45B Develop site safety plan
- PRMWM53A Conduct and monitor waste management operation
- PRMWM58A Develop emergency response plan
- PRMCMN401A Manage workplace safety arrangements
- PRMCMN402A Facilitate effective client relationships
- PRMCMN403A Facilitate effective teamwork
- PRMCMN404A Facilitate effective workplace relationships
- BSBCM413B Implement and monitor environmental policies
- BSBHR401A Administer human resource systems
- BSBMGT503A Prepare budgets and financial plans
- BSBSBM404A Undertake business planning.

### **Resources required to assess this unit**

The following resources should be available:

- waste management operations information
- list of available resources
- communications equipment
- role-play
- OHS requirements
- client requirements
- company requirements
- case studies
- relevant codes of practice.

### **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 field and reviewing the organisation of waste management operations under normal industry operating conditions. If this is not practicable, observations in realistic simulated environments may be substituted.

### **Consistency in performance**

Assessment 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 organisation of waste management operations.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In assessment 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 that 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.

- |                              |   |   |
|------------------------------|---|---|
| <b>1</b> Perform the process | <b>2</b> Perform and administer the process | <b>3</b> Perform, administer and design the process |
|------------------------------|---|---|

How can <b>communication of ideas and information</b> be applied?	2	Discuss the organisation waste management operations with clients and personnel.
How can <b>information be collected, analysed and organised</b> ?	2	Gather and analyse information from a number of sources (including regulatory sources, relevant personnel, relevant legislation, personnel training records and company specifications) to organise waste management operations.
How are <b>activities planned and organised</b> ?	2	Plan and organise all aspects of waste management operations.
How can <b>teamwork</b> be applied?	2	Work cooperatively with personnel and colleagues throughout the waste management operation/s.
How can the use of <b>mathematical ideas and techniques</b> be applied?	1	Conduct and document appropriate mathematical calculations throughout the waste management operation/s.
How can <b>problem-solving skills</b> be applied?	2	Discuss possible problems and identify solutions that may arise throughout the waste management operations.
How can the <b>use of technology</b> 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. **Client/company** includes all forms of business enterprises in this context including government agencies, local governments/councils, private and public companies and residents/ratepayers.

**Client needs and expectations** may be verbal or written and usually checked against work specification requirements. They may be included in briefing papers, correspondence, quality assurance documents and tender/contract documents.

**Communication of work requirements** may include:

- mobile phone
- other telecommunication
- two-way radio



- verbal instructions
- written instructions
- written job sheet.

**Company requirements** are found in:

- environmental management plan
- induction documentation
- job sheets
- operations manuals
- policy and procedures documents
- quality assurance documents
- site development plan
- training materials
- verbal or written instructions
- waste management plan
- work procedures.

**Competencies and capacity of existing workers** is determined from demonstrations, discussion, observations and training records.

**Emergency response action/procedures** include but are not limited to:

- clean up
- contain emergency
- equipment/plant isolation and shut-down
- evacuation
- First Aid
- identify emergency
- make safe
- notification of authorities
- use of appropriate personal protective equipment.

**Estimates for duration of work** are made based on an assessment of conditions (weather and site) and past experience with similar services or operations.

**Manufacturers' specifications** are found in:

- databases
- equipment specifications attached to the equipment
- material safety data sheets (MSDS)
- operator manuals
- printed instruction leaflets
- warranty documents.

**Materials** include:

- cell cover materials
- cleaning fluids
- cleaning rags
- fertiliser
- fuel
- fuses
- globes
- gravel for wet weather tipping areas

- lawn seed
- lubricants
- oil
- pesticides
- plant protection covers
- plants
- road repairing materials (gravel, sand, dirt and compacted material)
- water.

**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.

**Personal protective equipment** required will be stored, maintained and worn/fitted in accordance with company requirements and occupational health and safety and other legislation.

**Personnel** may include

- foreperson
- maintenance technician
- plant operator
- supervisor
- waste transporter
- weighbridge officer.

**Plant and equipment** includes but is not limited to:

- boots
- calculator
- chemically resistant protective clothing
- communications equipment
- compactor
- computer and associated hardware and software
- dozer
- earthmoving equipment
- emergency and personal protective equipment (which may include breathing apparatus, canister mask, self-contained breathing apparatus)
- emergency procedure guides
- eye protection
- eyewash kit
- face mask
- face shield
- fire extinguishers
- First Aid kit
- forklift

- gloves
- grader
- gumboots
- hard hat
- hearing protection
- lawnmower
- lifting equipment
- loader
- MSDS
- overalls and protective clothing
- recording equipment
- register
- roller
- safety barriers and signage
- sampling equipment
- scales
- scraper
- skip
- spill kit
- storage containers
- tools (which may include maintenance tools, rake, secateurs and pruning tools, shovel)
- torch
- tractor
- trucks (rigid and articulated)
- weighbridge
- whipper snipper.

**Relevant legislation and codes** cover state and federal:

- duty of care
- industry codes of conduct
- occupational health and safety legislation
- Australian Standards
- environmental protection legislation
- road laws.

**Safe operating procedures** include:

- awareness of contamination sources
- awareness of fire hazards
- confined spaces procedures
- conforming to dangerous and hazardous goods handling, transport and storage requirements
- emergency procedures
- emergency shut-down procedures
- First Aid
- following MSDS
- hazard recognition
- observing right of way in incline and decline
- observing speed limits

- operating equipment/plant/machinery in accordance with manufacturers' specifications
- safe handling of waste
- wearing seatbelts
- working safely around other machines and personnel
- working safely around tools, plant and equipment.

**Safe operating procedures** should ensure:

- containment of waste
- equipment is operational
- hosing
- personal protective equipment is clean and undamaged.

**Site safety plan** may include:

- dangerous/prohibited areas
- evacuation areas
- eye bath
- fire fighting equipment
- First Aid
- personal protective equipment
- shelter.

**Work site specifications** may be:

- covering batters
- landfill site placement and compaction requirements
- maintenance
- production estimates and schedules
- sampling and testing
- support function requirements
- waste receipt schedule
- waste transportation requirements.
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## **Unit Sector(s)**

Not Applicable