



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM53A Conduct and monitor waste management operation

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the conduct and monitoring of waste management operations. 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 Conduct work requirements	1.1 Review waste management organisation plan to identify work allocation and requirements and anticipated OHS procedures in accordance with <i>company requirements</i> 1.2 Identify hazards and risks and report to appropriate person 1.3 Conduct work requirements in accordance with company requirements and <i>relevant legislation</i>
2 Monitor work activity to meet specifications	2.1 Monitor work activity systematically to ensure relevant legislation, industry standards, OHS regulations/procedures and company requirements are met 2.2 Execute prompt follow-up on difficult or known problem areas 2.3 Reallocate work as required to ensure client and company requirements are met safely and effectively
3 Monitor daily operations	3.1 Monitor site operations to ensure compliance with company requirements, relevant industry standards, OHS and other relevant legislation 3.2 Monitor site operations to ensure safety, efficiency and effectiveness of waste management 3.3 In instances of wet weather, organise and prepare a wet weather receival area in accordance with company requirements and relevant legislation
4 Direct site development	4.1 Review landfill development plan to determine site development requirements 4.2 Develop landfill and surrounding site in accordance with development plan, company requirements and relevant legislation
5 Document waste management operations	5.1 Document all details of waste management operations 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 communicates all work requirements.
- Clearly identifies work requirements.
- Monitors work activity to ensure legislative requirements, industry standards and company requirements are met.
- Monitors daily operations.
- Ensures the efficiency and effectiveness of operations.
- Reviews landfill site development plan.
- Coordinates development of landfill site in accordance with plan.
- Organises equipment, supplies and materials.
- 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
- PRMWM52A Organise waste management operation
- PRMWM58A Develop emergency response plan
- PRMCMN401A Manage workplace safety arrangements
- PRMCMN402A Facilitate effective client relationships
- PRMCMN404A Facilitate effective workplace relationships
- BSBCMN413B 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 monitoring 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 monitoring 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.

- | | | |
|------------------------------|---|---|
| 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 with colleagues, clients and relevant personnel the monitoring of waste management operations.
How can information be collected, analysed and organised ?	2	Gather and analyse information from a number of sources (including regulatory sources, relevant personnel, relevant legislation, personnel training records and company specifications) to conduct and monitor waste management operations.
How are activities planned and organised ?	2	Plan and organise activities to tend to all aspects of site development planning.
How can teamwork be applied?	2	Work cooperatively with personnel and colleagues to conduct and monitor waste management operations.
How can the use of mathematical ideas and techniques be applied?	1	Use and document appropriate mathematical calculations throughout waste management operations.
How can problem-solving skills be applied?	2	Discuss possible problems and solutions that may arise throughout the monitoring process.
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. **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 telecommunications
- two-way radio
- verbal 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:

- oil
- overalls and protective clothing
- pesticides
- plant protection covers
- plants
- recording equipment
- register
- road repairing materials (compacted material, dirt, gravel and sand)
- 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
- truck
- trucks (rigid and articulated)
- water
- weighbridge
- whipper snipper.

Performance of this unit is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- OHS procedures
- 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 and weighbridge officer.

Plant and equipment includes but is not limited to:

- boots
- calculator
- cell cover materials
- chemically resistant protective clothing
- cleaning fluids
- cleaning rags
- 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
- fertiliser
- fire extinguishers
- First Aid kit
- forklift
- fuel
- fuses
- globes
- gloves
- grader
- gravel for wet weather tipping areas
- gumboots
- hard hat
- hearing protection
- lawn seed
- lawnmower
- lifting equipment
- loader
- lubricants
- MSDS.

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 locations of:

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

Work 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