

Australian Government

Department of Education, Employment and Workplace Relations

SFIPROC102C Clean work area

Release: 1



SFIPROC102C Clean work area

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit of competency involves cleaning the work area during and after production.
	Licensing, legislative, regulatory or certification requirements may apply to this unit. Therefore it will be necessary to check with the relevant state or territory regulators for current licensing, legislative or regulatory requirements before undertaking this unit.

Application of the Unit

Application of the unit	This unit has application for seafood processing facilities. Work will be undertaken under supervision and direction of <i>designated personnel</i> .
	All enterprise or workplace procedures and activities are carried out according to <i>relevant government regulations</i> , <i>licensing and other compliance requirements</i> , including <i>occupational health and safety (OHS) guidelines, food</i> <i>safety and hygiene regulations and procedures</i> and <i>ecologically sustainable development (ESD) principles</i> .
	Equipment operation, maintenance, repairs and calibrations are undertaken in a safe manner that conforms to manufacturer instructions. Appropriate <i>personal protective equipment (PPE)</i> is selected, checked, used and maintained.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units	

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

essential outcomes of a	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	1.1. Waste products are deposited into correct bins, hoppers and chutes, all fitted with lids, according to food hygiene requirements.
	1.2. Correct shovels, brooms and bins are identified and used when gathering waste material to avoid cross-contamination of product area and utilising safe manual handling techniques.
	1.3. <i>Work area</i> is kept free from waste to ensure a safe working environment for self, fellow workers and others in the workplace.
	1.4.Segregation of edible and inedible product is maintained at all times.
	1.5. Waste in bins and tubs is shifted according to manual lifting procedures and induction, and ongoing training requirements.
2. Clean areas during production	2.1. Work areas are cleaned to avoid contamination of edible product.
	2.2. Cleaning chemicals and hazardous substances are used safely.
	2.3.Low pressure hoses and floor scrubbers are used safely.
	2.4.People movement in wet areas is controlled using appropriate control measures.
3. Wash and store	3.1.Hoses are rolled and stored safely.
cleaning and processing <i>equipment</i>	3.2.Brooms, shovels, mops, scrubbing brushes are cleaned, sanitised and stored appropriately when not in use.
	3.3.Chemicals are stored safely.
	3.4. All processing equipment is cleaned and sanitised.
4. Clean up after production	4.1. Waste material is transferred to designated storage area.
-	4.2. Work areas and worksite are cleaned.
	4.3. Vermin and pests are controlled.
	4.4.Housekeeping tasks are completed and any problems reported to supervisor.
	4.5. Worksite is monitored regularly to ensure it complies with food hygiene and OHS requirements and workplace procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- using safe manual handling lifting techniques
- using and storing chemicals safely
- using cleaning equipment, such as floor scrubbers, safely
- reporting problems orally to supervisor.

Literacy skills used for:

- interpreting basic directions on the use and decanting of cleaning and sanitising chemicals and agents
- interpreting directions for the safe operation of equipment, such as floor scrubbers
- interpreting enterprise procedures
- interpreting OHS signs.

Numeracy skills used for:

- decanting and mixing chemicals in the correct proportion
- monitoring actions, such as chemical strength, duration, temperatures and tank levels
- reading and interpreting temperature gauges of steam hoses.

Required knowledge

- cleaning and sanitising techniques and their application to different work areas
- cleaning techniques, such as wet and dry clean and application to different work areas
- hazards to others in workplace created by cleaning work areas, such as wet floors, and the use of chemicals
- health hazards posed by cross-contamination
- impact of incorrect disposal of waste on the work environment
- OHS hazards and procedures when handling and storing chemicals, carrying out manual handling and repetitive movements
- personal, workplace and product hygiene principles.

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment	
Critical aspects for assessment evidence required to demonstrate competence in this unit	 Assessment must confirm the ability to: follow work instructions and maintain a clean work area during and after production according to OHS standards and food regulations.
	 Assessment must confirm knowledge of: difference between a dry clean up and a wet clean up difference between cleaning and sanitising health hazards posed by cross-contamination how to assess that the workplace is clean importance of maintaining a clean working environment.
Context of and specific resources for assessment	Assessment is to be conducted at the workplace or a simulated work environment.
	 Resources may include: access to PPE access to workplace documentation cleaning chemicals cleaning equipment relevant work areas for identification of hazards and control measures work area to be cleaned.
Method of assessment	 The following assessment methods are suggested: assessment of a clean and unclean workplace interviews observation practical demonstration of cleaning skills workplace projects written tests.
Guidance information for	This unit may be assessed holistically with other seafood

EVIDENCE GUIDE

assessment	processing units within a qualification.

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.

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Relevant government regulations, licensing and other compliance requirements may include:	•	business or workplace operations, policies and practices environmental hazard identification, risk assessment and control food safety/Hazard Analysis Critical Control Point (HACCP), and hygiene and Australian Quarantine Inspection Service (AQIS) Export Control (Fish) orders OHS hazard identification, risk assessment and control.
OHS guidelines may include:	•	appropriate workplace provision of first aid kits and fire extinguishers
	•	codes of practice, regulations and/or guidance notes which may apply in a jurisdiction or industry sector
	•	enterprise-specific OHS procedures, policies or standards
	•	hazard and risk assessment of workplace, maintenance activities and control measures
	•	induction or training of staff, contractors and visitors in relevant OHS procedures and/or requirements to allow them to carry out their duties in a safe manner
	•	OHS training register
	•	safe lifting, carrying and handling techniques, including manual handling, and the handling and storage of hazardous substances
	•	safe systems and procedures for the protection

RANGE STATEMENT	
	of people in the workplace
	• the appropriate use, maintenance and storage of PPE.
<i>Food safety and hygiene</i> <i>regulations and procedures</i> may include:	• AQIS Export Control (Fish) orders
	Australian Shellfish Sanitation program
	chain of custody (temperature and contamination control)
	equipment design, use and maintenanceHACCP
	• hygiene and sanitation requirements
	 location, construction and servicing of seafood premises
	• Primary Products Standard and the Australian Seafood Standard (voluntary)
	 requirements set out in Australian and New Zealand Food Authority (ANZFA) Food Standards Code.
PPE may include:	• eye protection
5	• gloves
	• insulated protective clothing for freezers or chillers and refrigeration units
	• non-slip and waterproof boots (gumboots) or other safety footwear
	• protective hair, beard and boot covers
	• uniforms or overalls.
Designated personnel may	• enterprise OHS personnel
include:	• other persons authorised or nominated by the enterprise or industry to perform, approve, inspect or direct specified work
	• supervisors, managers and team leaders.
Work area may include:	cool rooms or freezers
	crustacean cooking or processing area
	• fish slaughtering, cleaning or filleting area
	• general work areas
	• mollusc shucking/trimming or cleaning area
	• packing area
	• storage areas
	• toilet/shower block and ablutions area.
Equipment may include:	• bins and tubs
	• brooms, mops and shovels
	• brushes

RANGE STATEMENT	
•	cleaning and sanitising chemicals and agents
•	cleaning buckets
•	cleaning cloths
•	hot and cold hoses
•	processing equipment.

Unit Sector(s)

Unit sector Seafood processing	
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Co-requisite units

Co-requisite units		

Competency field

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