



Australian Government

CPPCLO2018 Sort, remove and recycle waste material

Release: 1

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Modification History

Release	Comment
Release 1	This version first released with CPP Property Services Training Package Version 5.0.

Application

This unit of competency specifies the outcomes required to sort and remove waste and recyclable materials in a range of workplace contexts.

This unit applies to cleaning personnel who sort, remove and recycle waste material. It includes the ability to assess the task, identify types of waste and recyclable materials, identify the safety specifications and procedures of the task, understand client requirements and apply company policies and procedures.

It applies to individuals who perform their duties alone or in a team environment, under routine supervision and without supervisory responsibilities.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Unit Sector

Cleaning Operations

Elements and Performance Criteria

ELEMENT		PERFORMANCE CRITERIA	
Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
1.	Identify job	1.1	Review work order and work area to identify sorting requirements for waste

	requirements.		and recyclable material.
		1.2	Identify types of waste and recyclables to be sorted and removed.
		1.3	Assess workplace hazards and work restrictions affecting completion of work order.
		1.4	Communicate and clarify issues with supervisor, team member or client.
		1.5	Refer to Safety Data Sheets (SDS) and follow safe work methods.
		1.6	Position safety signage and barriers to control hazards.
2.	Sort, remove and recycle waste.	2.1	Select, check and use personal protective equipment (PPE).
		2.2	Select cleaning and waste removal equipment and inspect prior to use to ensure safety.
		2.3	Identify, separate and sort recyclable materials.
		2.4	Safely sort materials and remove waste to waste carrier.
3.	Tidy work site.	3.1	Dispose of collected soil and waste in accordance with workplace procedures.
		3.2	Tidy work area.
		3.3	Spot-clean rubbish bins and surrounds in accordance with workplace hygiene standards.
		3.4	Replace soiled rubbish bin liners.
4.	Complete task.	4.1	Safely store equipment and PPE, as required by workplace standards.
		4.2	Check equipment for damage and wear before storing.

		4.3	Safely store equipment, chemicals, and PPE to allow ready-to-use access.
		4.4	Report malfunctions, faults, wear or damage to cleaning equipment and environs to supervisor.
		4.5	Complete workplace cleaning schedule.

Foundation Skills

This section describes language, literacy, numeracy and employment skills that are essential to the performance in this unit, but not explicit in the performance criteria.

Skill	Performance Feature
Reading skills to:	• Interpret work orders and workplace safety procedures • Interpret Safety Data Sheets (SDS) • Interpret equipment manuals and chemical labels
Oral communication skills to:	• Communicate effectively with supervisors and team members. • Ask questions and clarify any queries when necessary • Report any problems to supervisor
Learning skills to:	• Locate information in workplace documents, manuals, and labels
Numeracy skills to:	• Calculate and measure quantities of chemicals
Writing skills to:	• Complete workplace reports

Range of Conditions

Not Applicable

Unit Mapping Information

No equivalent unit.

Links

An Implementation Guide to this Training Package is available at the VETNet website at - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>

Assessment Requirements for CPPCLO2018 Sort, remove and recycle waste material

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Performance Evidence

A person must demonstrate the ability to:

- properly use personal protective equipment (PPE); and
- sort and remove waste and recyclable materials in two different workplace contexts.

Performance must include:

- selecting, using, and maintaining personal protective equipment (PPE);
- manual handling techniques;
- communicating effectively with supervisor or clients;
- understanding, clarifying, and following supervisor or client instructions;
- disposing of collected waste; and
- recycling materials

Knowledge Evidence

A person demonstrating competency in this unit must identify:

- procedures to safely Identify, separate and sort and remove recyclable materials
- industry-standard equipment such as, waste bins, rubbish bags, cleaning solutions and disinfecting products.
- workplace requirements for undertaking all aspects of waste removal and recyclable materials including:
 - key workplace health and safety, hygiene and environmental regulations
 - use of safety data sheets (SDS) and selection, care and use of PPE
 - safe handling and usage of cleaning equipment and cleaning agents
 - Manual handling techniques for moving waste and recyclable materials
- methods for communicating and clarifying work requirements with supervisors and clients; verbally, in person or via phone, via electronic medium such as text and email, electronic or written reports
- workplace procedures for:
 - health and safety, hygiene and environmental care

- communicating and clarifying work requirements with supervisor, team members or client
- notifying supervisor, team members or client of work completion; verbal communication in person or by phone, written communication including hard copy cleaning schedules, text or electronic form
- use and care of equipment; including checking electrical safety tags to ensure safe use of equipment
- tidying work areas, disposing of soil and waste, cleaning equipment and PPE, and storing equipment and chemicals
- reporting incidents; accidents and injury, damage to or breakages in the cleaning area or cleaning equipment, theft and threats to personal security
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Assessment Conditions

As a minimum, assessors must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

Assessment of performance must be undertaken in the workplace and/or under realistic workplace conditions which reflect:

- the use of industry-standard equipment such as, waste bins, rubbish bags, cleaning solutions and disinfecting products.
- performing tasks/activities to the level of proficiency and within timelines that would be expected in a workplace; and
- following standard and authorised work practices, safety requirements and environmental constraints.

Assessors are responsible for ensuring that candidates have access to:

- appropriate documents, materials, tools equipment and personal protective equipment currently used in industry;
- legislation and regulations; and
- workplace policies and procedures.

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