



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>

