



**Australian Government**

# **CPPCLO3019 Remove waste and recyclable materials**

**Release: 1**

# CPPCLO3019 Remove waste and recyclable materials

## Modification History

Release 1.

Replaces superseded equivalent CPPCLO2019A Sort and remove waste and recyclable materials.

This version first released with CPP Property Services Training Package Version 4.

## Application

This unit of competency specifies the outcomes required to identify waste and recyclable materials to be removed, assess hazards associated with their removal, remove waste collected or created through the cleaning process, and safely transfer it to a dedicated waste disposal point for collection using required equipment and methods. Waste collection is conducted as part of a regular cleaning routine, usually on a daily basis and can include a range of materials, such as chemicals, contaminated materials and general waste. The unit also covers identifying recyclable materials and transferring them to required collection points. Recyclable materials are those that may be reused or made into another product.

The unit supports cleaners who work alone or in teams. It applies in a range of commercial and residential work sites.

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

## Pre-requisite Unit

Nil

## Unit Sector

Cleaning operations

## Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the range of conditions.

- |                                      |                                                                                                                                                                          |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Plan and prepare to handle waste. | 1.1. <b><i>General waste, contaminated and biological waste and recyclable items</i></b> are identified according to company requirements, and any issues are clarified. |
|                                      | 1.2. Work site <b><i>hazards</i></b> are assessed and risks controlled according to company, legislative, and <b><i>health and safety</i></b>                            |

**requirements.**

- 1.3. **Equipment** is selected according to job requirements, checked for serviceability, and faults are rectified or reported before starting work.
- 1.4. **Cleaning chemicals** are selected and prepared according to manufacturer specifications, and health and safety, and company requirements.
- 1.5. **Personal protective equipment** (PPE) is sourced and used according to manufacturer specifications, and health and safety, and company requirements.
- 1.6. Tasks are sequenced to ensure maximum efficiency when completing cleaning requirements.
2. Transfer waste to waste carrier.
  - 2.1. Waste items are collected and safely transferred to waste carrier according to health and safety, and company requirements.
  - 2.2. Biological waste is transferred to biohazard bins according to health and safety requirements.
  - 2.3. **Rubbish bins** and surrounds are spot cleaned according to company requirements.
  - 2.4. Soiled rubbish bin liners are replaced according to health and safety, and company requirements.
3. Transfer waste to disposal unit.
  - 3.1. Waste is removed from site according to health and safety, and company requirements.
  - 3.2. Waste is transported to **disposal units** by shortest practical safest route and according to health and safety, and company requirements.
4. Deliver recyclable materials.
  - 4.1. Recyclable materials are identified and separated according to health and safety, and company requirements.
  - 4.2. Recyclable materials are transferred safely to dedicated recycling collection units for each type of material according to health and safety, and company requirements.
  - 4.3. Recycling containers and surrounds are spot cleaned according to health and safety, and company requirements.

- |                                                                         |      |                                                                                                                                                                   |
|-------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                         | 4.4. | Recycling containers are checked and replaced in designated locations.                                                                                            |
|                                                                         | 4.5. | Transfer of recyclable materials is documented according to company requirements.                                                                                 |
| 5. Clean and safety check equipment, and store equipment and chemicals. | 5.1. | Equipment and PPE are cleaned, safety checked and stored according to manufacturer specifications and environmental, health and safety, and company requirements. |
|                                                                         | 5.2. | Unused chemicals are stored or disposed of according to manufacturer specifications, and health and safety and company requirements.                              |

## Foundation Skills

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

| Skill                         | Performance feature                                                                                                                                                                                                                                                |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Oral communication skills to: | <ul style="list-style-type: none"> <li>ask questions to clarify job requirements</li> <li>respond clearly and concisely to client questions.</li> </ul>                                                                                                            |
| Reading skills to:            | <ul style="list-style-type: none"> <li>interpret directions and safety instructions, including:               <ul style="list-style-type: none"> <li>equipment operating manuals</li> <li>product labels</li> <li>safety data sheets (SDS).</li> </ul> </li> </ul> |
| Writing skills to:            | <ul style="list-style-type: none"> <li>document and report faults in equipment to manufacturer and other personnel.</li> </ul>                                                                                                                                     |
| Problem-solving skills to:    | <ul style="list-style-type: none"> <li>assess range of different waste types and determine required waste handling techniques.</li> </ul>                                                                                                                          |

## Range of Conditions

This section specifies work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. Bold italicised wording, if used in the performance criteria, is detailed below.

***General waste*** must • drinks

include at least two of the following:

- food packaging
- manufactured foods
- non-recyclable plastics.

**Contaminated and biological waste** must include at least one of the following:

- blood and other bodily fluids
- cytotoxic waste
- human waste
- soiled and disposable linen
- syringes and needles.

**Recyclable items** must include at least one of the following:

- cardboard
- computer consumables
- glass
- metal
- packaging material
- paper
- plastic
- printing consumables.

**Hazards** that must be assessed include:

- biological and environmental contaminants
- chemical exposure via absorption, ingestion and inhalation
- chemical reactivity
- dust and fibre particulates
- electrical
- environmental allergens
- explosions
- fatigue
- fire
- manual handling
- noise
- poor ventilation
- slips, trips and falls
- syringes and sharps
- working in confined spaces.

**Health and safety requirements** must include:

- access to communication devices when working alone
- compliance with Safe Work Australia regulations and guidelines
- electrical equipment test and tag compliance
- emergency response procedures
- environmental controls
- hazard signs and barricades
- health and safety induction and refresher training
- manual handling techniques
- processes for safely dispensing chemicals
- risk assessment procedures, including:

- hazardous chemicals register
- hierarchy of control
- job safety analyses (JSA) for low-risk situations
- safe work method statements (SWMS) for high-risk situations
- incident reporting
- SDS
- selection and use of required PPE
- storage and maintenance of equipment according to manufacturer specifications
- use of first aid according to SDS information.

**Equipment** must include at least three of the following:

- bin liners
- cleaning cloths
- damp wiping kits
- litter picker
- long-handled dustpans and brooms
- microfibre products
- nylon pads
- pick-up trolleys
- scrubbing brushes
- sharps kits
- spray bottles
- wheelie bins.

**Cleaning chemicals** must include at least one of the following:

- acid cleaners
- alkaline cleaners
- low environmental impact chemicals
- neutral cleaners
- solvent cleaners.

**Personal protective equipment** must include at least two of the following:

- disposable respirators
- eye protection
- gloves
- high visibility vests
- protective clothing
- safety shoes
- sun protection
- tongs.

**Rubbish bins** must include at least one of the following:

- biohazard bags and bins
- contaminated waste bins
- general purpose bins
- sharps disposal units
- radioactive waste bins

- recycle bins
- restroom bins
- wet rubbish bins.

**Disposal units** must include at least one of the following:

- compactors
- dump masters
- open trucks
- wheelie bins.

## Unit Mapping Information

CPPCLO2019A Sort and remove waste and recyclable materials

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6f3f9672-30e8-4835-b348-205dfcf13d9b>