



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT3013A Receive waste

Release: 1

CPPWMT3013A Receive waste

Modification History

Revised unit

Unit updated and equivalent to PRMWM13B Receive waste

Unit Descriptor

This unit of competency specifies the outcomes required to receive all types of waste for processing and treatment. It requires the ability to apply safe work practices while working with potentially hazardous waste products.

Application of the Unit

This unit of competency supports individuals with responsibilities for receiving waste, working in a team environment and possibly as a team leader. It includes contributing to the implementation of developed strategies, systems and plans, as well as recognising the need for expert advice.

Licensing/Regulatory Information

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

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

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.

Elements and Performance Criteria

- | | | | |
|---|-----------------------------------|-----|--|
| 1 | Organise for receipt of waste. | 1.1 | Waste receipt schedule is reviewed with appropriate personnel or client to identify job requirements. |
| | | 1.2 | Equipment is selected for waste receipt. |
| | | 1.3 | Potential hazards and risks to work are identified and managed according to organisational requirements , and occupational health and safety (OHS) regulations and other legislation and codes . |
| | | 1.4 | Personnel and equipment are used to maximise safety, efficiency and effectiveness of unloading waste . |
| | | 1.5 | Emergency and personal protective equipment (PPE) is selected, pre-checked to ensure it is not damaged, and fitted according to job requirements, manufacturer specifications, organisational requirements and legislation and codes. |
| | | 1.6 | Suitability of the designated unloading area to ensure adequate storage capacity and ability to meet unloading requirements is determined and reviewed. |
| | | 1.7 | Waste receipt site is determined. |
| 2 | Conduct waste receipt activities. | 2.1 | Waste received is screened to identify waste type and waste characteristics . |
| | | 2.2 | Waste generator or deliverer of hazardous and dangerous waste or non-conforming waste is consulted about the nature of service required. |
| | | 2.3 | Waste generator or deliverer of reusable or recyclable options is consulted about the waste management service being conducted. |
| | | 2.4 | Waste non-conformances are identified and handled according to organisational requirements and legislation and codes. |
| | | 2.5 | Waste received is measured and recorded according to organisational requirements and relevant legislation and codes. |
| | | 2.6 | Fee based on waste type and quantity, as well as charge to waste generator or deliverer, are calculated according |

- to organisational accounting requirements.
- 2.7 Receipt for correct fee payment is issued, and received payment is recorded according to organisational accounting requirements.
 - 2.8 Load sample is taken according to organisational requirements, manufacturer specifications and relevant legislation and codes.
- 3 Coordinate unloading of waste.
- 3.1 Clear ***directions to unloading site*** are given to waste generator or deliverer to ensure safety of personnel involved.
 - 3.2 Waste generator or deliverer is provided with signalling and instructions to ensure safe and effective unloading in designated unloading area.
 - 3.3 Unloading assistance is provided according to organisational requirements and OHS regulations.
 - 3.4 Unloading site is monitored to ensure compliance with unloading instructions, containment of waste within designated unloading area, and adequate capacity of ***storage facility***.

Required Skills and Knowledge

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

Required skills

- interpersonal skills to work in a team environment
- literacy skills to:
 - report on receipt activity
 - document and keep records
 - read and interpret:
 - procedure guidelines
 - work requirements and material safety data sheets (MSDS)
- analytical skills to:
 - segregate valuable resources in waste
 - segregate waste types, including potentially hazardous waste
- numeracy skills to:
 - calculate fees
 - estimate and identify gross weight and payload of vehicle
 - provide correct change
 - measure weights and volumes
 - measure waste
- oral communication skills to:
 - ask questions
 - follow instructions
 - give clear information
 - listen effectively
- problem-solving skills to:
 - identify hazards and risks
 - identify waste types, including regulated waste and waste non-conformance
 - resolve pressure situations in a prompt, calm manner
- self-management skills to:
 - apply signalling techniques
 - conduct work practices safely and efficiently
 - organise work methodically
 - handle waste non-conformances
 - use emergency and PPE

Required knowledge

- identification of:
 - waste contaminants
 - waste monitoring procedures
 - waste non-conformances
 - waste non-conformance handling procedures
 - waste management options
 - waste storage requirements
- waste monitoring and sampling, including:
 - containment of hazardous waste
 - isolation
 - recording waste received
 - identifying and sampling waste types
- measurements, including:
 - volumes
 - weights
- OHS requirements relating to:
 - chemical storage and decanting
 - dangerous goods and hazardous substances
 - OHS hierarchy of control
 - first aid
- potential hazards and risks relating to:
 - waste containment and segregation techniques
 - emergency response procedures
- resource recovery options relating to:
 - valuable resources within materials
 - potential resources to be recovered
 - timeframe to recover resources
 - industry standards and legislation
 - environmental issues
 - environmental regulations
 - recycling options
- service requirements, including:
 - duty of care
 - organisational requirements
 - reporting requirements
 - unloading requirements
 - waste management hierarchy
 - waste containment and disposal techniques

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	This unit of competency could be assessed by observation of practical demonstration in the workplace or in a simulated environment for waste receipt.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person who demonstrates competency in this unit must be able to provide evidence of the required skills and knowledge specified in this unit. In particular the person should demonstrate the ability to: • interpret waste receipt schedule and job requirements • identify potential hazards and risks to waste receipt and unloading • coordinate unloading of waste • observe OHS requirements.
Context of and specific resources for assessment	Assessment of essential underpinning knowledge may be conducted in an off-site context. It is to comply with relevant regulatory or Australian standards' requirements. Resource implications for assessment include: • work plans and approved specifications • forms and procedures manuals.
Method of assessment	The process of receiving waste must comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it may be necessary to refer to portfolio case studies to assess competency in the receipt of waste. Assessment methods must: • satisfy the endorsed Assessment Guidelines of the Property Services Training Package • include direct observation of tasks in real or simulated work conditions, with questioning to confirm the ability to consistently identify and correctly interpret the essential underpinning knowledge required for practical application • reinforce the integration of employability skills with workplace tasks and job roles • confirm that competency is verified and able to be transferred to other circumstances and environments.
Guidance information for	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to

assessment	modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should as far as is practical take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed. This unit could be assessed on its own or in combination with other units relevant to the job function, for example: • CPPCMN2003A Provide effective client service • CPPCMN3003A Contribute to workplace safety arrangements • CPPWMT3044A Identify wastes and hazards.
------------	---

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.

<i>Waste receipt schedule</i> may include:	• acceptable waste types • characteristics of waste • classification of waste • client details and requirements • emergency and PPE requirements • job sequence and delivery times • measurement and recording requirements • OHS requirements • personnel requirements • pick-up locations • recycling requirements • sampling requirements • site requirements • unacceptable levels of contamination • unloading requirements.
<i>Client</i> may include:	• all forms of business enterprises in this context, including: • government agencies • internal customers • local governments and councils • private and public companies • residents and ratepayers.
<i>Equipment</i> may include:	• barriers and warning signs • communications equipment • compactors • conveyors • generators • hoses • lifting equipment • loadshifting equipment • PPE • pumps • recording equipment • sampling equipment • scales • skips

	• sorting tables • storage containers • tools • trailers • trolleys • vacuums • weighbridge • waste containers.
Potential hazards and risks are those identified by the organisation that may lead to:	• damage to plant, vehicle or property • harm to the environment • illness or injury to employees, contractors or the public • injuries resulting from manual handling and repetitive work.
Hazards and risks may include:	• broken glass • broken metal • compaction equipment • contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • narrow driveways • other vehicles and equipment • overhanging signs • projectiles • spark-producing equipment • unguarded conveyor belts • weather.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • quality assurance documents • tender and contract documents • verbal or written instructions • work procedures.
Legislation and codes may include:	• codes, including: • Australian Code for the Transport of Dangerous Goods by Road and Rail • industry • commonwealth, state and territory legislation, including:

	• anti-discrimination • environmental protection • equal employment opportunity • freedom of information • industrial • OHS • trade practices • road laws.
Unloading waste may include:	• access to site • capacity of site • manoeuvrability of vehicles • minimising hazards and risks • stable ground conditions.
Unloading waste may include use of:	• cart lifter • forklift • front-end loader • high pressure vacuum loading • shovel.
Emergency and personal protective equipment must include:	• communications equipment • eye protection, such as goggles and protective glasses • eyewash kit • fire extinguishers • first aid kit • footwear • gloves • overalls and protective clothing.
Emergency and personal protective equipment could also include:	• breathing apparatus • emergency procedure guides • face shields or masks • hard hats • hearing protection • MSDS • oil absorbent materials • spill kit.
Personal protective equipment must be:	• cleaned and fitted according to organisational requirements, manufacturer specifications and OHS requirements • worn when required according to organisational requirements • stored according to organisational requirements.
Waste receival site may include:	• composting facility • landfill site • materials recovery facility

	• transfer station • treatment site • waste generator site • waste processing plant.
Waste type may include:	• solid (non-hazardous), e.g. construction and demolition • liquid (non-hazardous), e.g. chemical and aqueous • hazardous – regulated, prescribed, quarantined, medical and clinical • recoverable resources, e.g. recyclable and green waste.
Waste characteristics may include:	• density • level of contamination • quality • shape • size • volume • weight.
Hazardous and dangerous waste may include:	• all waste depending on the condition, environment and personal exposure • biological products • blood products • broken metal • chemicals • electrical wiring • gases and fumes • glass • hospital waste • leaking containers • medical waste • needles and syringes • oil and petrol.
Reusable or recyclable options may include:	• extract and re-use useful substances found in waste • extract useful materials from garbage or waste • recondition and adapt to a new use or function • reprocess.
Waste non-conformances may include:	• contamination • hazardous or dangerous waste • inferior quality and unacceptable waste streams.
Measurement may include:	• number of units • volume • weight.
Recording may include:	• accident reports

	• checklists • emergency reports • environmental protection authority waste transport certificates • incident reports.
Directions to unloading site may include:	• arrows • maps • signs • verbal or written instructions.
Storage facility may include:	• bunded area • bunker • container • pit • stockpile • tank • truck • under awning • warehouse.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.