



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT3059A Plan and conduct waste assessments

Release: 1

CPPWMT3059A Plan and conduct waste assessments

Modification History

Revised unit

Unit updated and equivalent to PRMWM59A Carry out waste assessment

Unit Descriptor

This unit of competency specifies the outcomes required to plan for and conduct a waste assessment of a generator's waste stream, including recycling streams. It requires the ability to visually assess the composition and quantity of the waste stream under assessment, review waste management documentation, and identify opportunities to improve resource management. It also requires the ability to apply safe and efficient work practices.

Application of the Unit

This unit of competency supports individuals with responsibility for conducting waste assessment processes. 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

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|---|---|---|
| 1 | Determine assessment objectives and scope | <p>1.1 <i>Client</i> is advised of <i>benefits</i> and <i>limitations</i> of assessment process.</p> <p>1.2 Boundaries of project are clearly defined in terms of <i>waste streams</i> assessed, time period, processes and sites.</p> <p>1.3 Client is consulted to ensure agreement on project outcomes and objectives.</p> <p>1.4 Project scope encompasses applicable <i>occupational health and safety (OHS) requirements, legislation and codes</i> and corporate responsibilities.</p> <p>1.5 Necessary <i>resources</i> and <i>resource management processes</i> are identified.</p> <p>1.6 Responsibilities of client and assessor are identified and communicated.</p> |
| 2 | Prepare for waste assessment. | <p>2.1 <i>Waste assessment outcomes and objectives</i> are reviewed to determine project requirements.</p> <p>2.2 Necessary resources, including <i>emergency and personnel protective equipment (PPE)</i>, are accessed.</p> <p>2.3 Project risk assessment is conducted in line with corporate requirements and legislation and codes.</p> <p>2.4 Risk management strategy is developed and implemented.</p> <p>2.5 <i>Issues impacting on waste generation</i> are identified.</p> <p>2.6 Waste assessment action plan is developed and communicated to stakeholders.</p> |

- 2.7 **Personnel training** is conducted according to organisational requirements.
- 3 Assess waste.
- 3.1 Assessment is conducted according to waste assessment objectives, OHS requirements, and organisational and legislative requirements.
- 3.2 Waste or recycling containers are visually assessed to determine composition and quantity of waste components in line with assessment scope and objectives.
- 3.3 Visual findings are recorded by waste type, quantity observed, department or process.
- 3.4 **Site review** is conducted to obtain further data on rationale for waste generation, impacts associated with waste generated, and barriers for implementation of improved resource recovery systems.
- 3.5 Review of waste documentation is undertaken to enable assessment of annual quantities to be determined by waste stream and type.
- 3.6 Interviews are conducted with staff and stakeholders on waste management issues, including waste generation and **potential hazards and risks**.
- 4 Report and analyse waste assessment findings.
- 4.1 Collected data and information are compiled and validated.
- 4.2 Consultation with stakeholders is conducted to determine opportunities for resource recovery and necessary resource requirements to implement those opportunities.
- 4.3 Data is analysed and opportunities are identified to improve resource management.
- 4.4 Opportunities are reviewed in terms of feasibility of implementation.
- 4.5 Outcomes of feasibility review are presented together with data in a format consistent with project objectives.
- 4.6 Implementation and review strategies are prepared.

- 4.7 Report containing data, analysis, recommendations and implementation program is presented to client.

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - identify hazards and risks
 - identify waste types and waste non-conformances
- interpersonal skills to work in a team environment in a range of waste management activities
- oral communication skills to:
 - request advice or further information
 - listen actively
 - consult
 - follow instructions
- reading skills to interpret:
 - documents
 - work requirements and material safety data sheets (MSDS)
- self-management skills to:
 - conduct work practices safely and efficiently
 - apply accuracy and attention to detail
 - organise work methodically
 - source, organise and apply information
 - use photographic equipment
 - use PPE
 - use information technology applicable to task
 - use communications equipment (two-way radio, mobile phone)
- written communication skills for:
 - report writing
 - documentation

Required knowledge

- environmental management relating to:
 - waste types, streams and characteristics
 - resource recovery options
 - industry standards
- identification of:
 - waste non-conformances

- unanticipated waste
- waste non-conformance procedures
- waste containment
- waste disposal and recovery routes
- waste assessment processes:
 - site scoping
 - estimating resource needs
 - safe and efficient work practices in hazard and risk identification
 - possible benefits and outcomes from conducting a waste assessment
 - visual assessment procedures
 - available reprocessing options
 - material densities
 - sampling and recording techniques
 - potential hazards and risks
- service requirements for waste assessment activities, including:
 - duty of care
 - OHS requirements
 - organisational pricing schedules
 - organisational requirements and structure, including workplace communication channels and procedures
 - legislation, regulations and codes of practice specific to waste assessment activities
 - waste management options
 - waste management hierarchy

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 of how to plan and conduct waste assessments.
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: • identify waste and material types • visually estimate waste volumes • apply an understanding of material flows and organisational processes.
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 • results of sampling • forms and procedures manuals.
Method of assessment	The waste assessment process must meet the objectives of the client and 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 assessment 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 of competency relevant to the job function, for example: • CPPWMT4003A Review, evaluate and document waste assessment findings.
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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>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>Benefits</i> may include:	- compliance with legislative and corporate requirements - reduction in costs - improved product quality - improved workplace safety - reduction in waste.
<i>Limitations</i> may include:	- historical data and other relevant information - results are volume-based - timeframe in which waste assessment occurs - type of containment may hinder ability to identify all waste issues - visual assessment does not provide exact data on waste stream.
<i>Waste streams</i> may include:	- construction and demolition - dangerous goods - general waste - green waste - hazardous substances - municipal waste - other resource recovery - prescribed waste stream (i.e. legislative wastes) - recycling streams - reprocessed (on-site) material stream - re-used product stream.
<i>OHS requirements</i> may include:	- organisational OHS reporting and audit systems - organisational policy - duty of care - PPE - safe work procedures.
<i>Legislation and codes</i>	codes, including:

may include:	• 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.
Resources may include:	• camera • clean-up • decontamination equipment • personnel • PPE • recording equipment • reference manuals • safety barriers and warning signs.
Resource management processes may include:	• composting • energy recovery • processes conducted on or off site • product life cycle: re-new, re-use and recycle • waste avoidance • clean-up.
Waste assessment outcomes and objectives may include:	• complying with organisational or legislative requirements • determining components of resource recovery implementation program • determining waste profile, including type and quantity of waste • establishing resource recovery goals and targets • identifying barriers to implementation of opportunities • identifying cost of waste and cost reduction opportunities • identifying improvements in managing waste on site • identifying opportunities to reduce or divert waste from landfill.
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 • 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.
Issues impacting on waste generation may include:	• maintenance downtime • product changeovers • production flows • quality control procedures • seasonal activity variations • shift times • start-up processes • waste collection routines • waste collection systems.
Personnel training may include:	• computer-based training • contracted training activity • demonstration • formal training • on-the-job training • reading • vendor training.
Site review may include:	• constraints to further segregation of waste • discussions with employees about waste management • review of placement, size and design of waste containers • review of production process and flow of materials through the site • time of access • union requirements • work permits.
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.

<i>Hazards and risks</i> 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.
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Unit Sector(s)

Waste management

Custom Content Section

Not applicable.