



Australian Government

Department of Education, Employment and Workplace Relations

CPPWMT4002A Carry out waste audits

Release: 1

CPPWMT4002A Carry out waste audits

Modification History

Revised unit

Unit updated and equivalent to PRMWM02B Carry out waste audit

Unit Descriptor

This unit of competency specifies the outcomes required to audit a client's waste characteristics. It requires the ability to follow assignment instructions, liaise with clients, and effectively identify and assess their waste practices and issues that impact on their organisational operations.

Application of the Unit

This unit of competency supports individuals with responsibilities for implementing and monitoring the organisation's waste audit policies, procedures and programs in a work area. 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 | Prepare for waste audit. | <p>1.1 <i>Audit plan</i> is reviewed to determine job requirements.</p> <p>1.2 <i>Equipment required</i> to conduct audit is obtained.</p> <p>1.3 <i>Details relating to access to site and site requirements</i> are identified and followed according to job requirements.</p> <p>1.4 Audit <i>site</i> is assessed for hazards and personnel specified in audit plan are advised of audit requirements.</p> <p>1.5 Audit site is set up to ensure safe and accurate data collection according to audit plan, site requirements and relevant legislation.</p> <p>1.6 <i>Emergency and personal protective equipment (PPE)</i> is pre-checked for operability.</p> <p>1.7 <i>PPE</i> is used according to job requirements, <i>manufacturer specifications, organisational requirements</i>, occupational health and safety (OHS) regulations and other legislation and codes.</p> <p>1.8 <i>Potential job requirement hazards and risks</i> are identified and managed according to organisational requirements, and OHS and other legislation and codes.</p> |
| 2 | Conduct waste audit. | <p>2.1 Waste audit is conducted according to audit plan, OHS regulations and other legislation and codes.</p> <p>2.2 Waste stream is isolated to allow accurate audit according to waste audit plan requirements.</p> <p>2.3 Waste is identified, sorted, measured and recorded to ensure validity of data collection.</p> |

- 2.4 Unanticipated waste is identified and included in data collection.
 - 2.5 At completion of audit, waste is removed, equipment packed and site restored to previous condition according to audit plan and organisational requirements.
 - 2.6 ***Audit material*** is collected and used to complete audit report.
- 3 Record waste audit findings.
 - 3.1 Audit data is compiled and provided to ***relevant personnel***.
 - 3.2 Waste ***audit activity details*** are recorded according to audit plan and organisational requirements.

Required Skills and Knowledge

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

Required skills

- analytical skills to:
 - identify hazards and risks safely and efficiently
 - identify waste types and waste non-conformances
 - interpret audit plan
 - source, organise and apply information
 - use recording equipment
 - use photographic equipment
 - use PPE
- 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, liaise and consult
 - follow instructions
- reading skills to interpret:
 - maps
 - plans
 - 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
 - apply decision making
 - comply with OHS standards
 - organise work methodically
 - use applicable information technology
- written communication skills to:
 - write reports
 - develop documentation
 - develop surveys

Required knowledge

- environmental management relating to:

- waste types, streams and characteristics
- resource recovery options
- OHS requirements relating to:
 - OHS hierarchy of control
 - potential hazards and risks in a waste management environment
- identification of:
 - waste non-conformances
 - unanticipated waste
 - waste non-conformance procedures
 - waste containment
 - waste disposal and recovery routes
- waste audit processes, including:
 - interpreting waste audit plans
 - understanding benefits and outcomes from conducting a waste audit
 - visual assessment procedures
 - available reprocessing options
 - material densities
 - sampling and recording techniques
 - nature and significance of waste minimisation hierarchy
 - potential hazards and risks
- service requirements for waste audits, including:
 - duty of care in provision of service
 - legislation, regulations and codes of practice applicable to specific waste management functions
 - organisational pricing schedules
 - organisational requirements and structure, including workplace communication channels and procedures
 - waste management hierarchy
 - waste management options

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 of carrying out a waste audit.
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, sort, measure and record waste • identify unanticipated waste • conduct an accurate and valid waste audit • 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: • client audit requirements for workplace portfolio case studies, if required • work plans and approved specifications • results of sampling • forms and procedures manuals • surveys and reports.
Method of assessment	The process of carrying out a waste audit 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 audit 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 assessment	Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to 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: • CPPWMT4001A Plan waste audits • CPPWMT4003A Review, evaluate and document waste assessment findings.

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>Audit plan</i> may include:	• collection of photographic evidence • measurement and recording requirements • OHS requirements • personnel and equipment requirements, including PPE • sample requirements • site contacts • site requirements.
<i>Equipment required</i> may include:	• absorbent material • bunding equipment • camera • collection containers • lifting gear • measurement equipment • PPE • reference manuals • safety barriers and warning signs • sample bench • scales.
<i>Details relating to access to site and site requirements</i> include:	• access and egress points • OHS requirements and noise control • PPE • security clearances • time of access • union requirements • work permits.
<i>Site</i> may include:	• business premises • landfill site • local government area • plant • factory • waste processing plant.
<i>Emergency and personal protective equipment</i> 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.
Manufacturer specifications are found in:	• equipment specifications • operator manuals.
Organisational requirements may include information found in:	• briefing papers • job sheets • letters • memos • operations manuals • policy and procedures documents • quality assurance documents • site development plans • tender and contract documents • training materials • verbal or written instructions • work procedures.
Potential job requirement hazards and risks include:	• contamination • dust • fire • gases and fumes • hazardous waste (e.g. sharps) • inadequately contained waste • injuries resulting from manual handling and repetitive work • other vehicles and equipment • projectiles • spark-producing equipment • weather.

<i>Audit material</i> may include:	• samples • waste management survey responses • work documents.
<i>Relevant personnel</i> may include:	• client • householder • management • waste generator's personnel.
<i>Audit activity details</i> should include:	• accidents and injuries • date • equipment used • location • results and findings • time • waste disposal.

Unit Sector(s)

Waste management

Custom Content Section

Not applicable.