



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **NWP431A Investigate, rectify and report on trade waste incidents**

**Revision Number: 2**

## NWP431A Investigate, rectify and report on trade waste incidents

### Modification History

NWP431A Release 2: Layout adjusted. No changes to content.

NWP431A Release 1: Primary release.

### Unit Descriptor

This unit of competency describes the outcomes required to investigate trade waste incidents, make arrangements for rectification and to complete reports.

### Application of the Unit

This unit supports the attainment of skills and knowledge required for trade waste officers or inspectors with a specific responsibility for investigating trade waste incidents, identifying the source of the problem, arranging corrective action and compiling comprehensive reports.

### Licensing/Regulatory Information

Not applicable.

### 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 required performance needed to demonstrate achievement of the element. Where <b><i>bold italicised</i></b> text is used, further information is detailed in the range statement. Assessment of performance is to be consistent with the evidence guide. |
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## Elements and Performance Criteria

| ELEMENT                                                                 | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1 Analyse trade waste incident location.</b>                         | <ul style="list-style-type: none"><li>1.1 Identify and confirm the location and nature of <b>trade waste</b> incidents.</li><li>1.2 Assess the extent of incidents and the possible effects.</li><li>1.3 Implement actions or make recommendations, as required, to minimise potential harm.</li><li>1.4 Notify relevant organisations and individuals.</li><li>1.5 Conduct inspections and sampling of incident locations and environs and analyse and report findings and results.</li></ul>                                       |
| <b>2 Investigate the cause and effect of trade waste incidents.</b>     | <ul style="list-style-type: none"><li>2.1 Identify and confirm the wastewater catchment for incident locations.</li><li>2.2 Analyse the wastewater catchment for possible sources of unauthorised or illegal discharge.</li><li>2.3 Schedule inspections of potential sources of unauthorised or illegal discharge and make appropriate preparations.</li><li>2.4 Investigate the possible effects of trade waste incidents and assess the level of severity.</li></ul>                                                              |
| <b>3 Identify incident source and arrange rectification.</b>            | <ul style="list-style-type: none"><li>3.1 Conduct inspections of potential sources and gather and record evidence.</li><li>3.2 Analyse evidence and where possible, confirm the correct source of unauthorised or illegal trade waste discharge and complete required documentation.</li><li>3.3 Identify, analyse and select methods for rectifying problems.</li><li>3.4 Consult appropriate personnel within the identified customer organisations and advise of rectification requirements and incident repercussions.</li></ul> |
| <b>4 Compile trade waste incident reports.</b>                          | <ul style="list-style-type: none"><li>4.1 Record and process data and information relating to investigations and evidence gathered according to <b>organisational and statutory requirements</b>.</li><li>4.2 Compile, process and distribute incident reports, including rectification arrangements according to organisational requirements.</li></ul>                                                                                                                                                                             |
| <b>5 Conduct post incident monitoring to ensure ongoing compliance.</b> | <ul style="list-style-type: none"><li>5.1 Adjust trade waste treatment and discharge monitoring schedules as required and prepare and apply a post incident monitoring plan.</li><li>5.2 Correctly select, fit and use personal protective equipment.</li><li>5.3 Identify and investigate breaches of the trade waste discharge provisions and report the results and/or recommendations according to organisational requirements.</li></ul>                                                                                        |

## Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit.

### Required skills:

- interpret and review hydraulic and site plans
- identify and evaluate trade waste-producing processes
- identify and select appropriate remedial measures
- evaluate process and wastewater system inputs and outputs
- use appropriate wastewater sampling and preservation techniques for onsite and laboratory testing
- develop monitoring plans and coordinate measuring, testing and sampling activities
- interpret and evaluate sample analysis data
- plan and conduct investigations
- assess environmental impact using ISO 14001 where appropriate
- assess waste treatment methods, processes, plant and equipment
- negotiate and communicate
- prepare comprehensive and accurate written reports
- interpret and apply legislation and policies applicable to trade waste
- use appropriate personal protective equipment for protection against physical, chemical and biological hazards

### Required knowledge:

- relevant legislation
- relevant enterprise policies for trade waste management
- water quality parameters of significance to the wastewater system
- trade waste treatment methods and processes
- impact and interaction of pollutants and toxins
- remedial measures relevant to customer base and associated risk
- basic hydraulics, chemistry and/or equivalent science
- investigation procedures
- report writing procedures
- range of appropriate measuring, testing and sampling procedures
- customer expectations and requirements
- occupational health and safety legislation
- personal protection and safety precautions for wastewater sampling, including the requirements for relevant inoculations, such as:
  - Q Fever
  - Hepatitis A and B
  - Polio
  - Tetanus
  - Diphtheria



## Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

### **Critical aspects for assessment and evidence required to demonstrate competency in this unit**

The candidate should demonstrate the ability to investigate, rectify and report on trade waste incidents, including:

- identifying and analysing incident locations
- assessing the type and extent of incident impact
- assessing the trade waste catchment and identifying possible sources of the problem
- investigating possible sources and identifying the instigators of the incidents
- investigating the instigating organisations and negotiating rectification measures
- completing comprehensive reports appropriate for prosecutions

### **Context of and specific resources for assessment**

Access to the workplace and resources including:

- documentation that should normally be available in a water industry organisation
- relevant codes, standards, and government regulations

Where applicable, physical resources should include equipment modified for people with disabilities.

Access must be provided to appropriate learning and/or assessment support when required.

Assessment processes and techniques must be culturally appropriate, and appropriate to the language and literacy capacity of the candidate and the work being performed.

Validity and sufficiency of evidence requires that:

- competency will need to be demonstrated over a period of time reflecting the scope of the role and the practical requirements of the workplace
- where the assessment is part of a structured learning experience the evidence collected must relate to a number of performances assessed at different points in time and separated by further learning and practice
- a decision of competence should only be made when the assessor has complete confidence in the person's competence over time and in various contexts
- all assessment that is part of a structured learning experience must include a combination of direct, indirect and supplementary evidence

- where assessment is for the purpose of recognition (RCC/RPL), the evidence provided will need to be authenticated and show that it represents competency demonstrated over a period of time
- assessment can be through simulated project-based activity and must include evidence relating to each of the elements in this unit

In all cases where practical assessment is used it will be combined with targeted questioning to assess the underpinning knowledge. Questioning will be undertaken in a manner appropriate to the skill levels of the operator, any cultural issues that may affect responses to the questions, and reflecting the requirements of the competency and the work being performed.

## 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. Add any 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.

***Trade waste*** may include:

- the liquid waste generated by any:
  - industry
  - business
  - manufacturing process
  - community/public facilities
  - commercial activities
- trade waste does not include domestic wastewater

***Organisational and statutory requirements*** may include:

- relevant legislation, for example:
  - the Environmental Protection Act
  - Environment Protection and Biodiversity Conservation Act
  - Waste Minimisation and Management Act
  - the Water Act
  - local by-laws
- International Standards, for example:
  - ISO 14000 standards
- Australia/New Zealand Standards, for example:
  - National Plumbing and Drainage Code AS/NZS 3500
- relevant industry codes of practice for the management of trade waste, for example:
  - industry Code of Practice for the Photographic Industry (PURE)
  - National Health and Medical Research Council's (NHMRC) National guidelines for waste management in the health care industry, 1999
  - state plumbing and drainage code of practice
- requirements of regulatory authorities, such as:
  - Water Authorities
  - WorkCover
  - EPA
  - Health Department
  - local council

## **Unit Sector(s)**

Not applicable.

## **Competency field**

Trade waste.