



Australian Government

PMBWASTE302 Coordinate waste disposal

Release: 1

PMBWASTE302 Coordinate waste disposal

Modification History

Release 1. Supersedes and is equivalent to PMBWASTE302C Coordinate waste disposal

Application

This unit of competency covers the skills and knowledge required to coordinate waste disposal.

This unit of competency applies to experienced operators who are required to develop and implement procedures for waste disposal and recycling, retain waste contractors and solve problems within area of responsibility.

This unit of competency applies to an experienced operator demonstrating theoretical and technical knowledge and well developed skills in situations that require some discretion and judgement. The operator may work alone or as a member of a team or group and will work in liaison with other shift team members, team leader and supervisor, as appropriate.

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

Pre-requisite Unit

Nil

Competency Field

Waste

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Identify requirements for waste and recyclable products	1.1	Identify waste products from the production process in terms of the material type, toxicity, recyclability, flammability and reactivity
		1.2	Identify sources of waste and approved locations for storage of each waste type based on regulatory requirements and workplace approved policies and procedures

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|---|---|--|
| 2 | Develop waste and recycling procedures | 2.1 Identify requirements for handling, disposing or recycling waste
2.2 Develop storage and handling policies and procedures
2.3 Publish and post waste management procedures in appropriate locations
2.4 Identify and retain contractors for disposal of waste
2.5 Train or arrange training for relevant employees in waste management procedures required by the organisation |
| 3 | Develop waste record systems | 3.1 Instigate and monitor data collection methods to record wastage rates
3.2 Produce and introduce appropriate proformas to record details of waste collection storage, recycling or waste disposal
3.3 Establish and maintain reporting relationships among appropriate personnel and complete reports as required |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different 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.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used.

Applicable legislation, regulations, standards and codes of practice include:

- health, safety and environmental (HSE) legislation, regulations and codes of practice relevant to the workplace, manual handling, hazardous materials and environmental protection
- Australian/international standards relevant to the materials being used and products being made
- any relevant licence and certification requirements.

All operations to which this unit applies are subject to stringent HSE requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and such requirements the legislative requirements take precedence.

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or any combination of:

- emergency procedures
- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant.

Hazards Hazards must be identified and controlled. Identifying hazards requires consideration of:

- fumes/vapours
- weight, shape, volume of materials to be handled
- hazardous products and materials
- rotational equipment or vibration
- sharp edges, protrusions or obstructions
- slippery surfaces, spills or leaks
- smoke, dust or other atmospheric hazards
- high temperatures
- electricity
- gas
- gases and liquids under pressure
- structural hazards

- equipment failures
- machinery, equipment and product mass
- other hazards that might arise.

Problems Routine and non-routine problems must be resolved.

Non-routine problems must be resolved by applying operational knowledge to develop new solutions, either individually or in collaboration with relevant experts, to:

- determine problems needing action
- determine possible fault causes
- develop solutions to problems which do not have a known solution
- follow through items initiated until final resolution has occurred
- report problems outside area of responsibility to designated person.

Non-routine problems are unexpected problems or variations of previous problems and include one or more of:

- variations in contractor/personnel performance
- atypical waste production situations
- emergency situations
- intermittent faults.

Operational knowledge includes one or more of:

- procedures
- training
- technical information, such as journals and engineering specifications
- remembered experience
- relevant knowledge obtained from appropriate people.

Routine problems are predictable and have known solutions and include one or more of:

- hold-ups in waste removal
- environmental queries
- waste removal systems not working.

Unit Mapping Information

Release 1. Supersedes and is equivalent to PMBWASTE302C Coordinate waste disposal

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=932aacef-7947-4c80-acc6-593719fe4090>

Assessment Requirements for PMBWASTE302 Coordinate waste disposal

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and demonstrate the ability to:

- read and interpret procedures, job specifications, material labels and safety data sheets (SDS)
- identify existing policies and procedures relevant to waste disposal and recycling
- determine sources and quantities of waste
- plan the handling and storage of waste for recycling and disposal processes
- retain contractors to meet waste disposal/recycling requirements
- establish systems to record and report recycling and disposal of waste products
- develop and communicate procedures for handling and storage of waste for recycling and disposal
- determine training needs to support the procedures and provide/arrange for training
- monitor key variables, including:
 - amount and type of waste to be disposed of
 - numbers of personnel to be employed in the process and where
 - nature and type of the waste management process
 - types of records to be kept or documentation to be provided
 - activities of waste collection employees
 - variations to and changes to waste management systems
 - waste management/environmental issues
 - safety requirements
- distinguish between causes of problems, including:
 - operational problems
 - materials properties/variations/contamination
 - process abnormalities
 - procedural errors/performance issues
- recognise and prioritise problems requiring action
- resolve routine and non-routine problems
- communicate effectively with team/work group and supervisors
- complete workplace records
- do basic arithmetical manipulations, including additions, subtractions, divisions, fractions and percentages.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job sufficient to operate independently and to solve routine and non-routine problems, including knowledge of:

- types of waste being produced in the work environment, materials characteristics
- common methods for disposal and/or recycling for types of waste being produced
- types and application of waste retrieval equipment, materials, processes and procedures
- function and principles of operation of waste equipment
- regulatory framework relevant to waste disposal and recycling in the work environment
- human resource practices which encourage and support staff to implement procedures
- dispute resolution procedures
- organisation policies and procedures relevant to the work environment/job role
- hierarchy of control
- hazards that may arise in the job/work environment and:
 - their possible causes
 - potential consequences
 - appropriate risk controls.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence is best done from a report and/or folio of evidence drawn from:
 - a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
 - multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project in an operational workplace. Where this is not possible or where personal safety or environmental damage are limiting factors assessment must occur using a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment in a simulated environment should use evidence collected from demonstration of skills and one or more of:
 - walk-throughs
 - pilot plant operation
 - industry-based case studies/scenarios
 - 'what ifs'.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process, such as workbooks, written assessments or interviews.

- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- In addition the assessor or anyone acting in subject matter expert role in assessment shall demonstrate both technical competency and currency. If the assessor cannot demonstrate technical competency and currency they shall assess with a subject matter expert who does meet these requirements.
- Technical competence can be demonstrated through one or more of:
 - relevant VET or other qualification/Statement of Attainment
 - appropriate workplace experience undertaking the type of work being assessed under routine and non-routine conditions
 - appropriate workplace experience supervising/evaluating the type of work being assessed under routine and non-routine conditions
- Currency can be demonstrated through one or more of:
 - being currently employed undertaking the type of work being assessed
 - being employed by the organisation undertaking the type of work being assessed and having maintained currency in accordance with that organisation's policies and procedures
 - having consulted/had contact with an organisation undertaking the type of work being assessed within the last twelve months, the consultation/contact being related to assessment
 - conducting on the job training/assessments of the type of work being assessed
 - being an active member of a relevant professional body and participating in activities relevant to the assessment of this type of work.

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