



Australian Government

Department of Education, Employment and Workplace Relations

PMBWASTE302C Coordinate waste disposal

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor

This competency covers the development and coordination of waste disposal procedures. It applies to all sectors of the industry.

This competency is typically performed by senior operators/team leaders working either independently or as part of a work team.

Application of the Unit

Application of this unit

This competency applies to individuals who coordinate the collection, sorting, recycling and disposal of waste products from the production process. The key factors are knowing what type of waste is being produced, where it comes from and establishing systems to deal with it. It includes:

- checking records relating to the waste management cycle
- establishing a working knowledge of sources and quantities of waste
- planning the waste removal process
- establishing systems to record the recycling and disposal of waste products
- monitoring and keeping waste records.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisites

This unit has **no** prerequisites.

Employability Skills Information

Employability Skills

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes of a unit of competency	Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT ELEMENT	PERFORMANCE CRITERIA Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.
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.
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.

Required Skills and Knowledge

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

Application of knowledge of the materials, equipment and process sufficient to recognise conditions which may lead to waste disposal issues.

Knowledge of organization procedures and relevant regulatory requirements along with the ability to implement them within appropriate time constraints and work standards.

Competence includes the ability for the practical completion of the job to apply and/or explain:

- human resource practices which encourage and support staff
- dispute resolution procedures
- operation of waste systems and equipment
- correct selection and use of waste retrieval equipment, materials, processes and procedures
- hazards of the materials and process and appropriate hazard control procedures
- relevant procedures relating to safe working practices prescribed for the materials
- local OHS legislation and/or regulations
- site-specific instructions based on production requirements.

Competence also requires the ability to distinguish between causes of faults such as:

- failure to pick up or dispose of waste according to the agreed process or timing
- poor work practices.

Language, literacy and numeracy requirements

This unit requires the ability to read and interpret typical product and waste disposal schedules.

Writing is required to the level of writing workplace procedures and drafting reporting forms.

Basic numeracy is also required, eg to use waste recording system.

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 this training package.

Overview of assessment

A holistic approach should be taken to the assessment.

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge.

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

It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:

- identify critical issues in relation to waste disposal

- plan own work process within workplace procedures and explain the reasons for the steps in the process
- take appropriate action to observe equipment, materials and products for atypical waste issues and take appropriate action.

Consistent performance should be demonstrated. For example, look to see that:

- waste disposal standards are met consistently
- problems are anticipated from observations
- problems are efficiently resolved.

Assessment method and context

Assessment will occur using industrial scenarios and will be undertaken in a work-like environment.

Competence in this unit may be assessed:

- on an operating plant allowing for operation under all normal and a range of abnormal conditions
- in a situation allowing the generation of evidence of the ability to respond to problems
- by use of a suitable simulation and/or a range of case studies/scenarios
- by a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

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

Specific resources for assessment

This section should be read in conjunction with the Range Statement for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required. Where applicable, physical resources should include equipment modified for people with disabilities.

Range Statement

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. 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. Where reference is made to industry codes of practice and/or Australian/international standards, the latest version must be used.

Context

This competency applies to all work environments and sectors within the plastics, rubber and cabling industry.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Tools and equipment

This competency includes use of waste management records.

Hazards

Typical hazards include:

- spills
- dusts/vapours
- hazardous materials
- manual handling hazards.

Problems

'Anticipate and solve problems' means resolve a wide range of routine and non-routine problems, using product and process knowledge to develop solutions to problems which do not have a known solution/a solution recorded in the procedures.

Typical process and product problems may include:

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

Variables

Key variables to be monitored include:

- 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 issues.
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Unit Sector(s)

Not applicable.