



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM13B Receive waste

Release: 1

PRMWM13B Receive waste

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the receipt of all waste types (including regulated and unregulated, solid and liquid) for processing and treatment. It requires the ability to organise and coordinate activity.

Application of the Unit

Not Applicable

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Not Applicable

Elements and Performance Criteria Pre-Content

Not Applicable

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1 Organise for receipt of waste	1.1 Review <i>waste receipt schedule</i> to identify all job requirements 1.2 Select appropriate personnel and <i>equipment</i> for waste receipt 1.3 Identify and manage <i>potential risks and hazards</i> to work, in accordance with <i>company requirements</i>, occupational health and safety and other relevant legislation 1.4 Utilise appropriate personnel and/or <i>equipment to maximise safety, efficiency and effectiveness of unloading</i> waste 1.5 Pre-check personal protective equipment to ensure it is not damaged 1.6 Select and fit <i>emergency and personal protective equipment</i> in accordance with job requirements, <i>manufacturers' specifications</i>, company requirements and <i>relevant legislation</i> 1.7 Identify and review the suitability of the designated unloading area to ensure adequate storage capacity and ability to meet <i>unloading requirements</i>
2 Receive waste	2.1 Screen all waste received to identify <i>waste type and characteristics</i> 2.2 Advise waste generator/deliverer of hazardous waste and disposal 2.3 Advise waste generator/deliverer of other more appropriate re-use/recycling/disposal options 2.4 Identify and handle waste non-conformances in accordance with company requirements and relevant legislation 2.5 Measure and record all waste received in accordance with company requirements and relevant legislation 2.6 Calculate fee based on waste type and quantity and charge to waste generator/deliverer, in accordance with company accounting requirements 2.7 Receive, record and issue receipt for correct fee payment in accordance with company accounting requirements 2.8 Take a load sample in accordance with

ELEMENT	PERFORMANCE CRITERIA
3 Coordinate unloading of waste	company requirements, manufacturers' specifications and relevant legislation 3.1 Give clear <i>directions to unloading site</i> to waste generator/deliverer to ensure safety of personnel involved 3.2 Provide waste generator/deliverer with signalling and instructions to ensure safe and effective unloading in designated unloading area 3.3 Provide unloading assistance in accordance with company requirements and OHS regulations/procedures 3.4 Monitor unloading site to ensure compliance with unloading instructions, containment of waste within designated unloading area and adequate storage capacity

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Correct interpretation of waste receipt schedule and job requirements.
- Efficient organisation of equipment and personnel requirements.
- Identification of potential risks and hazards to waste receipt and unloading.
- Coordination of unloading.

Knowledge needed to achieve the performance criteria

Knowledge and understanding are essential to apply this unit in the workplace, to transfer the skills to other contexts, and to deal with unplanned events. The knowledge requirements for this unit are listed below.

- Waste types, streams and characteristics.
- Waste management options.
- Waste contaminants.
- Waste monitoring (sampling and analytical methods).
- Measurements, including weights and volumes.
- Waste sampling procedures.
- Potential risks and hazards.
- Unloading requirements.
- Waste non-conformances handling.
- Signalling techniques.
- Emergency response procedures.
- Company requirements.
- Occupational health and safety requirements.
- Relevant industry standards.
- Relevant legislation.
- Relevant environmental regulations.
- OHS hierarchy of control.

Specific skills needed to achieve the performance criteria

To achieve the performance criteria, some complementary skills are required. These are:

- communication including customer service and liaison, interpersonal, following instructions, giving information, signalling
- reading and interpreting work schedules
- equipment operation
- waste monitoring and sampling
- measurement of waste
- identifying gross weight and payload of vehicle
- record keeping
- calculating (including determining fees and calculating correct change)
- identifying and handling waste non-conformances
- using communications equipment (two-way radio and mobile phone)
- hazard identification and disposal
- safe and efficient work practices
- following MSDS.

Other units of competency that could be assessed with this unit

This unit could be assessed on its own or in combination with other competencies relevant to the job function, for example:

- PRMWM44B Identify wastes and hazards
- PRMCMN201A Participate in workplace safety arrangements
- PRMCMN203A Provide effective client service
- BSATEC303B Maintain computer files
- BSBCMN215B Participate in environmental work practices
- BSBCMN308A Maintain financial records
- BSBRKG304A Maintain business records.

Resources required to assess this unit

The following resources should be available:

- waste receipt schedule
- waste receipt area
- personal protective equipment
- OHS requirements
- wastes for receipt
- measurement, recording and fee calculation equipment
- communications equipment
- site safety plan.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit, the competency should be demonstrated over a period of time and be observed by the assessor (or assessment team working together to conduct the assessment). The competency is to be demonstrated in a range of situations, which may include customer/workplace interruptions and involvement in related activities normally experienced in the workplace.

Evidence of competency is best obtained by observing activities in the field and reviewing the receipt of waste under normal industry operating conditions. If this is not practicable, observations in realistic simulated environments may be substituted.

Consistency in performance

Assessment requires that strategies meet the objectives of clients and comply with industry expectations in the particular client environment. If the environment is narrowly defined or is not representative of industry needs, it will be necessary to assess the unit within a variety of waste management environments or different client needs to assess competency in the receipt of waste.

Oral questioning or written assessment and hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In assessment situations where the candidate is offered a preference between oral questioning and written audit, questions are to be identical.)

Supplementary evidence may be obtained from relevant authenticated correspondence from existing supervisors, team leaders or specialist training staff.

Note: All practical demonstrations must adhere to the safety and environmental regulations relevant to each state or territory.

Key competency levels

There are a number of processes that are learnt throughout work and life which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added.

Information below highlights how these processes are applied in this competency standard.

- 1 Perform the process 2 Perform and administer the process 3 Perform, administer and design the process

How can communication of ideas and information be applied?	1	Communicate effectively with waste generator/deliverer
How can information be collected, analysed and organised ?	1	Gather information from a number of sources (including regulatory sources, relevant personnel and company specifications).
How are activities planned and organised ?	1	Prepare activities for appropriate waste receipt.
How can teamwork be applied?	1	Work with appropriate personnel to maximise efficiency and effectiveness of waste receipt processes.
How can the use of mathematical ideas and techniques be applied?	1	Calculate fees accurately.
How can problem-solving skills be applied?	2	Identify and manage possible problems and solutions regarding potential waste receipt risks and hazards.
How can the use of technology be applied?	1	Demonstrate understanding of technological principles and physical skills to use appropriate equipment.

Range Statement

RANGE STATEMENT

The range statement links the required knowledge and organisational and technical requirements to the workplace context. It describes any contextual variables that will be used or encountered when applying the competency in work situations. It allows for different work practices and work and knowledge requirements as well as for differences between organisations and workplaces. The following variables may be present for this particular unit. **Client/company** includes all forms of business enterprises in this context including government agencies, local governments/councils, private and public companies, and residents/ratepayers.

Company requirements are found in briefing papers, job sheets, letters, quality assurance documents, tender/contract documents, verbal or written instructions and work procedures.

Directions to unloading site include maps, signs and arrows, verbal instructions and written directions.

Emergency and personal protective equipment must include:

- communications equipment
- emergency procedure guides
- eye protection
- eyewash kit
- fire extinguishers
- First Aid kit
- gloves
- headgear
- overalls and protective clothing
- safety boots.

Emergency and personal protective equipment could also include:

- breathing apparatus
- containment devices such as booms
- face shield/mask
- hard hat
- hearing protection
- material safety data sheets (MSDS)
- oil absorbent materials
- spill kit.

Emergency response action/procedures include but are not limited to:

- clean up
- contain emergency
- equipment/plant isolation and shut-down
- evacuation
- First Aid
- make safe
- notification of authorities
- use of appropriate personal protective equipment.

Equipment includes but is not limited to communications equipment, recording equipment, sampling equipment, storage containers, tarpaulin and weighbridge.

Equipment required to assist in unloading may include hoses, load shifting equipment, pumps and vacuums.

Manufacturers' specifications are found in equipment specifications and operator manuals.

Measurement includes number of units, volume and weight.

Performance of this unit is carried out in accordance with relevant requirements of the following:

- Australian Standards
- environmental regulations
- legislative requirements
- manufacturers' specifications
- OHS procedures
- organisational procedures
- relevant state/territory regulations.

Personal protective equipment required will be cleaned, stored and worn/fitted in accordance with company requirements, manufacturers' specifications, and occupational health and safety and other legislation.

Potential risks and hazards are those risks and hazards identified by the organisation that could lead to injury or illness of employees, contractors, visitors or the public; damage to plant, vehicles or property; or that could cause harm to the environment.

This relates to on-site and off-site activities (whether company owned or occupied premises, customer/client premises or public property) over which it could be expected the organisation had control. Risks and hazards may include:

- broken glass/metal
- compaction equipment
- contamination
- dust
- fire
- gases and fumes
- hazardous waste (e.g. sharps)
- injuries resulting from manual handling and repetitive work
- motor oil
- narrow driveways
- other vehicles and equipment
- overhanging signs
- projectiles
- spark-producing equipment
- unguarded conveyor belt
- weather.

Recording may include:

- accident report
- checklists
- emergency report
- environmental protection authority waste transport certificate
- incident report
- maintenance requirements
- non-conformances
- weighbridge docket.

Relevant legislation and codes cover state and federal:

- anti-discrimination
- Australian Code for the Transport of Dangerous Goods by Road or Rail
- consumer protection
- duty of care
- equal opportunity
- freedom of information
- industrial
- industry codes of conduct
- occupational health and safety
- Australian Standards
- environmental protection legislation

- road laws
- trade practices.

Safe operating procedures include any activity or operation conducted on site to ensure health and safety of personnel/equipment in the area.

Unloading requirements include access to site stable ground conditions, capacity of site, manoeuvrability of vehicles, and minimisation of risks and hazards.

Waste characteristics include but are not limited to:

- containment
- density
- hazard
- level of contamination
- quality
- shape
- size
- volume
- weight.

Waste non-conformances include contamination, inferior quality and unacceptable waste streams.

Waste receipt schedule may include:

- characteristics
- classification
- client details and requirements
- emergency and personal protective equipment requirements
- job sequence and delivery times
- measurement and recording requirements
- personnel requirements
- sampling requirements
- site requirements
- unloading requirements
- vehicle and associated equipment requirements
- waste type
- work schedule.

Waste receipt sites include composting facility, landfill site, materials recovery facility, transfer station, treatment site, waste generator's site and waste processing plant.

Waste types include:

- solid (non-hazardous) e.g. construction and demolition
- liquid (non-hazardous) e.g. chemical and aqueous
- hazardous - regulated, prescribed, quarantined, medical and clinical
- recoverable resources e.g. recyclable and green waste.
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Unit Sector(s)

Not Applicable