



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM14B Manually sort waste

Release: 1

PRMWM14B Manually sort waste

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the manual sorting of waste, which may occur at source or at a transfer station, materials recycling facility or waste processing plant. It requires the ability to plan 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 Determine job requirements | 1.1 Review <i>job sheet</i> to determine sorting categories |
| | 1.2 Identify <i>potential hazards and risks</i> and report to <i>appropriate person</i> in accordance with <i>company requirements</i> , OHS regulations and relevant legislation |
| | 1.3 Select and obtain appropriate <i>equipment</i> for sorting waste safely and efficiently |
| | 1.4 Organise and <i>set up sorting site</i> to ensure safe, effective and efficient sorting of waste in accordance with company requirements and <i>relevant legislation</i> |
| | 1.5 Select, pre-check and fit <i>emergency and personal protective equipment</i> in accordance with job requirements, <i>manufacturers' specifications</i> , company requirements and relevant legislation |
| 2 Sort and separate waste | 2.1 Identify and handle hazardous, dangerous and <i>non-conforming waste</i> in accordance with company requirements, OHS regulations and relevant legislation |
| | 2.2 Identify and sort waste by <i>categories</i> in accordance with job requirements |
| | 2.3 Separate and carefully place all sorted waste into correct <i>waste category</i> container to prevent litter in surrounding area |
| | 2.4 Monitor waste containers frequently to ensure available storage capacity and secure containment of waste |
| | 2.5 Empty and replace full waste containers promptly to minimise disruption to sorting, in accordance with job requirements and company requirements |
| | 2.6 <i>Label</i> sorted waste in accordance with job requirements, company requirements and relevant legislation |
| 3 Conduct quality control inspection | 3.1 Inspect and check sorted waste to ensure compliance with sort requirements |
| | 3.2 Document <i>details of quality control inspection</i> in accordance with job requirements and company requirements |

ELEMENT

4 Clean up area

PERFORMANCE CRITERIA

- 4.1 *Clean* sorting site and equipment to ensure safe and effective future operation in accordance with company requirements
- 4.2 Post-check equipment and its storage, and clean and store equipment according to manufacturers' specifications and company requirements

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Correct interpretation of job sheet.
- Organisation of equipment and sorting site.
- Selection of appropriate emergency and personal protective equipment requirements.
- Identification of potential risks and hazards to waste sorting.
- Identification and handling of hazardous waste and waste non-conformances.
- Clean-up of site and equipment.

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 contaminants.
- Potential risks and hazards.
- Sorting techniques.
- Waste non-conformance procedures.
- 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:

- following instructions, signalling, writing
- reading and interpreting work requirements
- equipment operation
- materials handling skills
- identification of waste types
- identifying and handling waste non-conformances
- hazard identification and disposal
- safe and efficient work practices
- use of emergency and personal protective equipment
- following material safety data sheets (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:

- PRMWM05B Identify and segregate waste
- PRMWM16B Operate waste processing plant
- PRMWM44B Identify wastes and hazards
- PRCMN201A Participate in workplace safety arrangements.

Resources required to assess this unit

The following resources should be available:

- OHS requirements
- personal protective equipment
- site safety plan
- sorting facility (e.g. materials recovery facility)
- waste for sorting
- sorting equipment
- job sheet to determine sort requirements.

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 this field and reviewing the manual sorting 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 the plan meets the objectives of the client and that it complies 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 of a variety of waste requirements to assess competency in manual sorting of waste plans.

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 personnel in sorting waste.
How can information be collected, analysed and organised ?	1	Gather information from a number of sources (including job requirements, manufacturers' specifications and company requirements) about the sorting of waste.
How are activities planned and organised ?	1	Plan activities to support sorting of waste.
How can teamwork be applied?	1	Working effectively with relevant personnel at the sorting site.
How can the use of mathematical ideas and techniques be applied?	1	Conduct mathematical calculations required to sort waste.
How can problem-solving skills be applied?	1	Discuss possible problems and solutions that may arise throughout the implementation of waste sorting process.
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.

Appropriate person includes client, supervisor and team member.

Cleaning may include cleaning products/fluids, high pressure water or air-hosing, shovelling, sweeping out, use of decontamination products and vacuuming.

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.

Details of quality control inspection typically include:

- checklist
- date

- location
- non-conformances
- quality grading
- sign-off by inspector
- time.

Emergency and personal protective equipment may include:

- breathing apparatus
- communications equipment
- emergency procedure guidelines
- eye protection
- eyewash kit
- fire extinguishers
- First Aid kit
- gloves
- hard hat
- overalls and protective clothing
- protective headgear
- safety boots.

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 compactor, conveyor, generator, load shifting equipment, sorting table and waste containers.

Job sheet typically includes:

- emergency and personal protective equipment requirements
- equipment requirements
- personnel requirements
- site requirements
- sorting categories
- waste type, classification, characteristics
- work schedule.

Label should typically include amount of waste, date, location, sign-off by sorter, type of waste and waste source.

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

Non-conforming waste includes contamination, inferior quality and unacceptable waste streams.

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/maintained, stored, worn/fitted in accordance with equipment specifications, 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
- narrow driveways
- other vehicles and equipment
- overhanging signs
- projectiles
- spark-producing equipment
- unguarded conveyor belt
- weather.

Relevant legislation and codes cover state and federal industry codes of conduct, occupational health and safety, and environmental protection legislation.

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

- containment of waste
- equipment is operational
- hosing
- personal protective equipment is clean and undamaged.

Set-up of sorting site may include:

- bunding the area
- clearing area for receipt
- erection of structures to provide protection from wind and weather
- erection of barricades
- erection of sorting table

- locating waste containers in appropriate areas
- setting up conveyors.

Sorting site could be located within:

- composting facility
- landfill site
- materials recovery facility
- transfer station
- treatment site
- waste generator's site.

Waste categories 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.

Waste characteristics include but are not limited to:

- density
- hazard
- level of contamination
- quality
- shape
- size
- volume
- weight.
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Unit Sector(s)

Not Applicable