



**Australian Government**

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

# **PRMWM34B Maintain an equipment and consumables storage area**

**Release: 1**

## **PRMWM34B Maintain an equipment and consumables storage area**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Unit descriptor**

This unit of competency covers the maintenance of a storage area and the movement and control of stock used in the provision of waste management services.

### **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 Maintain area in a clean, tidy and secure condition | 1.1 Store equipment in a clean condition in an easily accessible location<br>1.2 Clean equipment regularly in accordance with <i>company requirements on equipment</i><br>1.3 Keep work space clear and free from obstacles<br>1.4 Remove rubbish and litter regularly and dispose of in accordance with <i>relevant legislation</i><br>1.5 Secure area from unauthorised access at all times<br>1.6 Maintain <i>storage area</i> to comply with relevant legislation<br>1.7 Display or make accessible relevant charts, symbols and/or instructions                                                                                                                                                      |
| 2 Control and maintain stocks of consumables          | 2.1 Identify minimum and maximum stock holding levels of <i>consumables</i> from usage patterns, in accordance with <i>company requirements</i><br>2.2 Check stock holding levels regularly and reorder to maintain required levels<br>2.3 Store fuels and chemicals in accordance with relevant legislation and company requirements<br>2.4 Issue stocks on a first-in first-out basis to maintain currency<br>2.5 Perform decanting and mixing of chemicals in accordance with relevant legislation, company requirements and <i>manufacturers' specifications</i><br>2.6 Label and code all containers in accordance with manufacturers' specifications, relevant legislation and company requirements |
|                                                       | 2.7 Keep fuels and chemicals in a secure location in accordance with manufacturers' specifications, relevant legislation and company requirements<br>2.8 Dispose of obsolete stock in accordance with relevant legislation and company requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3 Respond to emergencies                              | 3.1 Respond to emergencies in accordance with relevant legislation, company requirements and material safety data sheets (MSDS)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

## **Required Skills and Knowledge**

Refer to Evidence Guide

## Evidence Guide

### EVIDENCE GUIDE

#### Critical aspects of competency

- Maintains area and equipment in a clean, tidy and secure condition.
- Controls and maintains stocks of consumables.

#### 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.

- Equipment types and functions.
- Chemicals used in industry.
- OHS requirements for chemical storage and decanting.
- Relevant coding systems.
- Hazardous goods.
- Dangerous goods.
- First Aid.
- OHS hierarchy of control.

#### Specific skills needed to achieve the performance criteria

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

- chemical decanting and mixing
- coding methods
- written and verbal communications
- basic numerical
- relevant First Aid applications
- organisational skills.

#### 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:

- PRMWM37B Conduct minor maintenance and repairs on waste processing plant/equipment
- PRMCMN201A Participate in workplace safety arrangements
- PRMCMN301A Contribute to workplace safety arrangements
- BSBCMN215B Participate in environmental work practices
- BSBCMN313B Maintain environmental procedures
- Transport and distribution units of competency.

#### Resources required to assess this unit

The following resources should be available:

- equipment and consumables storage area
- maintenance schedules

#### 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 maintenance of equipment and consumables storage area. 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 maintenance of equipment and consumables storage area.

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 that 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.

- |                              |                                             |                                                     |
|------------------------------|---------------------------------------------|-----------------------------------------------------|
| <b>1</b> Perform the process | <b>2</b> Perform and administer the process | <b>3</b> Perform, administer and design the process |
|------------------------------|---------------------------------------------|-----------------------------------------------------|

|                                                                         |   |                                                                                                                                         |
|-------------------------------------------------------------------------|---|-----------------------------------------------------------------------------------------------------------------------------------------|
| How can <b>communication of ideas and information</b> be applied?       | 1 | Discuss maintenance issues with relevant personnel.                                                                                     |
| How can <b>information be collected, analysed and organised</b> ?       | 1 | Gather information from a number of sources (including relevant legislation, manufacturers' specifications and company specifications). |
| How are <b>activities planned and organised</b> ?                       | 1 | Plan method(s) to maintain and replenish stocks of consumables.                                                                         |
| How can <b>teamwork</b> be applied?                                     | 1 | Work cooperatively with colleagues to maintain area in a clean, tidy and secure condition.                                              |
| How can the use of <b>mathematical ideas and techniques</b> be applied? | 1 | Conduct and document appropriate mathematical calculations.                                                                             |
| How can <b>problem-solving skills</b> be applied?                       | 1 | Discuss possible problems and solutions that may arise in emergency situations.                                                         |
| How can the <b>use of technology</b> 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.

**Company requirements** are found in:

- induction documentation
- job sheets
- OHS plan
- operations manuals
- policy and procedures documents
- training materials
- verbal or written instructions
- work procedures.

**Company requirements on equipment** may cover inspection procedures, replacement of equipment, requirements for use (including licence, training and supervision), type of use and use for which equipment is designed.

**Consumables** typically include:

- baling and packaging materials
- cleaning agents
- cleaning rags
- fuel
- grease and oil
- labels and stickers
- stabilising and treatment chemicals
- water.

**Information** includes but is not limited to:

- chemical manifests
- chemical registers
- clients' specifications and schedules
- colour codes
- communication books
- company procedures and policies
- job descriptions
- manufacturers' instructions
- MSDS
- OHS regulations
- operation manuals
- placards
- safety data check sheets
- time sheets
- work instructions.

**Manufacturers' specifications** are found attached to equipment, in equipment specifications, operator manuals and printed instruction leaflets.

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

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

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

**Storage area** could be a room or depot isolated from other activities. The area may include equipment storage bays or store.

## Unit Sector(s)

Not Applicable

