



Australian Government

Department of Education, Employment and Workplace Relations

PRMWM62A Apply waste avoidance techniques

Release: 1

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Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency describes the skills and knowledge required to identify and apply waste avoidance techniques. This competency may be expected to apply to a worker who has significant team-leading responsibilities. This unit would usually be carried out under managerial supervision, within organisational guidelines.

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 Identify waste drivers	1.1 Identify main waste types within <i>workplace</i> 1.2 Investigate why the waste is being generated to identify the real cause or driver of waste
2 Identify opportunities to avoid waste at source or reduce the quantity of waste generated	2.1 Discuss <i>waste driver</i> and environmental and energy efficiency policies and procedures with interested parties to determine possible alternative processes, products or practices 2.2 Discuss impacts on waste with suppliers and customers to determine their input 2.3 Develop a list of actions or alternatives that could be implemented to avoid waste for each waste identified and to avoid unnecessary energy consumption 2.4 Apply the waste/resource management hierarchy in the evaluation of alternative options 2.5 Discuss alternatives with internal support personnel such as quality assurance, OHS, engineering, sales and marketing and purchasing 2.6 Ensure alternatives comply with corporate regulations and policies and applicable legislation
3 Evaluate alternatives identified	3.1 Prioritise alternatives in order of greatest waste avoidance potential and most appropriate <i>environmental energy efficiency methods</i> 3.2 Undertake cost-benefit and feasibility analyses of alternatives 3.3 Identify any alternative with associated increased environmental impacts e.g. increased energy use
	3.4 Determine resource or any other issues associated with implementation of alternatives 3.5 Rank alternatives based on consultation with stakeholders, feasibility analysis and resource requirements
4 Submit alternatives for approval	4.1 Document the findings from the waste avoidance review including cost-benefit analysis, and submit for approval

Required Skills and Knowledge

Refer to Evidence Guide

Evidence Guide

EVIDENCE GUIDE

Critical aspects of competency

- Identification of waste stream and materials.
- Understanding of impacts and drivers of waste.
- Understanding of energy efficiency issues
- Understanding of waste flows and organisational processes within work area.
- Capacity to develop alternatives based on the waste/resource management hierarchy.

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 streams.
- Waste classifications.
- Company procedures and practices.
- Company standards and requirements.
- Product safety and integrity requirements.
- Occupational health and safety requirements.
- Duty of care in provision of services.
- Relevant industry standards and codes.
- Relevant legislation.
- Relevant environmental regulations.

Specific skills needed to achieve the performance criteria

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

- oral communication skills including questioning, listening, following instructions
- negotiation skills
- reading and interpreting skills
- research skills
- written communication skills for documentation and report writing
- analytical capability
- accuracy and attention to detail
- computer skills
- investigative abilities
- hazard identification
- safe and efficient work practices.

Other units of competency that could be assessed with this unit

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

- PRMWM05B Identify and segregate waste
- PRMCMN201A Participate in workplace safety arrangements.

Resources required to assess this unit

The following resources should be available:

- MSDS

- client waste history
- company procedures manual
- information on alternative opportunities.

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. The competency is to be demonstrated in a range of situations, which may include the logical progression of information gathering, analysis to development and evaluation of waste avoidance/reduction opportunities.

Evidence of competency is best obtained by reviewing identified waste avoidance/reduction opportunities, together with supporting information, to ascertain the validity of the opportunity and its feasibility. Workplace examples could be developed and used to assess process and understanding of key issues.

Consistency in performance

Waste avoidance programs require that strategies meet the waste reduction goals and targets of the business and are feasible. It may be necessary to assess the unit within a variety of waste management environments or different organisational needs to assess competency in the development of waste avoidance opportunities.

Oral questioning or written hypothetical situations (scenarios) may be used to assess underpinning knowledge. (In situations where the candidate is offered a preference between oral and written questioning, 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, environmental and other regulations e.g. health 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.

- | | | |
|------------------------------|---|---|
| 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?	3	Discuss waste avoidance options with interested parties and employees.
How can information be collected, analysed and organised ?	1	Gather, analyse and organise information from a number of sources (including regulatory sources, relevant personnel and company specifications).
How are activities planned and organised ?	2	Prepare action plan of key priority areas after reviewing waste and other relevant information/data by department/process.
How can teamwork be applied?	2	Discuss the process and activities with interested parties.
How can the use of mathematical ideas and techniques be applied?	2	Conduct cost-benefit analysis of alternatives.
How can problem-solving skills be applied?	2	Apply problem-solving skills when reviewing processes or practices that generate waste and identify alternatives.
How can the use of technology be applied?	2	Manage and analyse data and demonstrate understanding of technology and its impacts on the waste stream in terms of achieving organisational goals and targets.

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. **Energy consumption** may include stationary and non-stationary (transport).

Energy efficiency methods may include:

- preventing and minimising the production of pollution (e.g. discharges to air, land and water, hazardous waste)
- applying energy efficiency systems, action plans, surveys and audits
- improving the company's operational energy consumption
- improving housekeeping (e.g. using a broom instead of a hose, using old rags for cleaning instead of toxic cleaners or water)

- changing processes (e.g. mechanical cleaning, redesign of products/procedures so that materials are used more efficiently).

Environmental and energy efficiency policies and procedures may include:

- determining company's most appropriate waste treatment including waste to landfill, recycling and wastewater treatment.
- initiating and/or maintaining appropriate company procedures for operational energy consumption
- initiating and/or maintaining appropriate company policy for energy efficiency and environmental initiatives, for example Environmental Management Systems, action plans, surveys and audits
- developing energy use and waste management options/action plan to reduce energy consumption and improve waste management
- monitoring energy usage and waste treatment via progress reports on energy use and waste treatment and/or Key Performance Indicators that measure performance (e.g. energy usage or waste minimization achievements)
- delivering policies and procedures appropriately, for example: through internal resources, service providers and/or consultancies.

Interested parties may include but are not limited to:

- customers
- employees - direct, purchasing, quality, safety, maintenance
- industry associations
- legislators
- machine manufacturers
- related businesses
- similar businesses
- suppliers
- technology suppliers
- waste and recycling contractors.

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

- Australian Standards
- environmental regulations
- industry standards and best practice examples
- legislative requirements
- manufacturers' specifications
- organisational procedures
- relevant state/territory regulations.

Review of alternative options for waste avoidance/reduction may include:

- changes in product or process
- correct application of work procedures
- customer standards
- employee training and competence
- handling and storage practices
- housekeeping
- machine suitability

- material specification - quantity, portion control and quality
- product packaging
- purchasing practices
- quality of materials supplied
- quality standards
- technology improvements.

Waste drivers may include but are not limited to:

- corporate standards
- customer requirements
- employee attitudes and awareness
- employee work practices
- excess packaging
- inappropriate machinery/tooling/work area
- industry codes
- lack of suitable systems
- poorly maintained machinery
- quality of raw materials
- quality standards
- training provided.

Waste streams may include:

- general waste stream
- liquid waste stream
- recycling streams
- reprocessed (on-site) material stream
- re-used product stream.

Workplace may include business premises, plant/factory, resource recovery facility and any other site where business activities occur.

Unit Sector(s)

Not Applicable