



Australian Government

Department of Education, Employment and Workplace Relations

TLIW2021A Clean and inspect pallets

Release: 1

TLIW2021A Clean and inspect pallets

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to clean and inspect pallets in accordance with workplace requirements including identifying workplace procedures, resources and job specifications for cleaning pallets; inspecting and cleaning pallets; and monitoring and maintaining cleanliness and tidiness of pallet cleaning and storage areas. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be carried out in accordance with regulations and workplace requirements relevant to pallet manufacturing processes.

Work is generally performed under some supervision, within a team/group environment. It involves the application of regulatory requirements and workplace procedures to the cleaning and inspection of pallets as part of pallet manufacturing processes in the transport, warehousing, distribution and/or storage industries.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

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	PERFORMANCE CRITERIA
1 Identify workplace procedures, resources and requirements for cleaning pallets	1.1 Workplace operating procedures, including occupational health and safety requirements for pallet cleaning, are identified and read 1.2 Equipment (including appropriate engineering controls and personal protective equipment) and consumables are selected in accordance with work area requirements 1.3 Specific requirements for pallet inspection and cleaning are identified and used in the planning of work activities 1.4 Requirements for the organisation of pallet storage before and after cleaning are identified to meet workplace requirements
2 Inspect and clean pallets	2.1 Information on serviceability requirements of pallets for required purposes is accessed and read 2.2 Pallet design features are noted and pallet types are identified for particular purposes 2.3 Pallets are inspected prior to, and during, cleaning to ensure that condition is appropriate for required use 2.4 Damaged pallets are tagged for repair or recycling 2.5 Pallets are cleaned following workplace procedures 2.6 Pallets are sorted and stacked in appropriate storage areas 2.7 Work is carried out following workplace practices and safe work procedures
3 Monitor and maintain cleanliness and tidiness of pallet cleaning and storage areas	3.1 Initiative is used to continuously monitor the cleanliness, safety and tidiness of the pallet cleaning and storage area 3.2 Housekeeping issues are raised with designated personnel in accordance with workplace procedures 3.3 Cleaning equipment and supplies are maintained and stored
4 Complete assigned pallet cleaning and inspection duties	4.1 Assigned pallet cleaning and inspection duties are conducted in accordance with workplace requirements 4.2 Documentation concerning cleaning operations is completed in accordance with workplace procedures

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

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

Required knowledge:

REQUIRED KNOWLEDGE AND SKILLS

- Regulations relevant to the cleaning and inspection of pallets
- Relevant OH&S and environmental protection procedures and guidelines
- Workplace procedures and policies for the cleaning and inspection of pallets including test methods for pallet strength and integrity
- Focus of operation of work systems, equipment, management and site operating systems for the cleaning and inspection of pallets
- Problems that may occur when cleaning and inspecting pallets and appropriate action that can be taken to resolve the problems
- Documentation and record requirements
- Equipment used during the cleaning and inspection of pallets and the precautions and procedures that should be followed in its use
- Housekeeping standards and procedures required in the workplace
- Site layout and obstacles

Required skills:

- Communicate effectively with others when cleaning and inspecting pallets
- Read and interpret instructions, procedures, information and labels relevant to the cleaning and inspection of pallets
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the cleaning and inspection of pallets
- Operate electronic communication equipment to required protocol
- Work collaboratively with others when cleaning and inspecting pallets
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any identified problems, faults or malfunctions that may occur when cleaning and inspecting pallets in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Identify, select and efficiently and effectively use relevant materials and equipment when cleaning and inspecting pallets
- Monitor work activities in terms of planned schedule
- Modify activities depending on differing operational contingencies, risk situations and environments
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment
- Maintain cleaning tools and equipment
- Carry out inspection of pallets to workplace standards

Required skills:

- Identify, select and efficiently and effectively use relevant materials and equipment when cleaning and inspecting pallets
- Adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide**EVIDENCE GUIDE**

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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

- The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

EVIDENCE GUIDE

- Practical assessment must occur:
 - through activities in an appropriately simulated environment at the registered training organisation, and/or
 - in an appropriate range of situations in the workplace

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.

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| Work may be conducted in a range of work environments by day or night | <ul style="list-style-type: none"> • in a range of work environments by day or night |
| Customers may be: | <ul style="list-style-type: none"> • internal or external |
| Workplaces may comprise: | <ul style="list-style-type: none"> • large, medium or small worksites |
| Workplace environment may include: | <ul style="list-style-type: none"> • movement of equipment, goods, products, materials and vehicular traffic |
| The docking process is conducted: | <ul style="list-style-type: none"> • as part of manufacture/repair activities with the operator using discretion and judgement within established specifications |
| Cleaning operations may be conducted: | <ul style="list-style-type: none"> • by hand or machine involving detergents or solvents |
| Inspection may be: | <ul style="list-style-type: none"> • by eye or using testing equipment |
| Workplace requirements for completing cleaning activities may include: | <ul style="list-style-type: none"> • containing used cleaning agents and waste water in an appropriate manner • sorting and appropriately storing recyclable materials for collection • identifying maintenance requirements of any damaged equipment • tagging faulty equipment and notifying appropriate personnel of maintenance requirements of damaged or non-functioning equipment • checking work areas to ensure they meet required workplace standards |

RANGE STATEMENT

OH&S requirements include:

Hazards in the work area may include exposure to:

Personal protective equipment may include:

Consultative processes may involve:

Communication in the work area may include:

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

Information/documents may include:

- completing and maintaining schedules and records
- manual handling, protective clothing, elimination/control of hazards, machine isolation and machine guarding
- chemicals
- dangerous or hazardous substances
- stationary and moving equipment, parts and materials
- noise, light, energy sources
- electrical equipment
- humidity, air temperature, radiant heat
- debris on floor
- faulty racking
- poorly stacked materials or finished pallets
- faulty equipment
- gloves
- safety headwear and footwear
- safety glasses
- two-way radios
- high visibility clothing
- workplace personnel
- supervisors and managers
- customers/clients
- suppliers
- contractors
- union representatives
- industrial relations and OH&S specialists
- other professional or technical staff
- phone
- fax
- email
- internet
- barcode readers
- oral, aural or signed communications
- company procedures
- enterprise procedures
- organisational procedures
- established or standard procedures
- job specifications and workplace operating procedures
- relevant Australian or international standards
- manufacturers specifications for equipment/tools

RANGE STATEMENT

Applicable regulations and legislation may include:

- supplier and/or client instructions
- quality assurance standards for pallet manufacture
- material safety data sheets (where applicable)
- codes of practice including the National Standards for Manual Handling and the Industry Safety Code
- relevant regulations including the ADG Code
- award, enterprise bargaining agreement, other industrial arrangements
- standards and certification requirements
- emergency procedures
- relevant codes and regulations pertaining to pallet manufacture
- Australian Standards AS 2858 and AS 2082
- relevant state/territory OH&S legislation
- relevant state/territory environmental protection legislation
- licence, patent or copyright arrangements
- ADG Code and regulations
- workplace relations regulations including equal opportunity, equal employment opportunity and affirmative action legislation
- workers compensation regulations

Unit Sector(s)

Not Applicable

Competency Field

Competency Field

W - Equipment and Systems Operations