

PRMPM18B Maintain an equipment and chemical storage area

Unit descriptor

This unit of competency covers the skills and knowledge required for the maintenance of a dedicated storage area and the movement and control of equipment and chemicals used in the provision of pest management services.

The unit requires the ability to maintain and operate a safe and efficient pest management storage area within a strict legislative context. Maintaining the storage area requires the ability to follow established procedures, understand the issues associated with the storage and usage of chemicals and to adhere to legislative and public health and safety requirements. These work functions would be carried out within company guidelines.

ELEMENT

1 Maintain storage area

PERFORMANCE CRITERIA

- 1.1 Secure *storage area* from unauthorised access in accordance with *legislative, occupational health and safety (OHS)* and *company requirements*
- 1.2 Ensure *storage area* complies with relevant *environmental, legislative, OHS* and *company requirements*
- 1.3 Identify existing *hazards* and control risks in the *storage area* in accordance with *legislative, OHS* and *company requirements*
- 1.4 Display *safety warnings* prominently and ensure *safety information* is accessible in accordance with *legislative, OHS* and *company requirements*
- 1.5 Store, maintain and safety-check *equipment* to enable ready access and re-use in accordance with *manufacturers' specifications* and *legislative, OHS* and *company requirements*
- 1.6 Store *chemicals* in accordance with *manufacturers' specifications* and *legislative, OHS* and *company requirements*
- 1.7 Clean, safety-check, record maintenance requirements and store *personal protective equipment (PPE)* in accordance with *manufacturers' specifications* and *OHS* and *company requirements*
- 1.8 Ensure *storage area* is accessible and free from obstacles in accordance with *OHS* and *company requirements*

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| ELEMENT | PERFORMANCE CRITERIA |
|--|--|
| | 1.9 Collect and dispose of all <i>waste</i> in accordance with <i>manufacturers' specifications</i> and <i>environmental, legislative, OHS</i> and <i>company requirements</i> |
| 2 Control and maintain stocks of equipment and chemicals | <p>2.1 Maintain and operate an inventory system of all <i>equipment</i> and <i>chemicals</i> with maximum and minimum holding levels in accordance with <i>legislative</i> and <i>company requirements</i></p> <p>2.2 Monitor <i>equipment</i> and <i>chemicals</i> usage patterns and reorder to maintain required levels in accordance with <i>legislative</i> and <i>company requirements</i></p> <p>2.3 Maintain accurate labelling system of all containers in accordance with <i>manufacturers' specifications</i> and <i>legislative, OHS</i> and <i>company requirements</i></p> <p>2.4 Issue <i>chemicals</i> on a first-in first-out basis in accordance with <i>company requirements</i></p> <p>2.5 Dispose of all obsolete <i>equipment</i> and <i>chemicals</i> in accordance with <i>manufacturers' specifications</i> and <i>environmental, OHS</i> and <i>company requirements</i></p> |
| 3 Respond to emergency situations | <p>3.1 Respond to accidental spillages and emergency situations using <i>emergency response procedures</i> in accordance with <i>environmental, legislative, OHS</i> and <i>company requirements</i></p> <p>3.2 Prepare <i>regulatory and company documentation</i> in accordance with <i>environmental, legislative, OHS</i> and <i>company requirements</i></p> |

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 are listed alphabetically and may be present for this particular unit.

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Chemicals may include:

- cleaning agents
- flammable products
- pesticides
- registered AGVET products.

Company requirements may include:

- access and equity policy, principles and practice
- business and performance plans
- client communication procedures
- client confidentiality procedures
- client service standards
- communication channels and reporting procedures
- company goals, objectives, plans, systems and processes
- company issued identification badge/card/pass
- company policy and procedures
- defined resource parameters
- dress and presentation requirements
- duty of care, code of conduct, code of ethics
- emergency response and evacuation procedures
- employer and employee rights and responsibilities
- establishing operator identity with client
- maintenance procedures for equipment and PPE
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- OHS policies and procedures
- personnel practices and guidelines
- policies and procedures relating to own role, responsibility and delegation
- quality and continuous improvement processes and standards
- records and information systems and processes
- training (induction and refresher) materials
- work site access security clearance procedures.

Emergency response procedures include:

- clean-up
- containment
- decontamination
- documented emergency response procedures
- First Aid

*Extracted as a service to the Pest Management Industry, from
PRM04 Asset Maintenance Training Package developed by ANTA.*

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- isolation
- notification of authorities
- use of appropriate fire fighting appliances
- use of appropriate personal protective equipment
- work site/workplace evacuation.

Environmental requirements may include:

- clean-up, containment and/or isolation
- company policies and guidelines
- emergency chemical spill control measures
- environmental protection agency and government departments (e.g. agriculture, emergency services and national parks and wildlife) regulations and guidelines
- hazardous materials handling
- local government regulations/bylaws.

Equipment may include:

- cages
- camera
- cherry pickers
- dishes
- drills
- dusters
- extension cords
- flexible light
- flushing agents
- generators
- guns/rifles
- hoses
- injectors
- knives
- ladders
- magnifying glass
- measuring jug
- mirrors
- nets
- probes
- sand and other absorbers
- screwdrivers
- sounding, moisture and movement detectors

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- specimen bottle
- spray equipment
- torch
- trays
- waste disposal containers.

Hazards may include:

- allergic reactions to chemicals, pests and/or equipment, including latex allergies
- biological and animal waste
- bites and stings
- blood and blood-stained products
- confined/restricted spaces
- contaminated clothing, materials and/or equipment
- damaged or inappropriate equipment
- dust and fibres
- electrical hazards arising from cables, electrical fittings (switches and lights) and untested electrical equipment
- environmental impact
- extremes of heat and temperature
- fatigue
- fire
- gas
- heights
- inadequate lighting and ventilation
- infectious and zoonotic diseases e.g. scabies/Q fever
- leaks, spill, splash and spray
- manual handling techniques including awkward and repetitive postures
- mobile/vehicle hazards around plant and vehicles
- moving and/or unguarded parts
- noise
- occupational violence and bullying
- poor personal hygiene practices
- underfoot conditions e.g. slippery, uneven and rough surfaces
- work in isolated/remote environments.

Legislative requirements may include:

- Australian Standards, quality assurance and certification requirements
- award and enterprise agreements
- industry advisory standards and codes

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- relevant Commonwealth/state/territory legislation and local government regulations which affect company operation:
 - anti-discrimination and diversity
 - building codes
 - chemical controls
 - chemical registers/manifests
 - consumer protection legislation
 - dangerous goods Acts and regulations
 - dangerous goods code
 - declared pest (plant and animal) reporting
 - environmental protection issues
 - equal employment opportunity
 - freedom of information
 - industrial relations
 - motor and commercial vehicle(s) transportation
 - motor licence and endorsement regulations
 - OHS Acts and regulations
 - privacy
 - public health
 - trade practices
 - workplace consultative arrangements.

Manufacturers' specifications may include:

- emergency response resources
- equipment operational manuals
- government publications
- instructional guides
- material safety data sheets (MSDS)
- other resources supplied by the manufacturer (such as laminated cards, notices and wall posters) in work sites or vehicles
- product labels
- safety instructions pre-printed on equipment.

Occupational health and safety* (OHS) requirements may relate to:

- allergic reactions (contact dermatitis, etc)
- animal management/control procedures
- communication devices for remote and isolated locations e.g. mobile phone, two-way radio, etc
- dermatotoxicological control and prevention measures

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- emergency procedures for eye and skin contact, inhalation and ingestion of toxic substances
- hazard identification and risk assessment mechanisms
- hierarchy of hazard control procedures
- industry advisory standards
- information provided by national registration authority for chemical approval and state government authorities e.g. agriculture, environment protection, health and primary industry
- injury and dangerous occurrence reporting
- national and industry codes of practice
- OHS control procedures (e.g. health and safety plans, job plans, job safety analysis, risk assessments, safe operating practices/procedures, safe work instructions, work method statements, safe system of work statements)
- health surveillance and monitoring (e.g. regular blood testing)
- routes of entry and potential symptoms of exposure from chemicals
- safe work practices for equipment, PPE and chemical storage including interpretation of MSDS and hazardous substance information e.g. long latency periods
- safety training, induction and refresher training
- selection and use of PPE and clothing appropriate to the hazard
- up-to-date electrical test and tag compliance
- use of chemicals in accordance with MSDS
- use of residual current devices
- use, storage and maintenance of equipment in accordance with manufacturers' specifications and equipment operating manuals
- withholding periods and spray drift.

* Also known as workplace health and safety

Personal protective equipment (PPE) may include:

- air-line and self-contained respirators
- breathing respirator – full-face and half-face
- chemical impervious gloves
- chemical resistant aprons
- communication equipment
- contaminated clothing bag
- cradles
- drinking fluids
- dust masks
- eye protection e.g. safety glasses, goggles
- eyewashes and showers

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- face shield (splash-proof)
- First Aid kit appropriate to the task and location
- hair nets
- hard hats
- high-visibility vests/clothing
- long pants
- noise protection
- non-slip safety shoes/boots
- overalls, coveralls or other chemical protective clothing
- prodding/probing sticks and rods
- safety harness
- sharps containers
- soap and towel
- sunscreen
- tongs
- torch
- washable sun hats
- wet-work protective clothing.

Regulatory and company documentation may include:

- accident and incident reports
- certificates and notices
- customer files and databases
- invoices
- job sheets
- logbooks
- OHS control procedures, forms and documentation
- receipts
- risk assessments
- work diaries.

Safety information may include:

- chemical co-location, separation and segregation requirements
- chemical manifests
- chemical registers
- colour codes
- company policies and procedures
- container and package storage arrangements
- emergency management plan

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- manufacturers' instructions
- manufacturers' specifications
- material safety data sheets
- OHS information
- operation manuals
- safety data check sheets
- statutory storage limits
- waste disposal information.

Safety warnings may include:

- charts and posters
- instructions
- labels
- signs and placards
- symbols.

Storage area may include:

- chemical cupboard
- equipment storage bays
- pest control vehicle
- room or depot.

Waste may include:

- chemicals past the expiry date
- materials used in cleaning up spillages
- packaging materials
- used containers
- used or unused chemicals
- used/contaminated personal protective equipment.

EVIDENCE GUIDE

The evidence guide identifies the requirements to be demonstrated to confirm competence for this unit. Assessment must confirm sufficient ability to use appropriate skills and knowledge to maintain a pest management storage area within regulatory and company requirements. Assessment of performance should be over a period of time covering all categories within the range statement that are applicable in the working environment.

Critical aspects of competency

- Accurate identification of the hazards and risks associated with pest management.
- Compliance with company and legislative/regulatory requirements.
- Good storage and housekeeping practices, particularly those relating to the labelling and security of chemicals.

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- Knowledge of emergency response procedures.
- Knowledge of hierarchy of hazard control.
- Maintenance of a secure and accessible storage area.
- Systematic use of stock control records and chemical register/manifest.

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.

- Legislation, regulations, codes of practice and industry advisory standards applicable for securing, storing, using and disposing of chemicals.
- Equipment types and functions.
- Product knowledge including manufacturers' specifications for equipment and chemicals being used.
- OHS legislation and procedures.
- Routes of entry and potential symptoms of exposure from chemicals.
- Hazards and risks of storing, preparing, using and disposing of chemicals.
- Emergency response procedures.
- Injury, dangerous occurrence and incident reporting requirements.
- Work order specifications.
- Documentation requirements.
- Company management structure and reporting channels.

Specific skills needed to achieve the performance criteria

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

- safe handling, management and disposal of chemicals
- reading, interpreting and comprehending directions and safety instructions in equipment manuals, MSDS, safety warning signs and symbols, enterprise codes and on chemical labels
- communicating clearly and concisely using written and verbal modes
- requesting advice or further information
- seeking and receiving feedback
- working on an individual basis and within a team
- planning and organising work
- sourcing, organising and recording information
- applying manual handling techniques.

Other units of competency that could be assessed with this unit

Competence in this unit may be assessed in conjunction with:

- PRMPM02B Assess pest management options
- PRMPM05B Modify environment to manage pests

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- PRMPM06B Apply pesticide to manage pests
- PRMPM07B Implement a pest management plan
- PRMPM09B Advise client on pest management options
- PRMPM11B Conduct fumigation
- PRMPM43A Prepare and present a pest management submission including quotation.

Resources required to assess this unit

The following resources should be available:

- access to a suitable work site or venue
- access to personal protective equipment
- access to equipment operating manuals and MSDS
- access to suitable equipment and chemicals
- access to plain English version of relevant statutes and procedures
- work order instructions, work plans and schedules, and policy documents
- assessment instruments, including personal planner and assessment record book.

Gaining evidence to assess this unit

For valid and reliable assessment of this unit the competency should be demonstrated in the field under normal industry operating conditions, or if this is not practicable, in a simulated work environment.

The competency should be demonstrated over a period of time and observed by the assessor.

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.

Supplementary evidence may be obtained from relevant written correspondence with existing and potential clients. This information must be relevant by showing evidence of the candidate's work performance.

Other forms of gaining evidence such as through oral questioning and hypothetical situations (scenarios) may be used to supplement (but not substitute for) the practical demonstration of competence.

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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? | 2 | Communicate with management about storage and maintenance requirements for equipment and chemicals in line with company and legislative requirements. |
| How can information be collected, analysed and organised ? | 2 | Collect and analyse information about storage of equipment and chemicals in accordance with legislative and company requirements. |
| How are activities planned and organised ? | 2 | Plan and organise all work tasks in accordance with regulatory, legislative and company policy. |
| How can teamwork be applied? | 2 | Communicate to team members safe work practices, inventory and labelling and other legislative and company requirements. |
| How can the use of mathematical ideas and techniques be applied? | 2 | Calculate chemical and equipment usage rates to allow timely re-ordering. |
| How can problem-solving skills be applied? | 2 | Communicate with management and team members to identify hazards and control risks. |
| How can the use of technology be applied? | 2 | Record data such as incident/accident reports, labelling, and inventory of stock for future use. |