Sort and prepare recyclables and other materials for processing



Overview

This unit is designed for the candidate to demonstrate competence in contributing to sorting and preparing recyclables and other materials in preparation for processing. The candidate must ensure that recyclable materials are the correct quality and must also be able to identify materials which are not suitable for recycling.

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Performance criteria

You must be able to:

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- P1 make sure that the work to be done has been described clearly and is understood before the work starts
- P2 identify materials that are suitable for processing and confirm that they conform to the required quality standards
- P3 carry out the required sorting methods and processing methods in accordance with approved procedures and practices
- P4 identify materials unsuitable for processing and deal with them in accordance with approved procedures and practices
- P5 deal with residues arising from the sorting and preparation process in accordance with approved procedures and practices
- P6 identify hazardous materials and take the appropriate action to maintain a safe working environment
- P7 make sure of the safety of self and others during the sorting and preparation of materials for processing
- P8 wear and use appropriate personal protective equipment in accordance with approved procedures and practices
- P9 ask for help promptly when necessary

You must be able to:

Use and communicate data and information

- P10 report, to an appropriate person, unsafe plant, equipment and hazardous situations
- P11 give health and safety information to others in accordance with approved procedures and practices

You must be able to:

Resolve problems that could affect the safe working environment

- P12 take appropriate action within your area of responsibility where incidents could affect the safe working environment
- P13 resolve day-to-day problems within your area of responsibility
- P14 refer matters outside your responsibility to an appropriate person

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Knowledge and understanding

You need to know and
understand:

General

- K1 the main responsibilities of the employer and employee under the 'Health and Safety at Work Act 1974'
- K2 the safe procedures for handling hazardous materials
- K3 the range and use of personal protective equipment
- K4 organisational accident and incident recording and reporting procedures

You need to know and understand:

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- K5 the different methods of sorting recyclable materials
- K6 the processes required to recycle certain materials
- K7 your role and responsibilities during processing and sorting work
- K8 the reasons certain materials are suitable and others not suitable to be recycled and how to deal with superfluous material
- K9 the types of materials which may be hazardous to people or the recycling process

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Additional Information

Behaviours

You work in a manner which you:

- 1. show you are vigilant for potential risks and hazards
- 2. show awareness of the effects of own actions

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