
Overview

This unit is designed for the candidate to demonstrate competence in sorting and preparing recyclables and other materials. The candidate must ensure that recyclables and other materials are the correct quality and that any documentation is completed. The candidate must also be able to identify materials which are suitable for recycling.

The term 'recyclables' can refer to a variety of materials that are both recycled and treated including those in anaerobic digestion plants.

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Performance criteria

You must be able to:

Identify health and safety risks and hazards in relation to the workplace

- P1 implement site-specific risk assessments for your area of work and review in accordance with organisational procedures
- P2 wear PPE identified in the risk assessment
- P3 carry out specified measures to control risks and hazards
- P4 identify procedures to deal with unfamiliar risks and hazards arising from non-routine work situations

You must be able to:

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- P5 identify materials that are suitable and confirm that they conform to the required quality standards
- P6 carry out the required sorting methods in accordance with organisational procedures and practices
- P7 identify materials suitable for recycling and those that cannot be recycled in accordance with organisational procedures and practices
- P8 deal with superfluous material
- P9 prepare, check, maintain and use equipment for sorting materials for recycling
- P10 use equipment and materials in accordance with organisational procedures and practices
- P11 move any equipment and materials in accordance with organisational procedures and practices and store them correctly
- P12 handle recyclables and other materials in accordance with organisational procedures and practices
- P13 maintain the safety of the workplace in accordance with organisational procedures and practices

You must be able to:

Use and communicate data and information

- P14 report, to an appropriate person, unsafe plant, equipment and hazardous situations
- P15 give health and safety information to others in accordance with organisational procedures and practices
- P16 keep other persons fully informed if such measures are inadequate
- P17 keep accurate and up to date records on routine and non-routine matters, and ensure they are legible and complete

You must be able to:

Resolve problems which could affect the task at hand

- P18 deal with unsafe behaviour in accordance with your responsibilities and workplace procedures
- P19 resolve day-to-day problems within your area of responsibility
- P20 deal with incidents during operations promptly and in accordance with

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organisational procedures and practices

P21 refer matters outside your responsibility to the designated people

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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 hazards that are likely to occur in the workplace and the risks those hazards pose
- K6 organisational procedures and practices with regard to ensuring the safety of the workplace
- K7 your role and responsibilities for health and safety in the workplace under organisational policy and legislation
- K8 the importance of following manufacturers and organisational instructions and the potential consequences and risks of not doing so
- K9 the different methods of sorting recyclables and other materials
- K10 your role and responsibilities during sorting work
- K11 the reasons certain materials are not suitable to be recycled and how to deal with superfluous material
- K12 why it is important to ask for assistance if there is a problem
- K13 the range of personal protective equipment required during sorting work
- K14 the equipment needed to sort materials for recycling and how to prepare, check, maintain and use it

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Additional Information

Behaviours

You work in a manner which you:

1. show you are vigilant to potential risks and hazards
2. show you are receptive to new ways of working

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