

EUSRA3418

Manage the collection of recyclables and other materials



Overview

This unit is about using procedures to manage and control collection activities. It involves taking steps to ensure the work minimises harm to the environment.

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Performance criteria

You must be able to:

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- P1 implement procedures to monitor the quantity and quality of materials collected
- P2 ensure organisational procedures for rejecting recyclables and other materials remain effective
- P3 ensure recyclables and other materials requiring specific handling are dealt with correctly
- P4 revise procedures where monitoring data indicates changes or improvements are required
- P5 monitor the completion and accuracy of documentation relating to the collection process
- P6 ensure management of records meet organisational and legislative requirements

You must be able to:

Control situations that could have a negative impact on the environment

- P7 ensure systems and procedures are in place and working effectively for operatives to be able to identify potential or actual environmental impacts

You must be able to:

Use and communicate data and information

- P8 report environmental incidents promptly and accurately in accordance with approved procedures and practices
- P9 report promptly, to the appropriate people, unsound environmental practices
- P10 follow operational and organisational procedures for communicating information to other people
- P11 maintain records in accordance with operational and organisational requirements
- P12 check with appropriate personnel any circumstance where information appears to be incorrect

You must be able to:

Resolve problems that could affect the collection of recyclables and other materials

- P13 resolve day-to-day problems within the responsibility of the job role
- P14 refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures
- P15 report to the appropriate personnel any situations that require additional intervention

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Knowledge and understanding

You need to know and understand:

General

- K1 the main responsibilities of employers and employees under the 'Health and Safety at Work etc Act 1974'
- K2 the approved procedures and practices for dealing with Health and Safety and the environment related to the individual and others
- K3 the safe procedure for handling hazardous materials
- K4 the range and use of personal protective equipment for this sector
- K5 the organisations accident and incident recording and reporting procedures

You need to know and understand:

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- K6 how to apply the relevant legislation
- K7 identification procedures for recyclables and other materials
- K8 the implications of handling recyclables and other materials,
- K9 emergency procedures
- K10 ways of communicating with personnel

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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 you encourage and support others to make the best of their abilities

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