

EUSRA3430

Manage the reception of recyclables and other materials



Overview

This unit is about ensuring the activities for the receipt and inspection of recyclable and other materials are carried out in a way which is safe and deals with the various types of materials effectively.

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Performance criteria

You must be able to:

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- P1 manage procedures to ensure recyclables and other materials which are received and inspected comply with organisational procedures, practices, and current legislation
- P2 ensure all materials are handled correctly
- P3 monitor and maintain safe systems for vehicle movements and unloading
- P4 revise systems and procedures where evidence indicates changes are required
- P5 deal with unauthorised recyclables and other materials in accordance with organisational policy and procedures

You must be able to:

Control hazards and risks

- P6 use risk assessments to determine risks to health and safety
- P7 implement control measures to minimise risks to health and safety
- P8 investigate and resolve complaints
- P9 monitor and maintain organisational procedures for site visitors

You must be able to:

Use and communicate data and information

- P10 use the data and information from workplace risk assessments to inform the way systems and activities are designed, monitored and changed
- P11 ensure workers know the safe work systems and methods that are in place and that they understand them
- P12 report accidents promptly in compliance with organisational procedures
- P13 advise colleagues and workers of all new or changed work procedures and practices

You must be able to:

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

- P14 resolve day-to-day problems within the responsibility of the job role
- P15 refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures
- P16 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 relevant legislation
- K7 the storage and handling implications of the recyclables and other material types received
- K8 the different handling equipment available on site, and the function, use and limitations of each of these
- K9 safe movement of vehicles around the site
- K10 safe unloading from vehicles
- K11 the risks to the environment and human health arising from the reception and inspection of recyclables and other materials and the procedures required to minimise risk
- K12 procedures for the proper management and control of the reception, inspection and validation of recyclables and other materials
- K13 producing and using risk assessments
- K14 the induction procedures for working on site and access by visitors

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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 use different leadership styles depending on individual circumstances

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