

EUSRA3431

Manage the sorting, storage and movement of recyclables and other materials



Overview

This unit is about managing the sorting, storage and movement of recyclables and other materials

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Performance criteria

You must be able to:

Manage the sorting, storage, and movement of recyclables and other materials on sites

- P1 implement and monitor procedures for the sorting, and storage, including temporary and short-term storage, of recyclables and other materials to make sure all practices comply with organisational procedures and current legislation
- P2 ensure procedures for dealing with recyclable materials requiring specific handling are in place and implemented correctly
- P3 make adjustments to systems and procedures where evidence indicates changes are required to the way work is carried out
- P4 deal with unauthorised recyclable materials in accordance with organisational policy and procedures
- P5 monitor procedures to ensure records of all activities are complete and accurate and provide an audit trail

You must be able to:

Control vehicles, plant and crews on sites which handle recyclables and other materials

- P6 manage procedures which ensure the compliance of vehicles, plant and crews on site are in accordance with organisational procedures and practices
- P7 ensure crews and passengers of vehicles are made aware of the site rules
- P8 ensure crews due to leave the site are informed of any possible breach of transport regulations
- P9 use risk assessments to guide safety effectiveness and minimise risks which might arise from vehicles, plant and crews on site
- P10 make changes and remedy any unsafe work activities
- P11 investigate complaints from crews or other people connected with the site, or location, for whom you are responsible and take steps necessary to resolve them
- P12 operate and monitor procedures for site visitors

You must be able to:

Use and communicate data and information

- P13 use the data and information from workplace risk assessments to inform the way systems and activities are designed, monitored and changed
- P14 ensure workers know the safe work systems and methods that are in place and that they understand them
- P15 report accidents promptly in compliance with organisational procedures
- P16 advise colleagues and workers of all new or changed work procedures

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and practice

You must be able to:

Resolve problems that could affect the sorting and storage of recyclable materials

P17 resolve day-to-day problems within the responsibility of the job role

P18 refer problems and conditions outside the responsibility of the job role to the appropriate personnel using organisational procedures

P19 report to the appropriate personnel any situations that require additional intervention

P20 report pollution incidents to the appropriate people

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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 to theirs
- 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:

Manage the sorting and storage of recyclables and other materials and the movement of vehicles on sites

- K6 relevant legislation
- K7 the storage and handling implications of the recyclables and other material types handled on site
- K8 the different handling equipment available on site, and the function, use and limitations of each of these
- K9 the risks to the environment and human health arising from the movement, sorting and storage of recyclables and other materials and the procedures required to minimise risk
- K10 the records required by legislation and by organisational procedures in relation to the sorting and storage of recyclables and other materials
- K11 internal traffic management procedures and safe movement of vehicles around the site
- K12 the procedures to be used to ensure the safe loading and unloading from vehicles
- K13 procedures for the management and control of the movement, sorting and storage of recyclables and other materials
- K14 producing and using risk assessments
- K15 induction for site access and movement and access by visitors

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Additional Information

Behaviours

You work in a manner which:

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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