

## EUSRA345

# Monitor and control the efficient resources for the processing or storage of recyclables and other materials



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### Overview

This unit is about monitoring and controlling the effective use of resources during recycling activities. It requires liaison with others to ensure recommendations for resources are appropriate to need and are used efficiently.

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### Performance criteria

*You must be able to:*

#### **Recommend the resources needed by the team to meet agreed objectives**

- P1 prepare recommendations for the short and medium term and which take account of developments likely to affect the use of resources
- P2 ensure resource recommendations are consistent with team and organisational objectives
- P3 ensure resource recommendations indicate the potential benefits expected from the planned use of resources
- P4 give other people the opportunity to contribute information on the resources the team needs
- P5 present recommendations clearly and concisely to team members and other colleagues or managers according to organisational procedures

*You must be able to:*

#### **Monitor and control the use of resources**

- P6 give team members opportunities to take individual responsibility for the efficient use of resources
- P7 monitor resource use for quality, efficiency and potential impact on the environment
- P8 monitor resources to ensure consistency in product and service delivery
- P9 make recommendations, in an appropriate manner, to improve the use of resources
- P10 ensure records relating to the use of resources are complete, accurate, and available to appropriate people only

*You must be able to:*

#### **Resolve problems arising from resource issues**

- P11 modify the use of resources or alter activities when and where problems arise
- P12 renegotiate the allocation of resources to ensure continuing efficient usage

*You must be able to:*

#### **Use and communicate data and information**

- P13 report environmental incidents promptly and accurately in accordance with appropriate procedures and practices
- P14 report promptly, to the appropriate people, unsound environmental practices
- P15 follow organisational procedures for communicating information to other people
- P16 maintain records in accordance with organisational requirements
- P17 check with appropriate personnel any circumstance where information

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appears to be incorrect

### 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:*

#### **Use resources efficiently**

- K6 how to analyse the use of resources in the past, and use the results to make recommendations on more effective use of resources in the future
- K7 how to communicate effectively with team members and other colleagues and line managers on resource management
- K8 how to develop and argue an effective case for changes in the management of resources
- K9 how to enable people to identify and communicate the resources they need
- K10 the team and organisation objectives regarding the use of resources
- K11 the procedures for making recommendations on the use of resources
- K12 the trends and developments which may influence the future use of resources and how to plan for these
- K13 the importance to the team of effective management of resources
- K14 the principles underpinning the effective and efficient management of resources
- K15 the importance of keeping accurate records
- K16 how to encourage others to take responsibility for the control of resources in their own area of work
- K17 the problems which may occur with resources and how they can be dealt with
- K18 how to monitor and control the use of resources to maximise efficiency, whilst maintaining the quality of the products and services

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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 encourage & support others to make the best of their abilities

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