

# ASTC207 (SQA Unit Code - F4PN 04)

## Deal with routine waste



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### Overview

This unit is about handling waste in conjunction with cleaning activities and making sure that the waste collection and holding areas that you use are kept clean.

This unit requires that you treat all waste carefully, ensuring that waste receptacles are handled according to instructions.

When handling waste, it is important to maintain personal hygiene in order to prevent health and safety risks to yourself and others and to prevent contamination of the work area.

This unit consists of two elements:

1. Handle routine waste
2. Deal with waste containers

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### Performance criteria

#### Handle routine waste

*You must be able to:*

- P1 prepare yourself and your working area so that you can do the job efficiently and safely
- P2 make sure you wear the necessary personal protective equipment required by your work instructions
- P3 identify different categories of waste and deal with them appropriately
- P4 check first with your supervisor, or follow standard instructions or procedures, before removing waste that you are unable to identify or that is hazardous
- P5 check that waste bags or receptacles are secure before handling
- P6 where waste is collected for transfer to a collection point, identify the waste that needs to be transferred
- P7 handle waste bags or receptacles as instructed to secure your own safety and that of others, and to make sure bags or receptacles are not damaged by handling
- P8 when you have finished moving waste, check that the bag or receptacle is not broken or damaged, taking the appropriate action to put this right
- P9 maintain personal hygiene when carrying out your work

#### Deal with waste containers

*You must be able to:*

- P10 work methodically in a way that cuts down the risk of contaminating surrounding areas
- P11 follow workplace instructions to deal with the safe removal of spillages
- P12 report to the appropriate person any signs of infestations
- P13 identify waste containers that require cleaning and take the appropriate action to deal with this
- P14 replace bin liners or set up fresh containers, according to workplace requirements
- P15 leave containers clean and secure in the required place and in a condition which is fit for use
- P16 report to the appropriate person any faulty or damaged equipment
- P17 return your equipment and materials to the appropriate storage area in a clean and safe condition
- P18 follow procedures for removal, cleaning and disposal of used personal protective equipment

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### Knowledge and understanding

*You need to know and understand:*

#### Handle routine waste

- K1 the procedures for preparing yourself and the work area and the methods for doing this
- K2 the required personal protective equipment and why it is important to wear it
- K3 the procedures and required equipment for handling and disposing of the type of waste you are dealing with
- K4 arrangements for recycling in the workplace
- K5 approved methods for transferring waste
- K6 the procedures for dealing with suspicious items
- K7 why it is important to maintain personal hygiene when handling waste

#### Deal with waste containers

*You need to know and understand:*

- K8 why the location and cleaning of waste areas is important in preventing and controlling pests
- K9 the procedures for dealing with waste containers that have broken or are damaged
- K10 the procedures for reporting and handling waste spillages
- K11 to whom to report dangerous or faulty equipment, or danger of disease and the procedures for doing this
- K12 the standards of cleanliness for holding areas and empty holding and collection bins
- K13 who is responsible for cleaning holding areas and emptying holding and collection bins
- K14 the location of waste holding areas and methods of taking waste to them safely

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**Developed by** Asset Skills

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**Version number** 1

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**Date approved** November 2009

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**Indicative review date** November 2011

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**Validity** Current

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**Status** Original

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**Originating organisation** Asset Skills

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**Original URN** C207

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**Relevant occupations** Retail and commercial enterprise; Service enterprises; Elementary Occupations; Elementary Cleaning Occupations

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**Suite** Cleaning and Support Services 2009

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**Key words** waste, cleaning, instructions, health and safety, contamination, work area