

ASTC216 (SQA Unit Code - F4R0 04)

Deal with non-routine waste



Overview

This unit is about the handling of non-routine waste, which could include for example hazardous waste, such as clinical waste or sharps. It is about following procedures to ensure that waste is clearly labelled and that its movement is recorded.

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 has two elements:

1. Handle and label non-routine waste
2. Transfer non-routine waste and deal with containers

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Performance criteria

Handle and label non-routine waste

You must be able to:

- P1 prepare yourself and your working area so that you can do the job efficiently, correctly and safely
- P2 make sure you wear the necessary personal protective equipment (PPE) required by your work instructions
- P3 check that storage containers are securely sealed before handling
- P4 check that the seal on any used waste storage receptacle is unbroken when movement is complete
- P5 where waste is collected up for transfer to a collection point, identify the waste that needs to be transferred and do this using approved handling procedures
- P6 where different types of waste to be collected do not have separate local containers, identify the waste material for collection and segregate or sort before disposal to the collection points
- P7 ensure that the origin of waste is clearly marked where your instructions require you to do so
- P8 label and record the movement of waste as required
- P9 handle sacks and receptacles as instructed to secure your own safety and that of others, and to make sure they are not damaged by handling
- P10 use the handles provided to move rigid containers
- P11 identify sharps as requiring special handling and use the pick-up kit and specific box for disposal of sharps
- P12 check first with your supervisor before removing items that you are unsure whether they are to be treated as waste

Transfer non-routine waste and deal with containers

You must be able to:

- P13 make sure that containers of waste materials are taken safely to the right place and secured if necessary
- P14 work methodically in a way that cuts down the risk of contaminating surrounding areas
- P15 record and tell your supervisor if you think that there may be signs of pests or something is faulty or broken
- P16 ensure that waste containers that are heavily used at regular intervals are cleaned according to instructions
- P17 replace bin liners or set up fresh containers, according to workplace requirements
- P18 leave clean containers in the correct place and in a condition which is fit for use
- P19 if spillages occur follow instructions to deal with their safe removal
- P20 leave holding areas clean when you have finished
- P21 return your equipment and cleaning agents to the correct store in a clean and safe condition

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Knowledge and understanding

You need to know and understand:

P22 Follow procedures for removing, cleaning and disposal of used PPE
Handle and label non-routine waste

- K1 the procedures for preparing yourself and the work area and the methods for doing this
- K2 the required personal protective equipment (PPE) and why it is important to wear it
- K3 approved methods for transferring waste
- K4 how to correctly mark, label and record waste and its movement and why this is necessary
- K5 the procedures and required equipment for disposing of sharps safely
- K6 the correct methods for handling and disposing of clinical waste
- K7 safe procedures for segregating and sorting waste for recycling
- K8 the procedures for dealing with suspicious packages

Transfer non-routine waste and deal with containers

You need to know and understand:

- K9 how to correctly identify and dispose of sanitation bins
- K10 why the location and cleaning of waste areas is important in preventing and controlling pests
- K11 how to identify problem and hazardous wastes
- K12 why it is important to repackage waste containers that have dangerous residue adhering to their outsides
- K13 the procedures for reporting and handling waste spillages
- K14 the standards of cleanliness for holding areas and empty holding and collection bins
- K15 the location of waste holding areas and methods of safe carriage of collected wastes to them

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