

# EUSWO20 - SQA Unit Code H2JN 04

## Despatch received waste



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### Overview

This national occupational standard defines the competence required to comply with the despatch of wastes procedures. It involves ensuring the processed waste is stored adequately and remains uncontaminated before it is despatched. It involves being diligent with regard to hazards and taking steps to remove them in accordance with site procedures.

### Performance criteria

*You must be able to:*

#### **Despatch processed waste in accordance with operational procedures**

- P1 make sure the processed waste to be despatched does not become contaminated
- P2 make sure the processed waste to be despatched is suitably contained and meets all process requirements
- P3 store the processed waste and residues in the areas designated for waste transfer or disposal
- P4 check that all regulations are complied with by the collector when despatching processed waste or waste for disposal

*You must be able to:*

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

- P5 report to the designated person when the storage facilities do not meet operational requirements
- P6 complete all documentation for the despatch of waste consignments and check the details for the waste to be despatched are correct
- P7 check the despatch information meets the required operational standards.
- P8 record and report any defects in equipment, failure to meet despatch requirements, and any accidents or incidents
- P9 check the records which will be used for quality assurance purposes are dealt with correctly and are stored securely in accordance with organisational procedures

*You must be able to:*

#### **Resolve problems which arise from despatching waste**

- P10 alert the designated person promptly to emergencies, accidents and near misses which arise on the work site
- P11 follow operational procedures promptly when dealing with accidents which result in personal injury or contamination of people
- P12 take steps to ensure hazards are removed from the site and they are reported to the designated person
- P13 check that unsafe behaviour is avoided in accordance with the responsibilities of the job role and workplace procedures
- P14 report problems that arise within the job role responsibility that cannot be resolved safely
- P15 refer matters - to the designated person - that affect the despatch process, or which pose a health and safety risk

### Knowledge and understanding

*You need to know and understand:*

#### **General**

- K1 the classifications and types of waste
- K2 the potential hazards associated with different wastes
- K3 how to identify work-related hazards and risks
- K4 details of operational procedures and documentation
- K5 how to deal constructively with colleagues and other people and resolve disagreements
- K6 how to use personal protective equipment (PPE) in line with operational procedures
- K7 operational procedures and why it is important to comply with them
- K8 the limits of the job responsibility when communicating with others

*You need to know and understand:*

#### **Despatch of waste**

- K9 the waste despatch procedures for the site
- K10 the different methods of despatching wastes
- K11 how to determine the waste being despatched matches the description on the documentation
- K12 how to contain and package wastes correctly
- K13 how to handle and despatch different types of waste and minimise risk
- K14 how to deal with accidents and emergencies resulting from spillages and contamination
- K15 how to deal with personal injury and accidents to other people
- K16 how to prevent processed waste becoming contaminated before it is despatched
- K17 the procedures for reporting hazards and removing them from site
- K18 documentation and recording procedures to comply with organisational requirements and regulations
- K19 organisational procedures and requirements related to the despatch of wastes

## **Additional information**

### **Behaviours**

You work in a manner which:

1. recognises and acts when others need support
2. takes responsibility for resolving problems in your work area

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