

# EUSWO13 - SQA Unit Code H2K9 04

## Maintain the security of waste management facilities



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### Overview

This national occupational standard defines the competence required in maintaining security of the premises and the equipment and materials used there. It involves following the required entering and leaving procedures, being aware of possible breaches of security and reporting and resolving any security problems that may arise.

### Performance criteria

*You must be able to:*

#### **Maintain the security of the premises, equipment and materials**

- P1 follow all organisational procedures where you are a lone worker
- P2 maintain personal visibility in poor light conditions when opening and securing premises
- P3 check the integrity of the access to the premises on arrival and follow the correct entering procedures
- P4 carry out a general visual check of premises internally and externally for anything unusual
- P5 store equipment and materials safely and securely when not in use
- P6 check plant and equipment - not stored in a secure place - are immobilised when not in use
- P7 check all keys for vehicles and plant stored on site, and keys for internal access, are adequately labelled and stored securely when not in use
- P8 check that any waste stored in the facility is in a suitable safe and stable condition to be left in situ after the premises have been secured
- P9 turn off lights and power supplying equipment not required for security
- P10 follow the correct exit procedures - including setting alarm systems that are fitted - and secure the premises

*You must be able to:*

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

- P11 comply with operational procedures or guidelines for maintaining security of equipment and information
- P12 report any actual, or potential, breaches of security in accordance with operational procedures
- P13 store confidential information securely
- P14 ensure spare keys for access to the facility, and for vehicles and equipment kept on site, are correctly labelled and securely stored in a designated place off site
- P15 check documentation is legible and clear and seek confirmation from a person in authority if there are any doubts or discrepancies
- P16 check records of consumable resources used, and held in stock, are up-to-date
- P17 report any excesses, shortages or recording errors for consumables stored on site to the designated person

*You must be able to:*

#### **Resolve problems which arise from maintaining security**

- P18 arrange for damaged or insecure gate, doors, or window locks or catches to be repaired or replaced to enable the premises to be secured when not in use
- P19 arrange for lights that are not working to be restored to full working order
- P20 arrange for damage to the facility, or security equipment, to be repaired

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in accordance with operational procedures

### 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:*

#### **Security**

- K9 entering and leaving procedures for the facility
- K10 how to recognise and report suspicious occurrences
- K11 how to recognise and report breaches of security
- K12 what information about the organisation is confidential
- K13 why information about clients and visitors should be kept confidential
- K14 how to check use of consumable resources
- K15 how to immobilise machinery and equipment
- K16 other methods of securing equipment and materials
- K17 location and security of keys for vehicles and plant

**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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**Developed by** Energy and Utility Skills

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**Version number** 1

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**Date approved** May 2010

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**Indicative review date** May 2015

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**Validity** Current

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**Status** Original

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**Originating organisation** Energy and Utility Skills

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**Original URN** WO13

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**Relevant occupations** Public Services; Public Service and Other Associate Professionals

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**Suite** Waste Management

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**Key words** maintain, security, waste, management, facilities, lone worker, securing, equipment, materials