



Unit and Assessment Specification

Unit title	Control Work Activities on a Waste Management Facility
SQA code	H2LH 04
SCQF level	6
SCQF credit points	9
SSC ref	WM12

History of changes

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H2LH 04 (WM12)

Title		Control Work Activities on a Waste Management Facility			
Learning Outcomes	Assessment Criteria	Observation	Question and Answer	Simulation/ Realistic working environment	
The learner will:	The learner can:				
1 Control work activities on a waste facility.	1.1 Establish and oversee programmes of work which meet the legislative and organisational requirements required for site activities.	x	x		
	1.2 Ensure that work instructions comply with legislation and organisational procedures & requirements.	x	x		
	1.3 Ensure that staff understand and comply with their work instructions in accordance with legislative and organisational requirements.	x	x		
	1.4 Ensure that individuals have received training before using any machinery, plant or equipment.	x	x		
	1.5 Maintain safe systems of work and put in place precautions to eliminate or reduce the risk from hazards.	x	x		
	1.6 Ensure that the resources and staff with the skills needed to carry out the operating procedures safely are available.	x	x		

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	1.7 Identify potential hazards and take steps to reduce risks to personnel and the environment related to wastes which are difficult to handle, may contain disguised materials or unacceptable components, are unauthorised, or likely to present unexpected health problems. 1.8 Monitor staff activity on site operations to ensure they enhance or maintain the quality of the organisation's work.	x	x	
		x	x	
2 Use and communicate data and information.	2.1 Make sure the programme of work and operational instructions relating to the site operations contain all the information needed for site personnel to carry out the activity in accordance with organisational procedures. 2.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given. 2.3 Keep accurate records of site activities in accordance with legislative and organisational requirements.	x	x	
		x	x	
		x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	2.4 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention. 2.5 Maintain a record of training for all staff employed on transfer operations on the site. 2.6 Prepare documentation for the transfer of wastes that meets all duty of care requirements.	x	x	
		x	x	
		x	x	
3 Resolve any problems which may arise from controlling work activities on a waste facility.	3.1 Take actions to rectify any staff shortages, equipment deficiencies or external causes that prevent the site activities from being carried out. 3.2 Seek advice to resolve situations which are outside the responsibility of the job role. 3.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures. 3.4 Take steps to rectify any infringement of legislative conditions revealed during routine inspections of the site.	x	x	
		x	x	
		x	x	
		x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
4 Understand the regulations, procedures and requirements for controlling work activities on a waste management facility.	4.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment for waste management activities.		x	
	4.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.		x	
	4.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for effective care, maintenance and use of this equipment.	x	x	
	4.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.	x	x	
	4.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.	x	x	
	4.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	4.7 Describe appropriately the procedures for the proper management control of work activities on the site.	x	x	
5 Understand the specific regulations, procedures and requirements for controlling work activities on a waste management facility.	5.1 Describe appropriately the organisation's objectives and targets for the waste facility.	x	x	
	5.2 Describe appropriately the planning permission legislative requirements and the site working plan for the activities.	x	x	
	5.3 Describe appropriately the records required by legislation and by organisational procedures in relation to work activities on the waste facility.	x	x	
	5.4 Describe appropriately the site procedures for the proper management of personnel and work activities.	x	x	
	5.5 Determine how to identify, rectify and record discrepancies and defects arising from site activities.	x	x	
	5.6 Determine the different types of waste including those requiring specific handling.	x	x	
	5.7 Determine all the types of information required for the completion of paperwork regarding site activities.	x	x	

Learning Outcomes The learner will:	Assessment Criteria The learner can:	Observation	Question and Answer	Simulation/ Realistic working environment
	5.8 Determine the importance of following equipment operating procedures. 5.9 Determine how to communicate work instructions orally and in writing. 5.10 Determine the importance of ensuring each individual's understanding of work instructions and how to do this. 5.11 Determine the importance of monitoring compliance with work instructions, how to do this, and how to respond to incidents of non-compliance. 5.12 Determine how to report accidents and incidents that arise on site.		x	
		x	x	
			x	
			x	
		x	x	
6	Work in a manner which underpins effective performance. 6.1 Be assertive in making decisions. 6.2 Pursue accountability of staff for delegated responsibilities. 6.3 Reflect critically on personal achievements to inform future actions.	x	x	
		x	x	
		x	x	

Additional information about the Unit
Unit purpose and aim(s)
Details of the relationship between the Unit and relevant national occupational standards (if appropriate)
Details of the relationship between the Unit and other standards or curricula (if appropriate)
Assessment requirements specified by a sector or regulatory body (if appropriate)

Assessment (evidence) Requirements
Guidance on Instruments of Assessment