



Unit and Assessment Specification

Unit title	Manage Site Operations for the Treatment of Non-hazardous Waste
SQA Code	H2LX 04
SCQF Level	7
SCQF Credit Points	14
SSC Ref	WM4b

History of changes

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H2LX 04 (WM4b)

Title		Manage Site Operations for the Treatment of Non-hazardous Waste	
Learning Outcomes		Assessment Criteria	
The learner will:		The learner can:	
1	Manage treatment operations for non-hazardous waste.	1.1	Implement systems and procedures for non-hazardous waste treatment operations in accordance with legislative and organisational requirements.
		1.2	Make arrangements for an adequate supply of materials, equipment and information needed to carry out the non-hazardous waste treatment operations on the site.
		1.3	Identify hazards and minimise risks to health, safety and the environment from non-hazardous waste treatment operations and comply with legal and organisational requirements for reporting risks to health, safety and the environment.
		1.4	Implement and maintain recording and information systems specifically relating to the non-hazardous waste treatment processes in accordance with legislative and organisational requirements.
		1.5	Make arrangements for the safe storage of the outputs and residues from the non-hazardous waste treatment process.
		1.6	Maintain the quality of the organisation's work by ensuring that all procedures and non-hazardous waste treatment processes are adhered to.
2	Control work activities on sites treating waste.	2.1	Establish and oversee programmes of work which meet the legislative and organisational requirements required for non-hazardous waste treatment operations.
		2.2	Implement site operating procedures that fully comply with health and safety and environmental protection requirements.

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>2.3 Monitor and maintain systems to ensure there are sufficient personnel with appropriate expertise available at the work site.</p> <p>2.4 Ensure that staff have received training before using any machinery, plant or equipment.</p> <p>2.5 Ensure that staff understand the procedures relating to the treatment of non-hazardous wastes and implement them in full compliance with legislative and organisational requirements.</p> <p>2.6 Maintain safe systems of work and put in place precautions to eliminate or reduce the risk from hazards.</p> <p>2.7 Ensure that staff have the resources and skills needed to carry out the operating procedures safely.</p> <p>2.8 Identify potential hazards and take steps to reduce risks to personnel and the environment related to non-hazardous wastes which are difficult to handle, may contain disguised materials or unacceptable components, are unauthorised, or likely to present unexpected health problems.</p> <p>2.9 Monitor staff activity on non-hazardous waste treatment operations to ensure they enhance or maintain the quality of the organisation's work.</p> <p>2.10 Ensure that the outputs and residues from the non-hazardous waste treatment processes are stored correctly in accordance with legislative and organisational procedures.</p> <p>2.11 Implement a programme of training for staff to ensure all processes can be carried out safely by suitably trained staff.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>3 Use, record and communicate data and information.</p>	<p>3.1 Make sure the programme of work and operational instructions relating to the non-hazardous waste treatment operations contain all the information needed for site personnel to carry out the process in line with organisational procedures.</p> <p>3.2 Communicate the programme of work and operational instructions to all site personnel in ways which suit the types of information being given.</p> <p>3.3 Keep accurate records of non-hazardous wastes treated and of the control parameters for the non-hazardous waste treatment process in accordance with legislative and organisational requirements.</p> <p>3.4 Advise colleagues and managers about accidents, incidents, interruptions to work or any situations that require their attention.</p> <p>3.5 Maintain a record of training for all staff employed on non-hazardous waste treatment operations on the site.</p>
<p>4 Resolve problems which arise from operations for the treatment of non-hazardous waste.</p>	<p>4.1 Take steps to rectify any staff shortages, equipment deficiencies or external causes that prevent the treatment of non-hazardous wastes.</p> <p>4.2 Seek advice to resolve situations which are outside the responsibility of the job role.</p> <p>4.3 Formulate procedures for dealing with spillages on site and ensure that staff understand and follow the prescribed procedures.</p> <p>4.4 Make arrangements for treatment or disposal for any batches of material that fail to meet the quality standards required for the non-hazardous waste treatment process.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
<p>5 Understand the underpinning regulations, procedures and requirements for managing waste operations.</p>	<p>5.1 Describe appropriately the relevant legislation, regulations and codes of practice applicable to safety, health and the environment.</p> <p>5.2 Describe appropriately waste management legislation and guidance that is applicable to waste management sites.</p> <p>5.3 Describe appropriately the types of personal protective equipment (PPE) required for different types of waste and the procedures for care, maintenance and use of this equipment.</p> <p>5.4 Describe appropriately the regulatory requirements and company procedures for dealing with unauthorised wastes.</p> <p>5.5 Describe appropriately the organisational environmental policy and procedures applicable to the site.</p> <p>5.6 Describe appropriately risk analysis to minimise hazards to personnel and the environment for the whole workplace.</p> <p>5.7 Describe appropriately the procedures for the proper management control of work activities on the site.</p>
<p>6 Understand the specific regulations, procedures and requirements for managing site operations for the treatment of non-hazardous waste.</p>	<p>6.1 Describe appropriately the technical skills needed for the non-hazardous waste treatment operations carried out on the site.</p> <p>6.2 Describe appropriately the specific legislative requirements and guidance applicable to the treatment of non-hazardous waste at the site.</p> <p>6.3 Describe appropriately planning permission and the organisation's working plan for the site.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>6.4 Describe appropriately the waste inspection and identification procedures and the handling requirements for the types of non-hazardous waste received on the site.</p> <p>6.5 Describe appropriately the operating procedures for all machinery, plant and equipment used on the site for treating non-hazardous wastes.</p> <p>6.6 Describe appropriately the storage and handling implications for the non-hazardous waste types handled on the site.</p> <p>6.7 Describe appropriately the lifting and handling techniques that are suitable for the non-hazardous wastes that are being treated on the site.</p> <p>6.8 Describe appropriately the on site procedures for the management of storage of the outputs from non-hazardous waste treatment processes.</p> <p>6.9 Describe appropriately the records required by legislation and by company procedures in relation to the treatment of non-hazardous waste.</p> <p>6.10 Describe appropriately the procedures for dealing with spillages.</p> <p>6.11 Describe appropriately the organisational procedures for non-hazardous waste treatment operations and the supply and use of the resources required.</p> <p>6.12 Describe appropriately the procedures and documentation required for treatment of non-hazardous waste to specific standards.</p> <p>6.13 Describe appropriately the Control of Substances Non-hazardous to Health (COSHH) assessment data for all hazardous substances received, handled and used on the site.</p>

Learning Outcomes	Assessment Criteria
The learner will:	The learner can:
	<p>6.14 Describe appropriately the procedures for dealing with non-hazardous waste, out of specification non-hazardous waste and any other residues from the process.</p> <p>6.15 Determine how to ensure that relevant staff has the required skills and what to do in response to a perceived skills deficit.</p> <p>6.16 Determine the types, functions and limitations of non-hazardous waste handling equipment available for use on the site.</p> <p>6.17 Determine how to use risk assessment and the identification of potential work-related hazards and difficulties.</p> <p>6.18 Determine the potential hazards to safety, health and the environment arising from the treatment of non-hazardous wastes.</p> <p>6.19 Determine how to interpret process documentation and verify that the information is accurate and relates to the non-hazardous waste treatment process.</p> <p>6.20 Determine how to communicate operational instructions orally and in writing.</p> <p>6.21 Determine the importance of ensuring people's understanding of operational instructions and how to do this.</p>
7 Work in a manner which underpins effective performance.	<p>7.1 Be assertive in making decisions.</p> <p>7.2 Pursue accountability of staff for delegated responsibilities.</p> <p>7.3 Reflect critically on personal achievements to inform future actions.</p>

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