

Comply with emergency procedures on waste management activities

WO3 - SQA Unit Code H2HY 04

Area of competence

This national occupational standard defines the competences required in order to identify risks and hazards and dealing effectively with emergency procedures as they occur on waste management facilities. It covers responding to and raising the alarm, alerting others and minimising the effect of an emergency as well as reporting any acts of non-compliance and incidents.

Skills and competencies which demonstrate effective performance

You show you are competent to:

- Respond to emergency situations involving accidents to people
- Respond to emergency situations involving accidents on the work site
- Minimise the effect of an emergency
- Use and communicate data and information
- Report problems that could affect compliance with emergency procedures

Respond to emergency situations involving accidents to people

1. Raise the alarm in accordance with workplace procedures for accidents to people
2. Alert other workers and managers promptly when someone is involved in an accident
3. Contact the designated first-aider(s) and request first aid treatment as quickly as possible
4. Give any injured people comfort and reassurance

Respond to emergency situations involving accidents on the work site

5. Raise the alarm using mechanical or electronic means on discovering an emergency
6. Notify the designated personnel promptly when there is a major service failure
7. Alert people promptly to emergencies which arise on your work site
8. Take steps to ensure the emergency services are called in accordance with workplace procedures
9. Notify designated personnel promptly if you encounter any suspicious situations that may cause an emergency

Minimise the effect of an emergency





10. Check that that your actions taken during an emergency reflect the seriousness of the situation but do not cause panic to other people
11. Take action to minimise any environmental damage that may occur through spillage or release of hazardous substances in accordance with workplace procedures
12. Use emergency first aid equipment and other emergency equipment in accordance with workplace procedures
13. Ensure your response to emergencies minimises the risk to your and others' personal safety and minimises damage to equipment and resources

Use and communicate data and information

14. Notify the designated person promptly when raising an alarm
15. Report unsafe equipment and hazardous locations that have the potential to cause an accident
16. Report situations which emerge from visual inspections or monitoring data which have the potential to pose risks to people,
17. Report high risk hazards which are outside the responsibility of your job role to the designated personnel
18. Record the details of an accident you witness or in which you are involved in accordance with organisational procedures

Resolve problems which could affect compliance with emergency procedures

19. Deal with unsafe behaviour in accordance with responsibilities of your job role and workplace procedures
20. Report day-to-day problems within your own area of responsibility
21. Refer matters outside the responsibility of your job role to designated personnel

Behaviour which underpins effective performance

You work in a manner which:

Recognises and acts when others need support
Takes responsibility for resolving problems in your work area

Knowledge and understanding

You know and understand the following:

General

- a. The classifications and types of waste
- b. The potential hazards associated with different wastes
- c. How to identify work-related hazards and risks
- d. Details of operational procedures and documentation
- e. How to deal constructively with colleagues and other people and resolve disagreements
- f. How to use personal protective equipment (PPE) in line with operational procedures



- g. Operational procedures and why it is important to comply with them
- h. The limits of the job responsibility when communicating with others

Emergencies

- i. How to identify an emergency situation
- j. The importance of raising an alarm and the methods available for doing so.
- k. The importance of contacting an individual trained in first aider
- l. How to call the emergency services
- m. How to offer reassurance to individuals affected by the emergency
- n. The procedures for extinguishing, containing and dispersing fires
- o. The organisational procedures for reporting accidents, incidents and dangerous occurrences