

# EUSWO16 - SQA Unit Code H2JJ 04

## General duties on waste facilities



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### Overview

This national occupational standard defines the competence required to carry out general site duties in a safe way. It means being able to follow instructions and being able to recognise when something is wrong and needs attention by the designated person to put it right.

### Performance criteria

*You must be able to:*

#### **Carry out general duties safely in compliance with operational procedures**

- P1 confirm own understanding of the work instructions given for carrying out the work required
- P2 check risk assessments are in place
- P3 select and use personal protective equipment (PPE)
- P4 select and use the tools and equipment designated for the job for all tasks to be carried out undertaken
- P5 check the tools and equipment selected are safe, are serviceable, and are in a useable condition
- P6 clean tools and equipment when their use is finished at the end of each day, and return them to storage
- P7 comply with safe working practice and procedures
- P8 handle waste materials in the way specified in procedures
- P9 dispose of used consumable materials in accordance with operational requirements
- P10 comply with procedures and guidelines for maintaining security in the place where the work has been done

*You must be able to:*

#### **Store tools, equipment and consumable materials safely**

- P11 return unused consumable materials to the store
- P12 keep storage areas clean and tidy and make sure access is clear and unobstructed
- P13 store tools, equipment, PPE, and consumable materials in the designated place in accordance with operational requirements

*You must be able to:*

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

- P14 ensure that other people likely to be affected by tasks being carried out by you are notified and informed of any risks
- P15 complete all documentation for work that you carry out if you are required to do
- P16 ensure documentation is legible and clear, and seek confirmation from a person in authority if there are any doubts or discrepancies

*You must be able to:*

#### **Resolve problems by referring them to a designated person**

- P17 report unauthorised removal of tools, equipment or consumable materials from stores or the working area to a designated person
- P18 report faults and damage to tools and equipment rendering them unusable or unsafe
- P19 report hazards and significant risks encountered while working

### 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:*

#### **General duties**

- K9 the procedures to ensure risks are under control
- K10 approved methods to carry out tasks
- K11 how to recognize and handle safely substances that are hazardous to health
- K12 how to deal safely with statutory and other nuisance
- K13 the tools, equipment, PPE, and consumable materials that are subject to damage
- K14 how to store tools, equipment, PPE, and consumable materials in a way which prevents them from being accidentally damaged and to ensure the safety of oneself and others
- K15 effects of weather on consumable materials in use and in storage
- K16 how to use hand tools and equipment correctly and safely
- K17 the characteristics of consumable materials and how to use them safely in compliance with operational procedures
- K18 storage methods for tools, equipment and consumable
- K19 consumable materials requiring specialised or secure storage
- K20 how to check for damage and faults in tools and equipment and appropriate method of cleaning them
- K21 documentation required to comply with operational requirements
- K22 methods for the safe disposal of used consumable and waste materials
- K23 when it is safe to proceed with work tasks when work has been suspended because of a risk or hazard

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### **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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