

# EUSWO25 - SQA Unit Code H2KA 04

## Oversee waste process operations



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### Overview

This national occupational standard defines the competences required to ensure waste materials are treated effectively. It involves monitoring and controlling the processing of different types of waste and using equipment safely and effectively. It requires problems to be identified quickly when they arise and resolving them as quickly as possible to minimise disruption to the treatment operation (processes).

### Performance criteria

*You must be able to:*

#### **Prepare equipment and materials to treat waste**

- P1 check the process equipment complies with operational requirements before processing is started
- P2 check equipment and materials to be used for processing are fully serviceable and ready for safe use in accordance with operational procedures
- P3 check workplace safety equipment is available, and functioning correctly, before processing is started
- P4 select and use the designated personal protective equipment (PPE) in accordance with operational procedures
- P5 check the work area and equipment is maintained, clean and prepared in order to start processing safely
- P6 follow start up procedures in line with operational procedures

*You must be able to:*

#### **Shutdown the processing operations**

- P7 check the work area is left in a clean, safe and serviceable condition on completion of processing activity
- P8 follow shut down procedures in line with operational procedures
- P9 shut the process down safely in the event of any accident, incident, major failure of equipment or other emergency

*You must be able to:*

#### **Monitor and control waste processing operations**

- P10 conform to all operational procedures for the job
- P11 comply operational guidelines for maintaining safety and security around the processing area
- P12 monitor the work process to ensure it conforms to quality control measures
- P13 adjust the process controls to ensure operations remain within specification
- P14 confirm the waste and other products of the process meet specifications in full compliance with operational requirements

*You must be able to:*

#### **Use and communicate data and information connected with waste process operations**

- P15 follow operational procedures to inform team members and other people in the vicinity when an operation is ready to start or be handed over
- P16 verify the detail in the documentation received with the waste is correct before the waste is processed
- P17 record waste processing information in line with acceptance procedures and confirm the waste acceptance criteria are met
- P18 report abnormalities in received waste or its documentation by bringing

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- them to the attention of the designated person
- P19 record and report the presence of any unacceptable waste in accordance with operational requirements
- P20 report non-conformances of waste to the designated person
- P21 complete all documentation for the processing and dispatch of waste consignments, and check the details are correct for the waste to be despatched
- P22 pass on information to other people where it is needed for other purposes
- P23 record, and report, defects in equipment, failure to meet processing requirements, accidents or other incidents in accordance with operational procedures
- P24 check processing records for quality assurance purposes are stored securely

*You must be able to:*

#### **Resolve problems which arise from running waste process operations**

- P25 take steps to reconcile differences between delivery documentation and wastes received before starting process operations
- P26 arrange for minor faults to be put right quickly in order to minimize disruption to processing schedules
- P27 take steps, immediately, to deal with the spillage of waste and any release of contamination to the environment
- P28 alert people, promptly, to emergencies and accidents which arise on the work site
- P29 follow operational procedures promptly when dealing with accidents which result in personal injury or contamination of people
- P30 check that unsafe behaviour is avoided in accordance with the responsibilities of the job role and workplace procedures
- P31 refer matters that affect the integrity of the process, or which pose a health and safety risk, that are outside the responsibility of the job role

### 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:*

#### **Waste treatment processing**

- K9 the importance of ensuring the people carrying out the process are trained or qualified to do it
- K10 the hazards associated with wastes and treatment processes
- K11 control measures and precautions to be used in handling wastes and treatment materials
- K12 how to check and confirm that documentation matches the wastes and materials to which it refers
- K13 how to deal with cases of non compliance of waste
- K14 the specifications for treated waste product and how to deal with variations from those specifications
- K15 the importance of hygiene, safety and maintaining good housekeeping practices and standards
- K16 the differences between batch waste treatment processes and continuous waste treatment processes
- K17 the procedures for dealing with outputs and residues
- K18 the procedures for checking process equipment
- K19 the methods which can be used to monitor the treatment process
- K20 the quality control parameters for the treatment processes
- K21 the methods of process adjustment to meet specification range
- K22 the approved methods of sampling from the treatment process
- K23 how to use emergency stop procedures
- K24 the procedures for dealing with spillages
- K25 the importance of emergency shutdown procedures and how to use them

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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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**Suite** Waste Management

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