

COGPOLY3

Move polymer materials or products



Overview

This unit is for those with responsibility for moving polymer materials to meet production requirements. It is suitable for process industries personnel who are responsible for moving materials to places where they are required for processing, and for moving finished products to designated locations such as stores, warehouse or loading areas. Knowledge of the polymers used in the processing operations and their specific handling, care and security requirements will be important to occupational competence in this job role.

This unit deals with the following:

1. Move polymer materials or products

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous Version

Adapted from Unit B3 of Polymer Processing and Related Operations NOS – version November 2004.

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Performance criteria

You must be able to:

- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
- P2 establish the weight or amount of the materials to be moved and the requirements for moving the materials
- P3 check the availability and suitability of the equipment needed to transfer materials
- P4 select a suitable method and route to move the materials minimising risk to people and property
- P5 check and confirm the availability of materials to be moved
- P6 move the required materials using a safe method over the selected route
- P7 position the materials in the selected place so that they are safe, secure and clearly identified and can be accessed in the correct sequence
- P8 deal promptly and effectively with problems within your control and report those that cannot be solved

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Knowledge and understanding

You need to know and understand:

- K1 the types of materials to be moved and their specific handling requirements
- K2 the importance of grade, batch and product codes for identifying the correct materials to be moved
- K3 the locations where materials are required, their characteristics and storage facilities
- K4 the importance of moving materials to the correct location by the required time
- K5 the differing security, safety and environmental conditions required for different materials
- K6 the sorts of difficulties that might arise in meeting requirements for moving materials and who these should be reported to
- K7 the different types of equipment for moving materials and their suitability for the different materials to be moved
- K8 what defects in equipment can arise, and who these should be reported to
- K9 the personal protective equipment required when handling different materials, the importance of using this correctly and how to do this
- K10 how and where materials should be positioned in designated locations
- K11 how to lift and handle materials safely
- K12 types of handling tasks for which assistance is needed, why it is important to seek assistance and who to ask
- K13 the risks associated with unsafe lifting and handling practices

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Additional Information

Glossary

Regulations and guidelines

All relevant health, safety and environmental regulations, organisational procedures and guidelines, standard operating procedures, national and organisational standards

Materials

Raw materials, part-processed materials, re-processed materials, finished products, process related materials, e.g. packaging, processing equipment and waste materials

Requirements

Type and grade of materials to be moved, quantity, means of transfer, timescales and deadlines Suitability for the task, required state of cleanliness, can meet production timescales and deadlines

Equipment

Manual, mechanical, automated conveyor

Method

Manual handling, with manual handling equipment, with mechanical equipment, with automated conveyors

Position

Process operations, to meet stock rotation requirements

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Suite Polymer Processing and Related Operations

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