

COGSBP22

Control Waste Minimisation within Sustainable Business Practice



Overview

This standard is about supporting sustainable business practice through waste minimisation. It includes being able to understand waste minimisation targets; establishing and maintaining working practices that minimise waste; informing others of their responsibilities; monitoring work practices to identify potential waste; and effectively working to minimise waste. The standard requires that any unavoidable waste is effectively dealt with according to organisational and legal requirements.

This unit is for you, if you have responsibility for the implementation of waste management for a functional area or process within an organisation.

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Performance criteria

- You must be able to:*
- P1 obtain and interpret organisational **waste minimisation targets** for area of responsibility
 - P2 inform **others** accurately of their responsibilities in relation to organisational **targets** that promote **waste minimisation** in area of responsibility
 - P3 ensure working practices comply with organisational **targets**, quality specifications and legal requirements
 - P4 ensure working practices minimise wastage in area of responsibility
 - P5 monitor the working practices and evaluate waste levels in area of responsibility
 - P6 support **others** to avoid and minimise waste in area of responsibility
 - P7 ensure the effective control of any **unavoidable waste** according to organisational and legal requirements
 - P8 encourage **others** positively to overcome **barriers** and improve working practices and reduce waste in area of responsibility
 - P9 provide training and development opportunities to minimise waste in area of responsibility
 - P10 identify and make opportunities to encourage **others** to adopt more sustainable working practices
 - P11 develop and communicate recommendations for waste reduction to **others**
 - P12 present clear recommendations that support the reduction of waste, at an appropriate time and with the right level of detail

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Knowledge and understanding

You need to know and understand:

- K1 the impact of waste on the environment
- K2 how waste minimisation supports sustainable business practices
- K3 how legislation impacts on the management and disposal of unavoidable waste
- K4 organisational targets for waste reduction, reuse and recycling
- K5 sources of advice and guidance regarding waste reduction
- K6 potential sources of waste and opportunities for recycling and reuse within area of responsibility
- K7 the factors that limit recycling and reuse within area of responsibility
- K8 the importance of segregation in the management of waste
- K9 the potential benefits of effective waste minimisation to the organisation
- K10 the different types of waste generated within area of responsibility
- K11 how and why it is important to control unavoidable waste according to organisational and legal requirements
- K12 the cost implications associated with waste and waste management
- K13 how the effective management and organisation of work can help minimise waste
- K14 how staff training and development at work can help minimise waste
- K15 the opportunities available for reducing waste within area of responsibility
- K16 the barriers that can limit the impact on the management of waste and how these barriers can be overcome
- K17 how product and process design can have an impact on the generation of waste
- K18 how others can impact on the generation of waste
- K19 how to monitor the effectiveness of waste management systems within area of responsibility
- K20 how failure to meet organisational quality specifications can impact on waste targets
- K21 effective methods of communication for area of responsibility

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Additional Information

Scope/range related to performance criteria

Barriers can be economic, practical, the personal beliefs and attitudes of people, social or legal

Targets relating to waste minimisation, reuse and recycling

Waste minimisation through effective avoidance, segregation, reuse and recycling

Unavoidable waste: emissions from the process

Others can be colleagues, customers and contractors

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Suite Sustainable Business Practice

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