

## Overview

This Standard is about managing the procedures for the reception, movement, sorting and storage of materials. With the regenerative approach of the circular economy, waste is increasingly being seen as a resource which is made up of materials with future uses. This Standard can apply to hazardous or non-hazardous materials on any type of waste resource management facility.

It requires the implementation and management of procedures and work operations to meet organisational requirements. This involves inspecting and verifying materials, rejecting unauthorised materials, dealing with any materials that require specific handling and informing customers and dealing with unacceptable materials. It includes generating rules for vehicles, plant, crews and members of the public and implementing security arrangements. It requires that all vehicles, plant and crews on-site comply with relevant legislation and organisational procedures that must be implemented in compliance with the legislative requirements for the site operations.

This Standard is for managers or supervisors of any type of waste resource management facility.

## Performance criteria

### *You must be able to:*

1. implement systems and procedures for the reception, validation, movement, sorting and storage of materials that comply with legislative and organisational requirements
2. identify hazards and minimise risks to health, safety and the environment in line with legislation and organisational requirements
3. record and report risks to health, safety and the environment in line with legislative requirements and organisational procedures
4. make sure that materials that need specific handling is dealt with in accordance with organisational procedures
5. make sure that unauthorized materials are recorded, rejected or quarantined in accordance with organisational procedures
6. establish systems to control the movement of vehicles and plant entering, moving around and leaving the site that comply with health, safety and organisational requirements
7. create or amend site rules to ensure they comply with legislative requirements and organisational procedures
8. ensure that site rules for vehicles, plant, crews and members of the public on site are followed at all times
9. ensure that personnel have received recognised training before any machinery, plant or equipment is used
10. ensure personnel implement procedures and comply with legislative requirements at all times
11. ensure all procedures for the reception of materials comply with legislative requirements to maintain the quality of the organisation's work
12. implement security arrangements which prevent unauthorised delivery or removal of materials
13. instruct customers about the procedures for receiving and validating materials at appropriate times
14. give instructions to site personnel that are in accordance with organisational procedures
15. maintain records and information systems that meet legislative requirements
16. check that work programmes and instructions are accurate and complete
17. communicate work instructions and procedures to personnel at appropriate times

18. advise appropriate colleagues and managers about issues that require their attention
19. notify customers and regulatory authorities of any breaches of legislative requirements caused by the reception of unacceptable materials
20. rectify any issues that affect the reception, validation, movement, sorting or storing of materials in line with organisational processes
21. seek advice from appropriate specialists to resolve situations which are outside your responsibility
22. advise relevant people of any breaches of security or other situations which require their attention

## Knowledge and understanding

*You need to know and understand:*

1. the legislative requirements, codes of practice and guidance applicable to work operations
2. legislative requirements and organisational procedures for dealing with unauthorised materials
3. legislative record keeping requirements for reception, validation, transfer, recovery, transport and disposal of materials including staff training
4. site working plan, permit and environmental management system (EMS) for the site
5. what site rules should cover and how to evaluate them against legislative requirements and organisational procedures
6. types, functions and limitations of handling equipment used
7. lifting and handling techniques and requirements for the types of materials found on site
8. inspection and identification procedures for the types of materials received by the site
9. procedures for managing work activities and the quality of staff's work
10. procedures for managing internal site traffic
11. procedures for preventing fires during the movement, sorting and storage of materials
12. uses, purposes and processing requirements for documents relating to the reception and validation of materials
13. organisational procedures for the receipt and handling of materials
14. organisational environmental policy and procedures applicable to the site
15. risks and hazards to the environment and human health resulting from the reception, movement and storage of materials including those related to the movement of vehicles and plant
16. the risk analysis process to minimise hazards to personnel and the environment for the whole workplace
17. organisational procedures for dealing with spillages, emissions and fire
18. types of personal protective equipment (PPE) required and how they must be used, maintained and stored
19. the importance of personnel compliance with health and safety

- requirements for use of personal protective equipment (PPE), vehicles, plant and machinery and handling equipment
20. issues that may affect operations including staff shortages, equipment deficiencies, accidents, incidents, interruptions to work, near hits, fire, spillages, external factors
  21. how to check that employees have understood work instructions and procedures
  22. who needs to be informed about issues and the organisational processes for communicating with them

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Manage the reception, sorting and storage of materials on a waste resource management facility



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**Developed by** Energy & Utility Skills

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**Relevant Occupations** Public Services; Public Service and Other Associate Professionals; Waste Manager

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**Suite** Waste Resource Operations Management

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