

## Mechanically handle recyclable materials

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### Overview

This Standard is for those who use mechanically operated machinery and equipment to move recyclable materials. It involves understanding the characteristics of the waste load, and the capabilities of the equipment used. It requires risks to be minimised throughout the operation and problems to be resolved or reported.

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### Performance criteria

*You must be able to:*

#### **Prepare to use mechanical handling equipment to load, unload and move recyclable materials**

1. carry out all work in accordance with safe working procedures and practices and organisational and legal requirements
2. select and use the designated personal protective equipment (PPE) in compliance with operational and legal requirements
3. undertake daily checks and confirm the mechanical handling equipment and its attachments and accessories are working in accordance with operational and manufacturer's procedures
4. check to make sure regulations regarding lifting equipment and work equipment have been complied with, reporting instances of non-compliance
5. ensure that risk assessments are available and follow all required control measures

#### **Load, move and unload recyclable materials using mechanical handling equipment**

6. operate equipment in accordance with work instructions and organisational procedures
7. comply with legal and organisational procedures
8. ensure the equipment is operated within its safe working limit
9. operate mechanical handling equipment in a safe manner
10. comply with operational and legal procedures and documents when handling recyclable materials
11. ensure the equipment to be used is suitable for the characteristics of the recyclable materials
12. ensure that the recyclable material is handled in a safe manner
13. ensure the load being handled is stable at all times
14. ensure the work area is free from obstructions at all times during operations
15. monitor the work environment continuously to minimise risk

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

16. provide information to others to complete all documentation associated with the handling of the load.
17. report situations where recyclable materials do not comply with documentation
18. report defects on equipment, and in the work area, when handling

recyclable materials

**Resolve problems which arise from mechanically handling recyclable materials**

19. respond to emergencies and spillages in line with operational procedures
20. identify and resolve any discrepancies between the paperwork and the recyclable material before it is loaded or unloaded
21. take steps immediately in accordance with operational procedures to ensure unsafe conditions are dealt with
22. report immediately any unsafe conditions
23. report to manager situations which are outside your job role responsibilities

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### Knowledge and understanding

*You need to know and understand:*

#### General

1. the potential hazards associated with different recyclable materials
2. how to identify work-related hazards and risks
3. details of operational procedures and documentation
4. how to work with colleagues and other people and resolve disagreements
5. the requirements of and how to use personal protective equipment (PPE) in line with operational procedures
6. operational procedures and the importance of complying with them
7. your job responsibility and when to report to managers

#### **Mechanical handling of recyclable materials**

8. where to find risk assessments
9. the physical and handling characteristics of recyclable materials
10. the techniques for handling loads
11. how adverse conditions can affect the handling of loads
12. the importance of assessing ground conditions in the loading area
13. the dangers of vehicles and pedestrian traffic in the loading area and how to minimise risks by following operational procedures
14. the potential for damage to buildings or other structures during the handling of loads
15. how the potential for distortion or movement of the load can occur whilst handling
16. the different techniques of maneuvering safely both loaded and unloaded
17. the importance of documentation associated with the handling of a load
18. the responsibilities of the employer and employee handling recyclable materials

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<b>Relevant Occupations</b>	Public Services; Waste Operative
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<b>Suite</b>	Frontline Environmental Services
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