
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 standard would be appropriate for this unit is for you, if Anyone who have responsibility for the implementation of waste management for a functional area or process within an organisation, including owner managers within SMEs.

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 Confirm working practices comply with organisational targets, quality specifications and legal requirements
- P4 Confirm 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 Confirm 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

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 and the circular economy
- 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

Scope/range

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

Developed by	Cogent
Version Number	2
Date Approved	30 Mar 2020
Indicative Review Date	30 Mar 2026
Validity	Current
Status	Original
Originating Organisation	Cogent
Original URN	COGSBP22
Relevant Occupations	Director, Environmental Manager, Farm Manager, Farmer, Technical Staff, Unit manager
Suite	Sustainability in Manufacturing, Sustainable Business Practice
Keywords	waste; minimisation; sustainable; business; practice
