

## Overview

This Standard is about managing the loading and transportation of materials, outputs and residues. This could apply to the outputs and residues from treatment and recovery operations as well as from the remediation of contaminated land. 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 could apply to hazardous or non-hazardous materials on any type of waste resource management facility.

It includes arranging and scheduling vehicles with the right capacity, issuing documentation, communicating with drivers and dealing with any problems. It also includes following the specific safety requirements for the materials and processes involved.

This Standard applies to managers or supervisors who manage the loading and transport of materials, outputs or residues on any type of waste resource management facility.

## Performance criteria

### *You must be able to:*

1. obtain information about loads to be transported from reliable sources
2. confirm that vehicles have sufficient capacity for loads to be transported
3. confirm that planned routes make optimum use of resources
4. confirm that appropriate drivers, vehicles and equipment are allocated and available for transporting loads
5. implement and operate health, safety and environmental risk assessment processes in line with legislative requirements
6. prepare and issue all documentation required to accompany loads at appropriate times
7. check that agreements and records are completed and processed in accordance with operational procedures
8. record useful information about sites and restrictions affecting vehicle access for use in future planning
9. pre-notify drivers about transportation requirements and associated procedures at appropriate times
10. advise drivers about any adverse traffic or access problems at appropriate times
11. make sure relevant people are notified when any aspect of transfer or transport activities are delayed
12. arrange for appropriate action to be carried out when transport activities are delayed
13. implement systems and procedures for the transfer and transportation of loads in accordance with organisational and legislative requirements
14. make arrangements for the loading of materials, outputs or residues in line with health and safety requirements
15. monitor compliance with relevant procedures relating to the transport of materials, outputs and residues that meet legislative and organisational requirements
16. keep records required by legislation and by company procedures in approved organisational systems
17. advise relevant people about accidents, incidents, interruptions to work, and situations that require their attention
18. ensure systems are in place to rectify issues staff shortages, equipment and transport deficiencies, and external causes that prevent transfer and transportation

## Knowledge and understanding

*You need to know and understand:*

1. the relevant legislation, regulations and codes of practice applicable to safety, health and the environment
2. the organisational environmental policy, procedures and duty of care requirements
3. the requirements for risk analysis to for the whole workplace
4. the types of personal protective equipment (PPE) required for different types of materials, outputs and residues and the procedures for care, maintenance and use of this equipment
5. sources of information on loads and destinations and how to interpret it and verify that it relates to the load being transferred
6. organisational procedures for the management of personnel and work activities
7. how to schedule and monitor transport operations including the benefits and practice related to multiple uplifts
8. transport documentation for materials leaving the site and how to complete it, including that for specific recipients
9. record keeping requirements related to transfer and transportation
10. type, characteristics, quality inspection and identification procedures and storage, lifting and handling implications of loads to be transported
11. how to communicate operational instructions orally and in writing and how to check understanding
12. when and how to contact drivers including where adverse traffic or access problems arise, where transport operations are rescheduled or delayed, where there are limitations or restrictions to routes
13. protocols for assisting and supporting drivers and their loads when breakdowns or accidents occur
14. external issues that can affect transfer or transport activities including weather, accidents, road infrastructures, cancelled or delayed ferries
15. how to address problems with transport operations including arranging alternative transport arrangements, identifying alternative recipients, planning alternative routes, amending schedules
16. organisational operational procedures in the event of suitable transportation being unavailable
17. action to be taken when loads cannot be routed or scheduled in accordance with operational, organisational or regulatory requirements
18. types of vehicles to be used for carrying different loads
19. limitations of vehicles, routes, equipment and drivers
20. environmental, economic and efficiency issues relating to the

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- loads and vehicles
21. the requirements of the facility that will be receiving the outputs being transported
  22. issues that may prevent transfer and transportation of materials including staff shortages, equipment and transport deficiencies, spillages and external causes

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