



ULO HS-1	TITLE: Implement policies and procedures for health and safety on site	EQF 6
Work tasks:	Act in accordance to the relevant permissions/laws	
Weighting:	2	
<p>Learning outcomes:</p> <p>LO 1: Recognise and implement the main principles required to develop H&S policies and procedures, in line with best practice and current legislation</p> <p>LO 2: Identify ways of confirming that everyone understands the principles of the H&S policies and the procedures in place</p> <p>LO 3: Ensure the popularization of the health and safety policy to be easy to understand, to be implemented, maintained on all levels through comprehensive materials, staff training and personal example.</p> <p>LO 4: Identify the techniques required for the effective review of H&S policies and procedures</p> <p>LO 5: Identify effective and appropriate ways of regularly monitoring staff behaviour, and rectify any H&S non-compliance issues immediately</p> <p>LO 6: Design and Implement a Risk Assessment Plan</p> <p>LO 7: Define and describe H&S procedures included in the H&S management system</p> <p>LO 8: Support the consciousness and enhance the sensitization of employees concerning Health and Safety measures</p>		
<p style="text-align: center;">Knowledge <i>(assimilation of knowledge throughout learning)</i></p>	<p style="text-align: center;">Skills <i>(Ability to apply knowledge)</i></p>	<p style="text-align: center;">Competences <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i></p>
1) Develop and implement H&S policies and procedures, in line with operational hazard identification, best practice and current		



legislation		
<ul style="list-style-type: none"> - Describe in detail the importance of keeping up to date with changes in H&S legislation, best practices and relevant information sources - Demonstrate an in-depth understanding of the H&S principles, relevant to solid waste facilities 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to use relevant and up-to-date guidance and information sources for H&S 	<ul style="list-style-type: none"> - Assume responsibility for the preparation and implementation of H&S policies and procedures in line with current legislation and best practice
2) Ensure everyone understands the principles of the H&S policies and procedures in place / LO 2		
<ul style="list-style-type: none"> - Determine in detail the importance of ensuring that everyone understands their H&S obligations 	<ul style="list-style-type: none"> - Demonstrate advanced skills on the effective communication of H&S policies and procedures 	<ul style="list-style-type: none"> - Assume responsibility for ensuring staff are adequately trained in H&S policy issues
3) Ensure everyone understands the principles of the H&S policies and procedures in place / LO 3		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge of the applicable legislation 	<ul style="list-style-type: none"> - Analyse the staff training needs and level of understanding of the company's policy in the area - Develop staff training programs 	<ul style="list-style-type: none"> - Monitor the staff / personal professional development on H&S issues
4) Regularly review and amend H&S policies and procedures in line with best practice and legislative compliance		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge 	<ul style="list-style-type: none"> - Seek expert advice when needed 	<ul style="list-style-type: none"> - Monitor the implementation of H&S policies



<p>about the regularly review process and H&S policies and procedures</p> <ul style="list-style-type: none"> - Describe in detail the importance of keeping up to date with changes in H&S legislation and best practices 	<ul style="list-style-type: none"> - Demonstrate mastery by using relevant and up-to-date guidance and information sources for H&S 	<p>and procedures on a regular basis</p> <ul style="list-style-type: none"> - Manage the review process and amend H&S policies and procedures
<p>5) Regularly assess staff behaviour, and rectify any H&S non-compliance issues immediately</p>		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge on staff assessment practices on H&S issues - Determine in detail the importance of maintaining records of non-compliance 	<ul style="list-style-type: none"> - Gain feedback from staff on their H&S obligations - Demonstrate mastery by identifying the appropriate actions to take in the event of a breach in H&S obligations 	<ul style="list-style-type: none"> - Regularly monitor staff during work activities, and measure their performance against set criteria - Act independently to regularly assess staff behaviour - Assume responsibility to rectify any H&S non-compliance issue
<p>6) Develop and implement Occupational Health and Safety management schemes – systems / LO 6</p>		
<ul style="list-style-type: none"> - Define in detail Risk Assessment Methodologies that will be implemented - Identify in detail chemical physical, biological, ergonomic, and organisational hazards 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to apply Risk Assessment Methodologies - Demonstrate mastery on the evaluation of the significance of H&S Hazards 	<ul style="list-style-type: none"> - Lead the Risk Assessment team - Instruct personnel on H&S Risk Assessment methodologies and plans
<p>7) Develop and implement Occupational Health and Safety management schemes – systems / LO 7</p>		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge on 	<ul style="list-style-type: none"> - Integrate H&S procedures into daily 	<ul style="list-style-type: none"> - Monitor and assume the responsibility for



H&S procedures that will be developed and implemented	operational activities - Design a H&S audit plan - Plan Corrective actions - Conduct H&S Inspections - Evaluate H&S Inspection results - Conduct corrective actions	implementation of H&S procedures
---	--	----------------------------------



ULO HS-2	TITLE: Monitor and maintain legislative compliance for health and safety		EQF 6
Work tasks:	Manage that the facility operations are in line with the H&S legislation and regulation		
Weighting:	1		
Learning outcomes: LO 1: Manage solid waste management facility in compliance with specific H&S legislation and regulation LO 2: Recognise and understand your duties, as laid out by relevant health and safety legislation LO 3: Identify ways to keep up to date with changes in current H&S legislation LO 4: Identify techniques to plan and conduct regular H&S audits (internal and external) for the site, to ensure compliance with best practice, current legislation and organisational policies & procedures LO 5: Identify ways of confirming that staff carry out their work activities in line with organisational H&S policies and procedures, and in line with current H&S legislation LO 6: Identify the communications channels and relate with public and private stakeholders decisions making process			
Knowledge <i>(assimilation of knowledge throughout learning)</i>	Skills <i>(Ability to apply knowledge)</i>	Competences <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i>	
1) Identify and carry out your duties, as laid out by relevant health and safety legislation / LO 1			
- Demonstrate a critical understanding of the	- Analyse H&S legislation demands and	- Lead the management team responsible for	



<p>H&S legislation implemented in different solid waste management facilities / methodologies</p> <ul style="list-style-type: none"> - Explain in detail the specific health and safety regulations which apply to solid waste management operations - Explain in detail which H&S studies must be compiled and submitted to competent authorities - Explain in detail the duties of: the person entitled to work in the SWF, the competent individual/s appointed to take charge over all of the operations - Explain in detail the roles, responsibilities and differences among the various categories of appointed persons 	<p>coordinate the undertaking of respective actions</p> <ul style="list-style-type: none"> - Demonstrate mastery by communicating and getting along with the H&S authorities 	<p>H&S measures</p> <ul style="list-style-type: none"> - Assume responsibility of H&S measures for overall SWF operations
<p>2) Identify and carry out your duties, as laid out by relevant health and safety legislation / LO 2</p>		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge on the responsibilities and the duties, as laid out by relevant H&S legislation 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to keep up to date with any changes to legislation, and the importance of doing so 	<ul style="list-style-type: none"> - Assume responsibility for fulfilling the H&S obligations of the facility - Ensure compliance using internal and external audits
<p>3) Keep up to date with changes in current H&S legislation</p>		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge on 	<ul style="list-style-type: none"> - Demonstrate mastery by obtaining feedback 	<ul style="list-style-type: none"> - Assume responsibility for the identification



<p>how to keep up to date with changes in current H&S legislation</p> <ul style="list-style-type: none"> - Demonstrate an understanding of the role of external auditors - Demonstrate a critical understanding of the implications of not keeping up to date with changes to legislation 	<p>and information from experts and other relevant information sources</p> <ul style="list-style-type: none"> - Demonstrate advanced skills on the identification of recent trends and developments in H&S legislative framework 	<p>of changes in current H&S legislation and their integration into site's H&S policies and procedures</p>
<p>4) Manage regular H&S audits (internal and external) for the site, to ensure compliance with best practice, current legislation and organisational policies & procedures</p>		
<ul style="list-style-type: none"> - Determine in detail the procedures for H&S internal and external auditing - Demonstrate an advanced knowledge on how to document the findings/non-compliances identified during any audit - Demonstrate a critical understanding of the process, and results, of internal and external audits - Demonstrate an understanding of the role of external auditors 	<ul style="list-style-type: none"> - Demonstrate advanced skills by preparing a schedule for internal and external audits, that is in line with all legislative responsibilities and H&S policies - Demonstrate mastery by analysing the findings of internal and external audits 	<ul style="list-style-type: none"> - Ensure that internal audits are carried out by trained individuals - Assume responsibility for the results of any audits, and implement any necessary changes to policies or procedures that may have been identified by the audit
<p>5) Ensure staff carries out their work activities in line with organisational H&S policies and procedures, and in line with current H&S legislation</p>		
<ul style="list-style-type: none"> - Describe in detail the ways to monitor staff compliance with organisational H&S policies and procedures - Demonstrate a critical understanding of the implications that a breach in H&S compliance 	<ul style="list-style-type: none"> - Demonstrate advanced skills on how to check that personnel understand their H&S obligations and why this should be done - Demonstrate mastery by maintaining records of all H&S activities, including 	<ul style="list-style-type: none"> - Monitor staff behaviour and performance in line with documented H&S policies and procedures



may have on the organisation and its employees	breaches and determine the importance of doing this	
6) Communicate with the competent Health and Safety bodies involved in SWF operation and other relevant external public and private interested bodies		
<ul style="list-style-type: none">- Demonstrate an advanced knowledge about the roles and functions of competent bodies responsible for H&S audits and management- Identify needs and expectations of the H&S competent bodies	<ul style="list-style-type: none">- Build a network of relationships with H&S competent bodies	<ul style="list-style-type: none">- Interact and effectively communicate with H&S competent bodies



ULO HS-3	TITLE: Manage Occupational Hazards	EQF 6
Work tasks:	Implement measures to prevent occupational hazards	
Weighting:	2	
<p>Learning outcomes:</p> <p>LO 1: Manage the control of facility hazards and risks</p> <p>LO 2: H&S Accidents and Near-Misses Investigation and Evaluation</p> <p>LO 3: Estimate severity and probability of Occupational Hazards at each workplace in the SWF</p> <p>LO 4: Plan and Implement improvements to health, safety and welfare</p> <p>LO 5: Recognise ways of ensuring that staff remains vigilant to hazards and risks on site, and determine how to identify any H&S reporting issues</p> <p>LO 6: Plan and certify Human and Financial Resources on the management of H&S conditions</p> <p>LO 7: Implement training arrangements</p>		
<p style="text-align: center;">Knowledge <i>(assimilation of knowledge throughout learning)</i></p>	<p style="text-align: center;">Skills <i>(Ability to apply knowledge)</i></p>	<p style="text-align: center;">Competences <i>(Measure of responsibility and autonomy; ability to use knowledge, skills, social abilities)</i></p>
1) Identify and Describe Occupational Hazards associated with Solid Waste Facility (SWF) work activities / LO 1		
- Identify and explain in detail the hazards and risks associated with solid waste	- Demonstrate mastery by analysing the methodologies and procedures for hazard	- Instruct on the implementation of risk assessment methodologies & techniques



management operations - Explain in detail the principle causes of accidents/incidents in solid waste management facilities	identification and risk assessment	- Assume responsibility for identification, monitoring and documenting of occupational H&S hazards within the SWF
2) Identify and Describe Occupational Hazards associated with Solid Waste Facility (SWF) work activities / LO 2		
- Demonstrate an advanced knowledge about the monitoring and documentation procedure for H&S accidents and near-misses - Define in detail an investigation procedure for H&S accidents and near-misses	- Evaluate the results of the H&S accidents and near-misses investigations to improve H&S conditions	- Lead the H&S accidents' investigation and near-misses team - Assume responsibility of the H&S accidents' investigation and improvement of H&S conditions
3) Assess and Prevent Occupational Hazards of SWF work activities / LO 3		
- Explain in detail the H&S legal and operational conditions at each workplace - Demonstrate an advanced knowledge on the severity and probability of occupational hazards at the SWF - Describe in detail the H&S preventive measures against occupational hazards at each workplace	- Analyse and calculate the severity and probability of occupational hazards at the SWF - Demonstrate mastery in the documentation of the assessment of occupational hazards of SWF work activities - Demonstrate advanced skills in monitoring and analysing the implementation of H&S preventive measures	- Instruct personnel to identify occupational hazards at his/her workplace - Manage an audit/assessment of H&S conditions and occupational hazards - Monitor implementation of preventive and other H&S measures in the SWF
4) Assess and Prevent Occupational Hazards of SWF work activities / LO 4		



<ul style="list-style-type: none"> - Explain in detail the benefits of improving health, safety and welfare in solid waste management facility 	<ul style="list-style-type: none"> - Demonstrate mastery by critically reviewing and evaluating information, identifying opportunities for improving health and safety, identified at system review, by risk assessment, by inspection and/or those suggested by experts - Demonstrate advanced skills by developing plans to improve health and safety, identified at system review, by risk assessment and inspection 	<ul style="list-style-type: none"> - Monitor, review and evaluate the H&S conditions improvements made - Manage the promotion of health and safety issues, health and safety good practices and health and safety improvements at a solid waste management facility - Monitor the solid waste management facility health and safety systems - Implement the H&S improvement plans developed
5) Ensure staff remains vigilant to hazards and risks on site, and report any H&S issues promptly		
<ul style="list-style-type: none"> - Demonstrate an advanced knowledge on ways that the staff remain vigilant to hazards and risks on site 	<ul style="list-style-type: none"> - Provide staff with guidance and procedures on H&S issues 	<ul style="list-style-type: none"> - Instruct staff on H&S reporting procedures, and ensure that they are carried out correctly - Ensure staff are aware of implications that a breach of H&S compliance can have negative consequences for personnel and to the normal operation of the site
6) Ensure necessary Human and Financial Resources on the management of H&S conditions		
<ul style="list-style-type: none"> - Identify and designate in detail the Human and Financial needs of the SWF on H&S conditions 	<ul style="list-style-type: none"> - Demonstrate advanced skills by evaluating and prioritising the needs of H&S conditions and allocate necessary human and financial 	<ul style="list-style-type: none"> - Assume responsibility to certify human and financial resources on the facility's H&S conditions



	resources	
7) Develop and implement training programs addressing the monitoring and control of SWF Occupational Hazards		
<ul style="list-style-type: none">- Demonstrate an advanced knowledge on the identification of personnel H&S training needs- Explain in detail the specific training requirements for those involved in identifying occupational hazards and implemented preventive measures at the SWF	<ul style="list-style-type: none">- Design a H&S training program- Demonstrate mastery in the assessment of the solid waste management facility related training needs- Maintain records of personnel training	<ul style="list-style-type: none">- Supervise and coordinate the training program implementation- Monitor, review and evaluate the effectiveness of the training program- Assume responsibility for personnel training on H&S issues- Assume responsibility for ensuring staff are adequately trained in H&S issues