

Stage 1: Induction to the Water and Waste Management and Recycling Sector

This training specification has been developed from the water and waste management and recycling standard and details the **minimum** training specification, as agreed by industry employers, to deliver the core skills and knowledge required by persons working within the water and waste management and recycling industries.

The specification details the critical requirements for **TWENTY-TWO** mandatory modules. Candidates should ideally be assessed as competent and receive registration for ALL of these mandatory modules within their first six months of entry to the industry. All work must be carried out to approved procedures and practices and in accordance with company and statutory health, safety and environmental requirements.

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Module IND01 Health, Safety and the Environment

This module should be designed to develop an apprentice's knowledge and understanding of the health, safety and environmental practices used in the industry and the legislative requirements.

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

- K1. The purpose and basic requirements, relating to health, safety and environmental statutory acts and regulations relating to the industry, including:
 - a) Health and Safety at Work Act 1974
 - b) Management of Health & Safety at Work Regulations 2003
 - c) Control of Substances Hazardous to Health (COSHH) Regulations 2002
 - d) The Environmental Protection Act 1990
- K2. The roles and responsibilities of employees and employers in relation to the protection of health, safety and the environment in the workplace
- K3. The meaning of the terms "risk" and "hazard" and how to identify hazards and rate the level of risk in the workplace
- K4. The organisational procedures for accidents, incidents and emergencies to include:
 - a) Fire
 - b) Injury to self and others
 - c) Threat of terrorism
 - d) Hazardous occurrences and near misses
- K5. The importance of correct storage of tools, equipment and materials
- K6. The limitations of own job responsibility and how to report any work related problems
- K7. The benefits and importance of:
 - a) Maintaining a tidy workplace, with access and egress routes (entry and exits) free from obstruction
 - b) Using equipment safely and for the purpose intended
 - c) Observing organisational safety rules, signs and hazard warnings
 - d) Taking measures to protect self and others from harm
- K8. The control measures used in relation to a range of hazardous substances used in the waste management and recycling industry, including:
 - a) Harmful substances and chemicals
 - b) Effluents
 - c) Sludge
- K9. The meaning of warning signs and symbols used in the UK for the main groups of hazardous substances and the precautions that need to be taken
- K10. The company's environmental practices and procedures and the potential effects on the environment of companies and individuals not complying with good environmental practices

K11. Where to find information relating to the company's health, safety and environmental policies and procedures, including identification of qualified first aiders and where to locate first aid facilities

Module IND02 Safety, Health & Environmental Awareness (SHEA) (Revised 2014)

SHEA is an industry-developed scheme designed to develop an apprentice's basic awareness of the health, safety and environmental considerations. It has versions applicable to each industry in the sector and provides a first insight into the waste management & recycling industries.

Knowledge and Understanding

To complete this module you must:

- 1) Successfully complete the Safety Health and Environment Awareness (SHEA) training and assessment scheme delivered by an assessor registered with EUSR

SHEA - 1 Day Course and Assessment

The scheme consists of a one day tutor led course with assessments for each module delivered and leads to SHEA Waste and Resource Management Registration with EUSR for a period of 3 years. The scheme provides a uniform approach to health, safety and environmental awareness training across the utilities industry and includes modules specifically designed for the requirements of each industry.

SHEA Waste and Resource Management

- Module 1: Introduction to the Waste Sector
- Module 2: Your Responsibilities
- Module 3: Risk Assessment
- Module 4: Workplace Procedures
- Module 5: Physical Hazards (Part 1)
- Module 6: Waste Collection (Waste Collection additional module)
- Module 7: Processing and Sorting (Processing & Sorting additional module)
- Module 8: Physical Hazards (Part 2)
- Module 9: Hazards to Health (Part 1)
- Module 10: Hazards to Health (Part 2)
- Module 11: The Environment
- Module 12: Landfill Activities

Module IND03 Risk Assessment

This module should be designed to develop apprentice knowledge and understanding of risk assessment practices used in the industry and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Identify workplace situations and conditions which could be classed as hazards
- P2. Carry out a risk assessment of a workplace identifying a range of hazards
- P3. Review and update your risk assessment, through situational awareness

Knowledge and Understanding

You need to know and understand:

- K1. The meaning of the terms “risk” and “hazard”
- K2. How to carry out a risk assessment in a workplace
- K3. The reasons and benefits of carrying out risk assessments
- K4. The concept of situational awareness, identifying hazards and controlling risks in a changing working environment
- K5. Where to find information and guidance in relation to company risk assessments
- K6. The requirements of current relevant legislation, regulations and company procedures in relation to risk assessment

Module IND04 Personal Protective Equipment (PPE)

This module should be designed to develop an apprentice’s knowledge and understanding of the selection, use and inspection of PPE used in the industry and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Identify the PPE required for your own job role
- P2. Carry out a pre use inspection of PPE including checks for defects / expiry dates
- P3. Use the range of PPE required for your job role and store appropriately after use

Knowledge and Understanding

You need to know and understand:

- K1. The company process for carrying out a workplace risk assessment
- K2. Where PPE fits into the hierarchy of hazard control and protection
- K3. How to carry out an inspection of PPE and check for defects / expiry dates
- K4. How to use the range of PPE required for your job role and store appropriately after use
- K5. The importance of reporting / replacing defective or missing PPE

Module IND05 Lone Working

This module should be designed to develop an apprentice skills and knowledge of personal safety and security when working alone.

Performance Criteria

You must be able to:

Identify issues of personal safety and security

- P1. Assess potential risks to your personal safety and security arising in the immediate working environment
- P2. Identify potential risks in one-to-one sessions and take appropriate preventative action
- P3. Identify potential risks arising from activities that have to take place outside normal working hours or in uncontrolled environments and take appropriate preventative action
- P4. Assess the risks involved in situations involving conflict, challenge or heightened states of emotion and plan appropriate action
- P5. Adopt working practices that will minimise exposure to potentially dangerous situations

Take appropriate action to maintain personal safety and security

- P6. Conduct interviews and one-to-one sessions in safe and accessible locations
- P7. Make sure other colleagues are aware of your planned activities and their approximate duration
- P8. Identify potentially difficult situations or events and plan sessions in a manner that will contain or defuse them where possible
- P9. Review any situations about which you are uncertain with senior colleagues and agree an appropriate course of action
- P10. Follow agreed procedures in the event of emergencies

Knowledge and Understanding

You need to know and understand:

- K1. Organisational policies on personal safety and security
- K2. Sources of information and advice on ways of maintaining personal safety and security
- K3. How to identify situations and contexts in which personal safety and security must be addressed
- K4. Likely threats to personal safety and security and how to predict them
- K5. Acceptable professional action that can be taken to minimise or prevent threats to personal safety and security
- K6. Ways of managing conflict and confrontation
- K7. The limits of your own authority and responsibility and how to operate within them
- K8. Reporting procedures in the event of emergencies and incidents
- K9. Information from other agencies affecting assessment of risk and personal safety

Module IND06 Asbestos Awareness

This module should be designed to develop an apprentice's basic knowledge and awareness of the use and effects of asbestos and include the requirements listed.

Knowledge and Understanding

You need to know and understand:

- K1. The harm asbestos can do to a person's health
- K2. The situations and work environments where you might find asbestos
- K3. How to identify the different types
- K4. The purpose and requirements of the Control of Asbestos at Work Regulations
- K5. The precautions and actions to take when encountering asbestos
- K6. The company reporting procedure for the identification of asbestos

Module IND07 First Aid

This module should be designed to establish an apprentice's competence in basic first aid practices and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Identify and assess casualties
- P2. Care for casualties with a range of first aid requirements

- P3. Recognise the symptoms and treat the effects of:
- a) Fainting
 - b) Bleeding (minor and severe)
 - c) Seizures
 - d) Choking (adult)
 - e) Burns
 - f) Shock (trauma)
 - g) Electric shock on the body
- P4. Carry out the actions to perform the resuscitation of a casualty (adult CPR)
- P5. Carry out the care of an unconscious casualty

Knowledge and Understanding

You need to know and understand:

- K1. The responsibilities and requirements of a first aider at work
- K2. The requirements of the health and safety (first aid) regulations
- K3. How to react and what to do in the event of an emergency first aid situation
- K4. How to risk assess a situation before tending to a casualty
- K5. How to communicate and care for casualties
- K6. How to recognise and treat the effects and symptoms of the following:
- a) Fainting
 - b) Bleeding (minor and severe)
 - c) Seizures
 - d) Choking (adult)
 - e) Burns
 - f) Shock (trauma)
 - g) Electric shock (including the dangers of treating a casualty suffering an electric shock)
- K7. How to resuscitate a casualty
- K8. How to care for an unconscious casualty

Module IND08 Manual Handling

This module should be designed to establish an apprentice's competence in manual handling operations and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Carry out a risk assessment for the movement of a load using manual handling techniques

- P2. Apply the correct moving and handling principles:
- When lifting alone
 - With the assistance of others

Knowledge and Understanding

You need to know and understand:

- The main causes of back pain and physical effects on the body
- How to prevent back injury from occurring in the work place
- The purpose and requirements of the Manual Handling Regulations and how to apply them
- How to carry out a risk assessment prior to a manual handling operation
- The hazards of using incorrect lifting techniques
- The correct manual handling techniques:
 - When lifting alone
 - With the assistance of others
- Your responsibility to others when lifting as part of a team

Module IND09 Operational Procedures

This module should be designed to establish an apprentice's competence in the application of operational procedures.

Performance Criteria

You must be able to:

- Locate operational procedures in your workplace
- Select the operational procedure specific to your task and any related procedures
- Carry out all work to operational procedures
- Contribute to the maintenance of operational procedures through feedback

Knowledge and Understanding

You need to know and understand:

- How to locate operational procedures in your workplace
- How to select task specific operational procedures and any others related to it
- How to apply operational procedures to tasks and the importance of them
- The methods by which procedures are maintained and updated and how to keep up with changes

Module IND10 Fire and Emergency Procedures

This module should be designed to develop an apprentice's knowledge and understanding of the causes of fires and how to respond safely upon discovery of a fire in line with company procedures. They should also have some knowledge of the types of fire extinguishers available.

Knowledge and Understanding

You need to know and understand:

- K1. The action to take on the discovery of a fire
- K2. The causes of fire and the elements required to start a fire
- K3. The fire triangle
- K4. The practices to reduce the risk of fire occurring
- K5. The company procedures for fire and emergency situations
- K6. How to identify the differing content of fire extinguishers and the type of fire each extinguisher can be used against
- K7. The correct way to operate a fire extinguisher to extinguish a fire

Module IND11 Drug and Alcohol Awareness

This module should be designed to develop an apprentice's knowledge and understanding in the use of drugs and alcohol in the workplace and include the requirements listed.

Knowledge and Understanding

You need to know and understand:

- K1. The types of prescription, legal and illegal drugs / substances and the effects they can have on the body, including:
 - a) Prescription drugs - stimulants, opiates and tranquilisers / sedatives
 - b) Uppers - cocaine (blow, Charlie, coke); crack (rocks, freebase); crystal methamphetamine (ice, LA crystal, Hawaiian salt); Ecstasy (XTC, Adam, MDMA); Methamphetamine (speed; tik, crystal meth);
 - c) Downers - heroine (smack, mud, china white, brown); Mandrax (whites, buttons);
 - d) Hallucinogens - cannabis (marijuana, weed, dagga, dope, grass, pot, ganja, hash); LSD (acid, microdot, white lightening)
- K2. How to identify types of prescription, legal and illegal drugs and substances, including:
prescription drugs - stimulants, opiates and tranquilisers / sedatives:
 - a) Uppers - cocaine (blow, Charlie, coke); crack (rocks, freebase); crystal methamphetamine (ice, LA crystal, Hawaiian salt); Ecstasy (XTC, Adam, MDMA); Methamphetamine (speed; tik tik, crystal meth);

- b) Downers - heroine (smack, mud, china white, brown); Mandrax (whites, buttons);
 - c) Hallucinogens - cannabis (marijuana, weed, dagga, dope, grass, pot, ganja, hash); LSD (acid, microdot, white lightening)
- K3. How to identify the effects that differing legal and illegal drugs can have on a person
- K4. The company policy and procedures in relation to the use of drugs at work
- K5. How to identify the effects alcohol can have on a person
- K6. How to establish when a person is using drugs or alcohol in the workplace
- K7. What the company policy and procedures state in relation to the use of alcohol at work
- K8. Where to find help and support in relation to alcohol or drug related problems

Module IND12 Equality & Diversity

This module should be designed to develop an apprentice's knowledge and understanding of equality and diversity in the workplace and include the requirements listed.

Knowledge and Understanding

You need to know and understand:

- K1. The legislation, employment regulations and policies, and codes of practice that apply to the promotion of equality and diversity and how you need to apply these
- K2. The benefits of diversity and the promotion of equality
- K3. The wide variety of forms that discrimination may take and how these manifest themselves
- K4. How inequality and discrimination affects individuals, groups and communities and society as a whole
- K5. The importance of promoting equality and valuing of diversity in the workplace
- K6. The effect of cultural differences on verbal and non-verbal communication
- K7. How to behave and communicate in ways that:
- a) Support equality and diversity
 - b) Do not exclude or offend people
 - c) Challenge discrimination effectively
 - d) Respect individuals' differences
 - e) Do not abuse the status and power that you have
- K8. How your behaviour contributes to your organisation's culture and your responsibility for developing a positive culture for all
- K9. How to provide the information that individuals are entitled to receive and ensure it is clear and helpful
- K10. The actions (yours and others') that undermine equality and diversity and what to do about this (including when these people are senior to you)
- K11. What to do about systems and structures when they do not promote equality and value diversity

- K12. The actions you can take to help other people promote equality and value diversity and how to do this effectively
- K13. The actions you can take to value the people you are interacting with and enable them to interact with you
- K14. Why you should seek support when you are having difficulty promoting equality and valuing diversity, where this support can be gained and how to use it effectively

Module IND13 Customer Focus

This module should be designed to develop an apprentice's knowledge and understanding of how to provide a consistently good service to customers in the waste management and recycling industry and include the requirements listed.

Knowledge and understanding

You need to know and understand:

- K1. Your organisation's services or products
- K2. Your organisation's procedures and systems for delivering customer service, including who your customer is and your role in delivering a good service to them
- K3. How to interact with customers to reach agreed outcomes
- K4. Methods or systems for measuring an organisation's effectiveness in delivering customer service
- K5. Your organisation's procedures and systems for checking service delivery
- K6. Your organisation's requirements for health and safety in your area of work

Module IND14 Team Working

Module 14a Working with Others

This module should be designed to develop an apprentice's competence to interact and communicate with others and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Communicate and interact with other employees in a professional and courteous manner
- P2. Recognise when to give support to others in the work role and provide it in a timely manner
- P3. Listen to others views and opinions in working situations and be open to others ideas
- P4. Communicate your views and opinions in working situations in an effective manner

P5. Plan for tasks to be carried out providing clear information

Knowledge and Understanding

You need to know and understand:

- K1. How to meet the organisation's values and behaviours requirements and take responsibility for your behaviour
- K2. The importance and benefits of communicating and interacting with other employees in a professional and courteous manner
- K3. How to recognise the impact your actions have on others
- K4. How to recognise when to give support to others in the work role
- K5. The benefits of listening to others views and opinions in working situations
- K6. How to communicate your views and opinions in working situations in an effective manner
- K7. How the planning of tasks can support working operations

Module 14b Interpersonal Skills

This module should be designed to develop an apprentice's competence when representing their company and interacting with internal and / or external customers and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Communicate in a way that respects others and meets company standards for behaviours
- P2. Engage with customers and handle their enquiries effectively
- P3. Listen effectively, ask questions and respond fully to customer requests
- P4. Identify ways which help to make interaction with customers a positive experience
- P5. Describe the company policy and procedures in relation to customer care

Knowledge and Understanding

You need to know and understand:

- K1. The importance of representing the company in a professional manner
- K2. The effects of not representing the company in a professional manner
- K3. How to listen effectively, ask questions and respond fully to customer requests
- K4. Why it is important to give customers a positive experience
- K5. How to apply the company policy and procedures in relation to customer interaction

Module IND15 Control of Substances Hazardous to Health (COSHH)

This module should be designed to develop an apprentice's competence to identify substances which are harmful to health and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Use a COSHH assessment
- P2. Identify hazard warning labels and suitable containers
- P3. Respond to situations where substances or containers lack identifying signs or labels
- P4. Protect yourself and others from harmful substances found naturally in the environment, such as dusts or biological hazards

Knowledge and Understanding

You need to know and understand:

- K1. The categories of harmful substances that you may encounter at work
- K2. How to apply COSHH assessments
- K3. The meaning of hazard warning labels and the importance of using suitable containers
- K4. The company procedures to deal with situations where substances or containers lack identifying signs or labels
- K5. How to protect yourself and others from harmful substances which occur in the environment, such as dusts or biological hazards

Module IND16 Security / Asset (including IT) Protection

This module should be designed to develop an apprentice's skills, knowledge and behaviours when providing security / asset protection in the waste management and recycling industry, including IT security and protection.

Performance Criteria

You must be able to:

- P1. Identify the need for the protection of assets, including IT systems and data
- P2. Report perceived threats to the correct person
- P3. Record the required information in the event of a security breach or a threat to security

- P4. Follow organisational procedures regarding the personal use of IT at work
- P5. Follow procedures relating to security threats and asset protection
- P6. Safeguard site security, including IT systems and data
- P7. Carry out approved security measures relating to your workplace, including maintaining security of information
- P8. Follow organisational procedures for backing up IT data
- P9. Follow company procedures for receiving visitors to site and the need to:
 - a) Allow only authorised visitors access to site
 - b) Challenge unauthorised visitors
 - c) Provide site inductions
 - d) Follow site visitor rules including the need to be accompanied, where relevant
 - e) Account for all people on site, including recording their departure from site
 - f) Ensure visitors do not inadvertently compromise site security, including their ways of working

Knowledge and Understanding

You need to know and understand:

- K1. What is meant by the term “assets” and list a minimum of two assets relevant to your industry
- K2. Why those assets need protection and your role in providing that
- K3. The range of possible threats that could impact on those assets
- K4. How those threats could affect:
 - a) The assets
 - b) Customers
 - c) The public
 - d) The environment
 - e) IT systems and data
- K5. How to report perceived threats to assets and systems and who to report them to
- K6. The type, quality and quantity of information that needs to be recorded in the event of discovery of a security breach or a threat to asset security
- K7. How to locate procedures relating to security threats and asset protection and your responsibilities within them
- K8. The importance of site security in relation to asset protection and Health & Safety
- K9. The range of security measures relevant to your sites and industry
- K10. What the procedures for visitors to site are and the importance of:
 - a) Allowing only authorised visitors access to site
 - b) Challenging unauthorised visitors
 - Providing site inductions
 - c) Following site visitor rules including the need to be accompanied, where relevant
 - d) Accounting for all people on site, including recording their departure from site

- e) Ensuring visitors do not inadvertently compromise site security, including their ways of working

Module IND17 Industry Regulation

This module should be designed to introduce what is meant by 'Regulation' in the waste management and recycling industries. The aim is to raise awareness and introduce a positive approach to regulation and the regulators.

Performance Criteria:

You must be able to:

- P1. Locate and use procedures relating to regulation
- P2. Report any situation with a regulatory impact

Knowledge and Understanding

You need to know and understand:

- K1. The types of regulation relevant to your industry or include, as appropriate:
 - a) Environmental
 - b) Municipal solid waste
 - c) Hazardous waste
 - d) Economic
- K2. The regulators responsible for implementation and what their powers are
- K3. Who in your company work with the regulators and what they do to ensure:
 - a) Positive relationships are developed and maintained with the regulators
 - b) The development of a positive culture in relation to regulation within your organisation
 - c) Everyone in the company adopts a 'self-reporting' approach to possible breaches of regulations
- K4. Your responsibilities in supporting your employer's responsibilities to meet, or exceed regulatory targets, as well as the benefits for the company and customers
- K5. The possible range of consequences for breaching regulatory conditions or targets
- K6. The importance of taking personal responsibility for proactively reporting any incident or set of conditions that has caused, or may cause, a breach of regulations
- K7. The procedures that exist relating to regulations and the regulators, where to find them and what your responsibilities are within them
- K8. What to do and who to report to, or any situation with a regulatory impact

Module IND18 Quality Systems & Procedures

This module should be designed to develop an apprentice's knowledge and understanding of quality systems & procedures in the waste management and recycling industries.

Knowledge and Understanding

You need to know and understand:

Quality procedures

- K1. Organisational requirements and quality assurance procedures
- K2. How to conduct quality checks
- K3. The importance of specified quality systems
- K4. Quality records and how to complete them
- K5. Monitoring procedures relevant to the quality system and specifications
- K6. Roles and responsibilities for implementing quality systems
- K7. Requirements for maintaining quality records
- K8. Limits of personal responsibility in relation to quality systems and procedures
- K9. How to gather and pass on relevant information to assist in the evaluation of quality procedures

Module IND19 Waste Management and Recycling Industry Appreciation

This module should be designed to develop candidates' basic knowledge and understanding of the waste management and recycling sector.

Knowledge and Understanding

You need to know and understand:

- K1. The Waste Hierarchy
- K2. The principles of zero waste
- K3. The regulation relating to the processing of waste and recyclables
- K4. The different options for the treatment and processing of waste and recyclables and how these processes operate
- K5. The basic components of plant and equipment are used in waste management & recycling facilities
- K6. The process of recovering of materials and / or energy from waste and recyclables
- K7. The optimisation of processes used in the waste management and recycling industry

- K8. The basic function and operating principles of a range of common waste management and recycling plant and apparatus
- K9. The basic principles and methods used to control work in waste management & recycling plants
- K10. The basic components of plant and equipment which form waste management & recycling plants
- K11. The basic function and operating principles of waste management & recycling including compactors, mobile plant, conveyor systems, etc.

Module IND20 Work at Height

This module should be designed to develop an apprentice's knowledge and awareness of the relevant legislative and the procedures used in the industry for work at height practices and include the requirements listed.

Performance Criteria

You must be able to:

- P1. Plan a work activity at height including carrying out a risk assessment
- P2. Carry out a work activity at height using correct PPE
- P3. Reduce the risks of work from height by using recognised working practices and methods
- P4. Identify where information and guidance can be gained in relation to work at height

Knowledge and Understanding

You need to know and understand:

- K1. How to identify and reduce the risks associated with work at height
- K2. How to apply your responsibilities as an employee in relation to the Work at Height Regulations 2005 (WAHR)
- K3. How to identify types of work activity which would be classed as work at height
- K4. How to plan for a work at height activity and apply the checks and measures required
- K5. How to check to make sure work at height equipment is suitable for use
- K6. The requirements for the use of steps and ladders for work at height activities

Module IND21 Awareness of Confined Spaces

This module should be designed to develop an apprentice's skills and knowledge to carry out an assessment of a work environment to establish whether it should be classed as a confined space work area. It does not detail the requirements for "work" in a confined space;

additional specialised training should be undertaken to establish competence in working in a confined space.

Performance Criteria

You must be able to:

- P1. Carry out a risk assessment for work in a confined space identifying the hazards present, assessing the risks and determining what precautions to take

Knowledge and Understanding

You need to know and understand:

- K1. The meaning of the term “confined space” in relation to work environments
- K2. The dangers of confined spaces including – lack of oxygen, poisonous gas, fumes or vapour, liquids and solids, fire and explosions, substance residues, dust concentrations and hot conditions
- K3. The effect working practices can have on a confined space including - machinery / equipment being used, the production of gas, fumes or vapour and whether access to the space is through a restricted entrance
- K4. The key duties placed on persons as defined by the Confined Spaces Regulations 1997, including:
 - a) Avoid entry to confined spaces, e.g. by doing the work from outside
 - b) If entry to a confined space is unavoidable, follow a safe system of work
 - c) Put in place adequate emergency arrangements before the work starts
- K5. How work methods could be adapted to avoid work in a confined space
- K6. The key components which would support a “safe system of work” for work in a confined space
- K8. The requirements for an “emergency procedure” for work in a confined space
- K9. The company procedures for assessing and working in confined spaces

Module IND22 Awareness of Permit to Work

This module should be designed to develop an apprentice’s skills and knowledge to know when a permit to work would be required, the information that should be contained in a permit to work and then be able to obtain a valid permit to work.

Performance Criteria

To achieve this unit you will need to be able to:

- P1. Identify whether or not a permit to work is required for the particular task you are undertaking

- P2. Obtain the permit to work and ensure the information it contains is valid and will not compromise site processes or health and safety

Knowledge and Understanding

To achieve this unit, you will need to know and understand:

- K1. The principles of Health, Safety and Environmental legislation when working in the utilities industry
- K2. The organisation's safety rules, policies and procedures when working in the utilities industry
- K3. The hazards associated with lone working on operational sites and the correct way to respond to them
- K4. How to select, inspect and use appropriate PPE when working in the utilities industry
- K5. How to carry out a site specific risk assessment and identify workplace hazards
- K6. How to respond in the event of an emergency situation in the workplace environment
- K7. How to leave the work area in a safe and secure condition
- K8. Operating within a quality assurance system
- K9. Principles of hygiene relating to water supply (water industry only)
- K10. Why a permit to work is required
- K11. The relationship between the permit to work and risk assessments and method statements
- K12. The essentials of permit-to-work systems
- K13. The information that should be included in the permit to work to ensure validity
- K14. Your responsibilities as a permit to work user
- K15. Monitoring, auditing and reviewing requirements
- K16. When a permit to work is not valid and what to do
- K17. The circumstances requiring a request for a permit to work