

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Recycling worker

Classification: Process, Plant & Machinery

Ref: 13,085

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working in recycling.

Key Tasks: All students will receive a site induction on arrival. Students will do a certain amount of observation/ shadowing then after training and under supervision may assist with tasks such as separating waste brought in by the skip load e.g. into wood, plastics, metal. Student may observe the glass crushing facility (coloured glass is crushed to make building aggregate) and see the baling machine which produces cube "biscuits" from tin cans ready for export to England. Students are NOT permitted to operate these machines - observation only and from a safe distance. Students are NOT permitted to drive the digger or forklift truck. Students may have the opportunity to accompany a trained member of staff in a lorry to collect or deliver bins (skips).

Requirements: Should have common sense, confidence and initiative with a genuine interest in recycling. Should not be afraid to get dirty. Student must be able to listen carefully and follow instructions. Common sense and initiative with a practical ability and interest in recycling. Student must be up to date with tetanus vaccination.

Clothing: Steel toe capped boots are essential (boots can be borrowed from the Careers Service on deposit call: 706567) Warm clothes are needed as the doors are always open. Gloves and high visibility jackets are provided. Ear defenders and goggles are provided when necessary.

Working Hours: Monday - Friday 8am - 4.30pm Maximum 37 Hours.

Meal Breaks: Half Hour Minimum. Plus tea and coffee breaks.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times.

CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with hazardous machinery/chemicals.

SLIPS, TRIPS & FALLS: Student will not work at a height where there is a possibility they may fall more than two metres. Student must be aware of possible slippery wet/muddy floors.

PERSONAL PROTECTIVE EQUIPMENT: Student must wear personal protective equipment provided such as high visibility jacket, goggles, ear defenders and gloves.

WORKPLACE SPECIFIC HAZARDS: Care must be taken by the student as large skip lorries, a digger and fork lift trucks operate in the area.

Students must wait for staff to instruct them on what to do next as some mixed loads may be dangerous (e.g. broken bottles, sharp metal etc.)

Student will not operate the digger or fork lift trucks.

EQUIPMENT & MACHINERY: Student will not operate baling or crushing machinery.

CHILD PROTECTION ISSUES: Student may be taken to other sites or to accompany a driver to collect waste skips to see the whole process.

Toilet facilities are available for washing hands before eating.

Vaccinations must be up to date particularly tetanus.

LIFTING & MANUAL HANDLING: Students will be instructed in safe manual handling (nothing over 20 kilos)

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: H