****

JOB DESCRIPTION

|  |  |
| --- | --- |
| **JOB DETAILS** | |
| **Job Title** | Waste Operative |
| **Reports to** | Operations Manager (Logistics, Post & Waste) |
| **Band** | 2 |
| **Department/Directorate** | Estates and Facilities Management (EFM) / Finance |

|  |
| --- |
| **JOB PURPOSE** |
| To provide an efficient and effective service for the collection of hazardous, clinical, domestic and recycling waste streams within the Royal Devon & Exeter Hospital Wonford and the external sites that are covered by the Trust.  Provide a collection service for used and soiled linens for the Linen Services Department. |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| To understand a range of routine work procedures that will be learned on the job through a combination of instruction and practice and by attending short training sessions, with guidance from Waste Supervisor and or Line Managers including:   * To be proficient in the collection, safe handling, transportation and decanting of all waste streams in accordance with departmental and Trust policies, procedures and statutory regulations. * Keep ward and department disposal cupboards clear of all waste at all times and move to outside collection points, ensuring that all waste remains segregated during transportation. * To be proficient in driving/using the relevant vehicles/trailers within the hospital environment and when collecting from the external sites that are covered by the Trust. * Conduct daily tug/van maintenance checks to ensure, lights, horn, tyres etc., are all in working order and health and safety compliant. Report all defects with tugs/equipment/van to Waste supervisor/Line manager * To undertake a weekly cleaning of electric vehicles trailers and Van. * To ensure that clinical waste containers are kept locked at all times. * To ensure that clinical waste containers are tagged with the correct colour coded waste stream. * Cleaning of Domestic Waste Bins with pressure washer, as requested. * The collection, transportation and decanting of bags of soiled linen in accordance with any statutory regulations and Trust/Departmental policies and procedures. * To sort and consolidate waste at the collection points and prepare for collection by waste contractors. * To participate actively in all relevant personal development and training. |
| **KEY WORKING RELATIONSHIPS** |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis.  There is also a requirement to deal with external contractors collecting the waste streams on occasions.  This will include verbal and written interactions  Of particular importance are working relationships with:   |  |  | | --- | --- | | **Internal to the Trust** | **External to the Trust** | | * Waste Supervisor * Operations Manager Post Waste & Logistics * Waste Manager * Service Manager (Facilities) * Assistant Managers (Facilities) * Facilities Operational Managers * Ward & Department Staff * Ward Housekeepers * Estates Staff * Site Management / On-call team | * Waste collection contractors | |  |  | |  |  | |  |  | |

|  |
| --- |
| **ORGANISATIONAL CHART** |
|  |
| **FREEDOM TO ACT** |
| To follow well defined Department Standard Operating Procedures and Policy. Supervision available for advice and guidance, if required. |
| **COMMUNICATION/RELATIONSHIP SKILLS** |
| To be able to communicate orally, using the Trust (Waste Department) mobile phones provided, to give and receive routine information mainly with work colleagues. |
| **ANALYTICAL/JUDGEMENTAL SKILLS** |
| Judgements / decisions will need to be made on routine tasks involving straightforward facts or situations. |
| **PLANNING/ORGANISATIONAL SKILLS** |
| Planning and organising own day to day activities ii) planning straightforward tasks, as detailed below  Follow a set work routine, liaising with colleagues, Waste Supervisor and Line Manager, as and when required.  To work on a roster system to consist of early, late and mid shifts including weekends and Bank Holidays.  To be flexible to have shifts changed to cover for colleagues’ absences if required. Management will give as much notice as possible, but shift changes for cover other than annual leave will often be at short notice.  To be able to access the Electronic staff records (ESR) for the booking of annual leave and to keep up with training requirements, (ESR is also available via a mobile app). |
| **PATIENT/CLIENT CARE** |
| To be polite and courteous to staff, patient and visitors during periodic incidental contacts. |
| **POLICY/SERVICE DEVELOPMENT** |
| To be able to refer to and follow Trust Policies and Standard Operating Procedures for own area of work. May be asked to comment on Departmental policies and procedures.  To understand Health & Safety and Confidentiality guidelines, promptly reporting any untoward incident to the Waste, Post & Logistics Operational Manager/Assistant Manager / Waste Supervisor and completing any appropriate accident/incident reports in line with Trust policy (Datix) |
| **HUMAN RESOURCES** |
| May be required to demonstrate and provide advice to new and less experience staff. |
| **INFORMATION RESOURCES** |
| Follows procedure for time management, by clocking in and out. |
| **RESEARCH AND DEVELOPMENT** |
| Occasionally undertakes surveys or audits, as necessary for own work area. May be asked to test new equipment for the Department. |
| **PHYSICAL SKILLS** |
| Ability to operate electric vehicles, cages/bins, forklift truck, and van using standard driving skills that will be obtained through on the job training and practical training courses. |
| **PHYSICAL EFFORT** |
| There Are long periods of standing, lifting, pulling, pushing and manoeuvring, using mechanical aids. These are daily requirements throughout the shift. |
| **MENTAL EFFORT** |
| Frequent - occurs on half the shifts worked or more.  Requiring concentration when driving & loading the electric tugs & motor vehicles  Operating machinery such as the cardboard bailer and general waste compactor. |
| **EMOTIONAL EFFORT** |
| Very occasionally they may move limbs for disposal which are all concealed in appropriate packaging. |
| **WORKING CONDITIONS** |
| There are adverse environmental conditions, potential hazards with machinery, smells and noise. |
| **OTHER RESPONSIBILITIES** |
| Take part in regular performance appraisal.  Undertake any training required in order to maintain competency including mandatory training, e.g. Manual Handling  Contribute to and work within a safe working environment  You are expected to comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare associated infection  As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.  You must also take responsibility for your workplace health and wellbeing:   * When required, gain support from Occupational Health, Human Resources or other sources. * Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health. * Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you. * Undertake a Display Screen Equipment assessment (DES) if appropriate to role. |
| **DISCLOSURE AND BARRING SERVICE CHECKS** |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL** |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.  Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  Northern Devon Healthcare NHS Trust and the Royal Devon and Exeter NHS Foundation Trust continue to develop our long-standing partnership with a view to becoming a single integrated organisation across Eastern and Northern Devon. Working together gives us the opportunity to offer unique and varied careers across our services combining the RD&E’s track record of excellence in research, teaching and links to the university with NDHT’s innovation and adaptability.  T*his is* |

PERSON SPECIFICATION

|  |  |
| --- | --- |
| **Job Title** | Waste Operative |

|  |  |  |
| --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING**  X2 GCSE’s in English and Mathematics Grade A-E, or equivalent experience.  Qualified electric vehicle operator or willingness to undertake relevant training.  Full clean driving Licence  Forklift Licence | E  E | D  D |
| **KNOWLEDGE/SKILLS**  Numerate & Literate  Good Interpersonal Skills  Understanding of Hazardous Wastes  Understand the term confidentiality  Standard Driving Skills | E  E  E | D  D |
| **EXPERIENCE**  Experience of Handling / disposing of clinical and general wastes  Experience of Handling / disposing of Cytotoxic and Cytostatic wastes  Experience of Handling / disposing of Hazardous and Chemical wastes | D  D  D |  |
| **PERSONAL ATTRIBUTES**  Team Worker  Smart appearance  Physically fit  Ability to be flexible  Enthusiastic, approachable & motivated  Reliable  Able to work to a routine work schedule | E  E  E  E  E  E  E |  |
| **OTHER REQUIRMENTS**  Ability to undertake shift requirements.  Ability to be flexible, e.g. Cover colleagues absences  Ability to follow the Trust’s Policies and Procedures.  Ability to undertake mandatory training | E  E  E  E |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | **FREQUENCY**  **(Rare/ Occasional/ Moderate/ Frequent)** | | | |
| **WORKING CONDITIONS/HAZARDS** | | **R** | **O** | **M** | **F** |
|  | | | | | |
| **Hazards/ Risks requiring Immunisation Screening** | |  |  |  |  |
| Laboratory specimens | N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | N |  |  |  |  |
| Blood/body fluids | Y |  | 🗸 |  |  |
| Laboratory specimens | N |  |  |  |  |
|  | | | | | |
| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
|  | | | | | |
| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | N |  |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | N |  |  |  |  |
| Chlorine based cleaning solutions  (e.g. Chlorclean, Actichlor, Tristel) | N |  |  |  |  |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | N |  |  |  |  |
|  | |  |  |  |  |
| **Risks requiring Other Health Surveillance** | |  |  |  |  |
| Radiation (>6mSv) | N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | N |  |  |  |  |
| Dusty environment (>4mg/m3) | Y |  |  |  |  |
| Noise (over 80dBA) | Y |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
|  | | | | | |
| **Other General Hazards/ Risks** | |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  |  |  | 🗸 |
| Heavy manual handling (>10kg) | Y |  |  |  |  |
| Driving | Y |  |  | 🗸 |  |
| Food handling | Y |  |  |  |  |
| Night working | N |  |  |  |  |
| Electrical work | N |  |  |  |  |
| Physical Effort | Y | 🗸 |  |  |  |
| Mental Effort | Y |  |  |  | 🗸 |
| Emotional Effort | Y |  |  | 🗸 |  |
| Working in isolation | N |  |  |  |  |
| Challenging behaviour | N |  |  | 🗸 |  |