

UKTTE09

Contribute to workplace housekeeping in the Tram and Tramway environment



Overview

This standard is about contributing to workplace housekeeping in the Tram and Tramway environment. It is about being able to keep storage areas and workspaces clean, tidy in line with policies and procedures and in a way which minimises inconvenience to working activities. You will also be able to ensure that all waste items are disposed of/recycled in safely and in line with organisational procedures.

This standard is for those who work in engineering and construction the Tram and Tramway environment.

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Performance criteria

- You must be able to:*
- P1 select and use personal protective equipment throughout all **housekeeping activities**
 - P2 keep the work area free from **debris and waste materials**
 - P3 clean and tidy the work area using the appropriate methods and **resources**
 - P4 store and secure **items** for reuse in line with organisational requirements
 - P5 report faulty or damaged work tools, equipment and resources to the relevant person
 - P6 deal with **waste items** in line with organisational requirements
 - P7 carry out housekeeping activities safely and in a way that minimises inconvenience to **others**

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Knowledge and understanding

You need to know and understand:

- K1 the hazards associated with cleaning products and materials
- K2 how to source information relating to workplace housekeeping in the Tram and Tramway environment
- K3 the importance of wearing personal protective equipment during workplace housekeeping activities
- K4 the legislation, organisational and manufacturer requirements relating to housekeeping activities
- K5 the importance of using resources as directed and for their intended purpose only
- K6 how own actions **contribute** to workplace housekeeping in the Tram and Tramway environment

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Additional Information

Scope related to performance criteria

P1 **Housekeeping activities** may include; day to day work area cleaning, periodic deep cleaning, clearing away, storing and securing tools and equipment, dealing with spillages, disposal of waste, used materials and debris.

P2 **Debris and waste materials** may include; external sources (litter, needles/sharps, pests, bodily fluids), internal sources (packaging, litter, off cuts, wastewater, dust, dirt, cleaning materials, unwanted or unusable materials, hazardous waste).

P3 **Resources** may include; brooms, trash bags, dustpan, mop, bucket, hose, brush, ladders, cleaning materials, pressure washer.

P4 **Items** may include; tools and equipment, resources, reusable materials.

P6 **Waste items** may include; reusable materials and components, recyclables.

P7 **Others** may include, members of the team, customers, contractors, other departments.

Scope related to knowledge criteria

K1 **Contribute** may include; safeguarding health and safety, reducing hazards, keeping the environment running smoothly, increasing productivity, increasing morale.

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Additional Information

Glossary

Tram

Tramcars, tram vehicle, and any other rail vehicles that operate on tramways. It includes one or more trams coupled together and includes non-passenger-carrying vehicles.

Tramway environment

Includes the tramway (a set of rails, switches and crossings which form the route of a Tram) , infrastructure (fixed assets used for the running of the Tram transport system, including, the tramway, bridges, tunnels, stops, stations and fixed equipment for signalling, communications and electrification), depots, stabling yards.

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