

# Abu Dhabi Occupational Terms

# إشتراطات أوظبي المهنية

## ADOT Abu Dhabi Occupational Terms



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First Edition

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الإصدار الأول

Occupation: Hazardous Waste  
Operator  
Term: Operate and Maintain  
Hazardous Waste  
Management Facilities. A  
Hazardous Waste Operator  
does related work as required.

المهنة:

الإشتراط:



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## Amendment Page

This Amendment Page is updated and issued with each set of revised and/or new pages of the document to help ensure that each copy of this Abu Dhabi Occupation Term (ADOT) contains a complete record of amendments.

This Occupational Term is a live document which can be amended when necessary. QCC operates an Occupational Standards Working Group that has prepared this document, and can review stakeholder comments in order to review and amend this document; ultimately resulting in an issuance of an updated version, if necessary.

Log of Amendments						
Amendment			Discard		Insert	
No.	Date	*Sections Changed	Page(s)	Issue No.	Page(s)	Issue No.
1	xxx	Document launched				



## About the Abu Dhabi Quality & Conformity Council

The Abu Dhabi Quality and Conformity Council (QCC) was established by law No. 3 of 2009, issued by His Highness Sheikh Khalifa Bin Zayed Al Nahyan, President of the UAE. QCC is responsible for the development of Abu Dhabi Emirate's Quality Infrastructure, which enables industry and regulators to ensure that products, systems and personnel can be tested and certified to UAE and International Standards.

Products certified by QCC receive the Abu Dhabi Trustmark. The Trustmark is designed to communicate that a product or system conforms to various safety and performance standards that are set by Abu Dhabi regulators.

## Foreword

The QCC Hazardous and Medical Wastes Occupational Standards Working Group was initiated in Quarter Four/2015 in order to increase the quality, efficiency, health and safety factors for Environmental Service Providers in terms of experience, training skills and education in the Emirate of Abu Dhabi.

What is meant by Occupational Standards? In this context: professional standards specialist personnel should have. The Government of Abu Dhabi, under the leadership of His Highness Sheikh Khalifa bin Zayed Al Nahyan, President of the UAE and Ruler of Abu Dhabi, and His Highness Sheikh Mohamed bin Zayed Al Nahyan, Crown Prince of Abu Dhabi, Deputy Supreme Commander of the UAE Armed Forces and Chairman of the Abu Dhabi Executive Council, has invested heavily and at high levels of professionalism and safety in the Infrastructure of Abu Dhabi. Therefore, it was crucial and mandatory to have skilled workmanship to maintain the infrastructure value and continue working on developing it in the Emirate of Abu Dhabi in Particular and the United Arab Emirates in general.

## 1 نبذة عن مجلس أبوظبي للجودة والمطابقة:

تم تأسيس مجلس أبوظبي للجودة والمطابقة بموجب القانون رقم 3 لعام 2009 الذي أصدره سمو الشيخ خليفة بن زايد آل نهيان رئيس دولة الإمارات العربية المتحدة حاكم إمارة أبوظبي. ويُعدُّ المجلس مسؤولاً عن تطوير البنية التحتية للجودة في إمارة أبوظبي التي من شأنها تمكين قطاع الصناعة والجهات التنظيمية من ضمان إمكانية اختبار واعتماد المنتجات والأنظمة والأيدي العاملة بها طبقاً للمواصفات الإماراتية والعالمية.

تحصل المنتجات المعتمدة من المجلس على علامة أبوظبي للثقة والتي تم تصميمها لتأكيد أن هذا المنتج أو النظام مطابق لمعايير الأداء والسلامة المختلفة المحددة من قبل الجهات التنظيمية في إمارة أبوظبي.

## 2 تمهيد:

تم تشكيل فريق عمل اشتراطات مهنية لعاملي النفايات الخطرة وعاملي النفايات الطبية في الربع الأخير من عام 2015، وذلك لتعزيز الجودة، الكفاءة، مستوى الصحة والسلامة لمقدمي الخدمات البيئية من حيث الخبرة، المهارات التقنية والتعليم في إمارة أبوظبي.

ما المقصود بالمواصفات المهنية؟ يقصد بها في هذا السياق المواصفات المهنية المطلوب توفرها لدى العاملين الاختصاصيين في كافة المجالات. إن حكومة إمارة أبوظبي بقيادة صاحب السمو الشيخ خليفة بن زايد آل نهيان، رئيس دولة الإمارات العربية المتحدة وحاكم إمارة أبوظبي، وسمو الشيخ محمد بن زايد آل نهيان، ولي عهد أبوظبي، نائب القائد الأعلى للقوات المسلحة الإماراتية، رئيس المجلس التنفيذي لإمارة أبوظبي، قد قامت بالاستثمار بكثافة وبدرجات عالية من الاحتراف المهني والأمان في قطاع البنية التحتية للإمارة، فكان لزاماً توفر العمالة الماهرة بهدف الحفاظ على قيمة البنية التحتية والعمل على تطويرها في إمارة أبوظبي بشكل خاص وفي دولة الإمارات العربية المتحدة بصفة عامة.



## Acknowledgements

QCC would wishes to express its thanks and deep gratitude to the members of the Workgroup listed below:

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## Occupational Terms

<b>Occupation</b>	Hazardous Waste Operator					<b>المهنة</b>								
<b>Unit Standard Title</b>	Hazardous Waste Operations (Level 2)					<b>المسمى الوظيفي القياسي</b>								
<b>Unit Descriptor</b>	This standard specifies the outcome required to supervise staff and/or involved in Hazardous Waste operations. It requires the ability to allocate duties, supervise work activities, facilitates open communication, coach team member and resolve individual or team concerns.					<b>توصيف المهنة</b>								
<b>Unit Type</b>	<input type="checkbox"/> Knowledge and Skills OR <input checked="" type="checkbox"/> Application													
<b>Elements</b>	<table border="1"> <thead> <tr> <th>No.</th> <th>Element</th> </tr> </thead> <tbody> <tr> <td>E1</td> <td>Allocate Hazardous Waste Management work to team members</td> </tr> <tr> <td>E2</td> <td>Verification of progress and quality of Hazardous Waste handling, storage, packaging , labeling, marking and treatment/disposal requirements</td> </tr> <tr> <td>E3</td> <td>Provide support to team members on Hazardous Waste handling, storage, packaging, labeling, marking, and treatment/disposal requirements.</td> </tr> </tbody> </table>		No.	Element	E1	Allocate Hazardous Waste Management work to team members	E2	Verification of progress and quality of Hazardous Waste handling, storage, packaging , labeling, marking and treatment/disposal requirements	E3	Provide support to team members on Hazardous Waste handling, storage, packaging, labeling, marking, and treatment/disposal requirements.				
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<b>QF Emirates Level</b>	<input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10													
<b>Credit Value</b>														
<b>Function</b>	<input type="checkbox"/> Policy and Strategy QF 9-10 <input type="checkbox"/> Managing QF 7-8 <input type="checkbox"/> Specifying QF 6-7 <input type="checkbox"/> Controlling QF 6 <input type="checkbox"/> Maintaining Capability QF 4-6 <input checked="" type="checkbox"/> Performing/carry out QF 1-4													
<b>Entry information and Prerequisites</b>	Higher Secondary Certificate or Diploma													
<b>Grading</b>	<b>Knowledge and Skills:</b> <input type="checkbox"/> Pass/Fail <input type="checkbox"/> Percentile 100%: ____% <b>Application Units:</b> <input checked="" type="checkbox"/> Competent/Not Yet Competent													

Sector	Waste Management	القطاع الصناعي	الجهات المشاركة
<b>Developed by</b>	<p><b>Government Sector:</b> UAE Ministry of Climate Change and Environment, UAE Ministry of Health and Prevention, The Center of Waste Management-Tadweer, Environment Agency, Health Authority, Department of Municipal Affairs and Transport, Abu Dhabi Occupational Safety and Health Center, Abu Dhabi National Oil Company, Abu Dhabi Health Services Company-SEHA</p> <p><b>Private Sector:</b> Star International Waste Management LLC – Al Ain Medical Waste Treatment Facility (Incinerator Plant), DureOil Middle East Establishment – Hazardous Waste Engine Oil Recycling Facility , Gulf Sail Engineering Corrosion Services Establishment, Green Mountains Cleaning Services Establishment, Oasis Environmental Solutions, Condor Medical Waste Treatment Co. LLC, New Cleaning Establishment, Cleanco Medical Waste Treatment LLC, Averda Waste Management LLC, Veolia Environmental Services LLC, Al Phamed Abu Dhabi Company Limited LLC, Sita Trashco Environmental Solutions and Waste Management LLC, DulSCO LLC, Bridges Environmental Services Company LLC, TUV – Nord</p>	<p><b>القطاع الحكومي:</b> وزارة التغير المناخي والبيئة، وزارة الصحة ووقاية المجتمع، مركز إدارة النفايات-تدوير، هيئة البيئة، هيئة الصحة، دائرة الشؤون البلدية والنقل، مركز أبوظبي للسلامة والصحة المهنية، شركة بترول أبوظبي الوطنية، شركة أبوظبي للخدمات الصحية-صحة</p> <p><b>القطاع الخاص:</b> أم بي أم دلة، مجموعة بن بطي، شركة شراع الخليج الهندسية، الجبال الخضراء لخدمات التنظيف، الواحة للحلول البيئية، كوندور لإدارة النفايات الطبية، المؤسسة الجديدة للتنظيف، كلينكو، أفيردا لإدارة النفايات، فيولا لخدمات البيئة، الخياط للاستثمارات، سيتا تراشكو للحلول البيئية، دلسكو، الجسور للخدمات البيئية، تي يو في-نورد</p>	
<b>Endorsement Date</b>			<b>تاريخ الموافقة</b>
<b>Recommended Review Date</b>	Annually		تاريخ المراجعة الموصى به
<b>Version No.</b>	1		
<b>Relevant Occupations</b>	Incinerator operator		المهن ذات الصلة
<b>Links to other occupational standards</b>	-		روابط لاشتراطات مهنية أخرى
<b>ISCO</b>	ISCO-08 (3132)		التصنيف الدولي القياسي للمهن ISCO



## Key Words and Terms

Word or Term	Definition	الكلمة أو المصطلح	التعريف
<b>Competent Authority</b>	Tadweer (The Center of Waste Management) – Abu Dhabi		
<b>Emirate</b>	The Emirate of Abu Dhabi		
<b>Employer</b>	Any natural or juridical person employing one or more workers in consideration of a remuneration of any kind whatsoever		
<b>Environmental Service Providers</b>	The parties operating in the field of collection, transport, storage, recycling, processing and disposal of wastes		
<b>Establishment</b>	Any economic, technical, industrial or commercial unit in which workers are employed and the objectives of which are to produce or market commodities or to provide services of any kind		
<b>Executive authority</b>	Executive Council of Abu Dhabi		
<b>Government</b>	Government of Abu Dhabi		
<b>Hazardous Substances</b>	Solid, liquid or gaseous substances having properties harmful to human health or adverse impact on the environment such as toxic substances, explosive, flammable, or ionizing radioactive substances		
<b>Wastes</b>	All hazardous and non-hazardous remnants and wastes, including nuclear wastes, disposed of or need to be disposed of, in accordance with the provisions of the law and include: solid wastes, liquid wastes, gaseous wastes, hazardous wastes and medical wastes		
<b>Solid Wastes</b>	Such as domestic, industrial, agricultural, medical, construction and demolition wastes		
<b>Liquid Wastes</b>	produced by domestic, commercial, industrial and other premises		
<b>Gaseous (smoke, vapour and dust) Wastes</b>	Produced by domestic premises, bakeries, incinerators, factories, crushing plants, stone quarries, power stations, oil work and means of transportation and communication		

Word or Term	Definition
<b>Hazardous Wastes</b>	Residues or ash of different activities and operations containing properties of hazardous substances
<b>Medical Wastes</b>	Wastes constituted wholly or partially of human or animal tissues, blood or other body fluids or excretions or drugs or other pharmaceutical products or bandages, needles, syringes, sharp medical objects or any other contagious, chemical or radioactive wastes produced by medical or nursing activities, treatment or health care, dentistry or veterinary and pharmaceutical practices or manufacturing, research, teaching, sample taking or storage
<b>Waste Disposal</b>	Operations not involving extraction or reuse of substances such as burial, deep injection, biological or physical-chemical treatment, permanent storage, destruction or any other method approved by the competent authorities
<b>Waste Handling</b>	All operations from the time of generation of wastes to their safe disposal, including collection, storage, treatment and recycling or disposal
<b>Waste Management</b>	Collection, storage, transportation, recycling and disposal of wastes including the care of disposal sites
<b>Waste Recycling</b>	Operations carried out on wastes, for the extraction or reuse of substances such as use for fuel, extraction of metals and organic substances, soil treatment or waste oil refining
<b>Work</b>	Any human effort, be it intellectual, technical or physical, extended against a remuneration whether the said work is permanent or temporary
<b>Worker</b>	Any male or female person who receives remuneration of any kind for work performed thereby in the services of an employer and under his management or control, even if the employee is off employer's sight. This meaning shall also apply to officials and employees who are in the service of the employer and are subject to the provisions hereof
<b>Segregation</b>	This is the Physical Separation of waste materials, according to their general physical and chemical nature

التعريف	الكلمة أو المصطلح

## 4.2 معايير الأداء للوحدة

### Performance Criteria for Element

Element	1. Allocate Hazardous Waste Management work to team member
Performance Criteria 1.1	EAD /Tadweer Waste Classification Policy & Technical Guideline
Performance Criteria 1.2	Tadweer Licensing and Permitting requirements
Performance Criteria 1.3	Allocate work duties to team member
Performance Criteria 1.4	Facilitate open communication within the team to ensure full understanding and accurate exchange of information
Performance Criteria 1.5	Identify and organize Hazardous Waste and personal protective equipment
Performance Criteria 1.6	Brief team on Hazardous Waste handling requirements

Element	2. Verification of progress and quality of Hazardous Waste handling, storage, packaging, labeling, marking, and treatment/disposal requirements
Performance Criteria 2.1	Identify Occupational Health and Safety (OHS) hazards associated with Hazardous Waste Operations
Performance Criteria 2.2	Hazardous waste collection, transportation and storage requirements
Performance Criteria 2.2	Identify safety considerations when accumulating hazardous waste
Performance Criteria 2.3	Identify Environmental aspects associated

	with Hazardous Waste Operations
Performance Criteria 2.4	Identify Hazardous Waste storage requirements in the workplace
Performance Criteria 2.5	Identify packaging, labeling and marking requirements for Hazardous Waste
Performance Criteria 2.6	Identify PPE and clothing used or worn by team members for compliance with job, safety and regulatory requirements
Performance Criteria 2.7	Supervising team activities associated with Hazardous Waste handling, packaging, labeling, marking, and treatment/disposal requirements

Element	3. Provide support to team members on Hazardous Waste handling, storage, packaging, labeling, marking, and treatment/disposal requirements
Performance Criteria 3.1	Respond to contingencies associated with work team activities
Performance Criteria 3.2	Reschedule activities that are not carried out due to accidents, injury, other incidents or unfavorable condition
Performance Criteria 3.3	Acknowledge and address concerns of team members and wherever possible apply procedures for discussing and resolving concerns with the team
Performance Criteria 3.4	Hazardous Waste Operations, Emergency Response, accident and incident reporting

## Knowledge and understanding

### 4.3 المعرفة والاستيعاب

1. To perform effectively you need to know and understand:
2. Appropriate action required in the event of emergency or fire.
3. Regulatory and Statutory requirements relating to you duties as a Hazardous Waste Operator.
4. Occupational health, safety and environment protection procedures.
5. Procedural requirements for handling, packaging, labeling and marking of Hazardous Waste.
6. Principles for effective communication with co-workers.
7. Procedures to follow promptly and effectively in the event of accidents, incidents, or ill health during handling of Hazardous Waste.
8. Operating and monitoring computerized control systems, machinery and related equipment of Hazardous Waste Management Facility.
9. Inspecting Equipment and Monitoring operating conditions of Hazardous Waste Management Facility.
10. Performing security and safety checks of Hazardous Waste Management Facility.

## Additional Information

### 4.4 معلومات إضافية

### Scope / range related to performance criteria

The scope relates to Operation of Hazardous Waste Management Facility

It is possible that a Hazardous Waste Operator is required to perform work duties while operating Hazardous Waste Management Facility; therefore, the Hazardous Waste Operator must understand all types of Hazardous Waste Facilities operation and maintenance requirements that may be used in their role, and the communication, contingencies and constructive feedback may include:

- Communication may be:
  - Face-to-face
  - In community languages
  - Oral via an interpreter
  - Visual
  - With groups
  - With individuals
  - Written
  - Assertive but not aggressive
- Contingencies may include:
  - Accidents and incidents
  - Lack of availability of personnel
  - Hazards and Risks
  - Team dynamics and conflict
- Constructive feedback may include:
  - Comments from your management, team members, or interested parties on work performance
  - Suggestions for improving work performance

- 
- Workplace assessment

## Scope / range related to skills and knowledge

## 4.4.2 النطاق / المجال ذو الصلة بالمهارات والمعلومات

Regulatory requirements that must include:

- The applicable laws, rules, guidelines, policies, procedures and practices of Waste Management of the Emirate of Abu Dhabi.
- Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF).
- Other statutory and/or regulatory requirements that are in force.

Procedures for responding to contingencies may include:

- Apply effective communication skills
- Apply hazard control measures
- Apply problem solving skills
- Assess risk
- Assess aspects and impacts related to Hazardous Waste
- Postpone or reschedule activity
- Refer to your management
- Seek assistance from emergency services

Face to face and coaching techniques may include:

- Demonstration
- Feedback on work performed
- Visual or oral explanations
- Shadowing other members
- Individual or group instruction



## Behaviours Required

### 4.4.3 السلوكيات المطلوبة

You must demonstrate that you are:

- Not using any medication or drugs that can cause or lead to dizziness and sleep or will otherwise affect your supervision ability
- Not under the influence of alcohol
- Dressed appropriately, having a professional appearance and a high standard of personal cleanliness and hygiene
- Fit to supervise
- Following the work instructions
- Complying with regulatory, organisational, health and safety procedures
- Learning on the job
- Working effectively as part of a team
- Demonstrating a friendly and courteous manner
- Able to communicate well and demonstrate good people skills
- Act as a responsible and honest professional

## Design criteria for development of training programs, qualifications and awards

### 4.4.4 معايير التصميم الخاصة بتطوير برامج التدريب، التأهيل والنجاح

- This standard may be included in entry-level awards for skilled and semi-skilled jobs in Waste Management industry.
- Training providers must customize this standard to meet the training needs, learning preferences and workplace context of individual and groups of workers.
- Site Safety and Environment Protection Procedure:
- Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF)
- OHS Professional Entity Registration
- OHS Practitioner Entity Registration

- Regulatory Framework.
- Tadweer Policies.
- Tadweer Technical Guidelines and requirements.
- Regulatory and Statutory requirements.



## References

- ISO 14001:2004
- BS OHSAS 18001:2007
- The Centre of Waste Management-Tadweer Policies
- The Centre of Waste Management-Tadweer Technical Guidelines
- EAD /Tadweer Waste Classification Policy & Technical Guideline
- Regulatory and Statutory Requirements in the Emirate of Abu Dhabi
- Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF)
- Qualification framework by National Qualification Authority (NQA)/ VETAC Q+NOSS System Guidelines 2014
- OSHAD-SF Mechanism 6.0: Performance and Incident Reporting
- Abu Dhabi National Oil Company Health, Safety and Environment Management System (ADNOC HSEMS).