
Overview

This standard is designed to demonstrate your competence in assisting in the efficiency of your workplace by maintaining a clean and tidy workstation, removing surplus materials, litter and debris in accordance with instructions, disposing of the waste materials and where appropriate dealing with hazardous waste as instructed. You will demonstrate enhanced efficiency by ensuring the tools and equipment you use are maintained in a usable and clean condition. You will also demonstrate your competence to organise your own work within the overall work activity. During this work account must be taken of the relevant operational requirements and safe working practices.

Workplaces covered by this standard include anywhere rock, solid minerals, or products of these are processed or stored.

The standard is applicable to anyone working in the above workplaces.

**Performance
criteria**

- You must be able to:*
- P1 maintain your work station and related work areas in a clean and tidy condition
 - P2 store work tools and equipment safely in their designated place
 - P3 store work materials and components in accordance with operational requirements
 - P4 carry out your work to agreed schedules and **approved policies procedures and practices**
 - P5 co-ordinate with other relevant personnel and related activities as required
 - P6 dispose of waste and debris in accordance with approved procedures and practices
 - P7 shut down plant and/or equipment correctly and safely
 - P8 refer problems and conditions outside your limits of responsibility to an authorised person

Knowledge and understanding

You need to know and understand:

- K1 the **approved policies, procedures and practices** applicable to your work and working environment
- K2 the categories and uses of materials in your work activity
- K3 the processes and sequence of events for your work activity
- K4 the terminology used with the work activity
- K5 the **types of materials and waste** associated with your work
- K6 the tools and equipment used for your work
- K7 how to check the tools and equipment used for your work
- K8 the requirements and methods of storing materials, components, work tools and equipment for your work
- K9 the procedures for the disposal of surplus material and waste
- K10 the procedures to follow when a fault is identified with tools and equipment
- K11 the limits of your responsibility

MPQPO01

Assist in the efficiency of the workplace

Additional Information

Scope/range

- 1 **approved policies, procedures and practices:** organisational; operational; emergency, health and safety, environmental

MPQPO01

Assist in the efficiency of the workplace

**Scope/range
related to
knowledge and
understanding**

1 **types of materials and waste:** hazardous; non-hazardous

MPQPO01

Assist in the efficiency of the workplace

Developed by	MPQC
Version number	1
Date approved	January 2014
Indicative review date	January 2019
Validity	Current
Status	Original
Originating organisation	MPQC
Original URN	MPQPO01
Relevant occupations	Process Operatives; Process, Plant and Machine Operatives; Quarry workers and related operatives
Suite	Processing Operations for the Extractive and Minerals Processing Industries
Key words	processing; extractives; mineral; rock; coal; china clay; crushing; screening; washing; drying; heat treatment; asphalt; concrete; mortar; cement; lime; dense medium; gravity; chemical; sawing; splitting; shaping; sand; gravel; forming; moulding; casting; packaging; water monitoring; fluid separation