



SWITCH

Scottish Waste Industry Training, Competency, Health & Safety Forum

7 March 2014

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What is SWITCH?

Scottish Waste Industry Training, Competency, Health & Safety Forum (SWITCH) is a multi partnership forum made up of organisations across all sectors within the Resource Management (RM) Industry. Its purpose is to provide leadership for the RM sector by working collaboratively to raise standards within the sector regarding Health & Safety, training, learning & development, and technical competence.

SWITCH seeks to create a Resource Management industry that:

- Is safe and healthy to work in
- Actively supports education, training, learning and development
- Increases workforce capacity and competence
- Develops and shares good practice
- Creates an industry that is attractive as a career choice
- Creates clear career and learner pathways

SWITCH aims to achieve this by collaboratively:

- Identifying emerging issues
- Exploring creative solutions
- Sharing ideas
- Promoting good practice
- Working to achieve high standards across all its working themes

SWITCH and WISH for a Safe Working Environment

SWITCH Forum will actively work and liaise with the existing WISH UK Forum <http://www.hse.gov.uk/waste/wish.htm> to share ideas, solutions and practice across common health and safety objectives. SWITCH supports the strategic goals of the WISH UK Forum:

Health & Safety - Strategic Objectives

To support continual improvement in H&S and workplace skills in the resource management sector by:


- Communicating best practice sharing and problem solving
- Developing guidance and support on Health surveillance (monitoring/screening)
- Considering and giving guidance on the health, safety and welfare aspects of technological developments

- Developing and agreeing industry standards and guidance on specific health and safety topics and for specific parts of the industry in agreement with HSE and relevant industry bodies

and SWITCH will help to support the proposed actions in Scotland under their 5 main working themes of:

- Strong Leadership
- Involve the Workforce
- Build Competence
- Creating Healthier, safer Workplaces
- Support SMEs.

SWITCH also supports the WISH Forum's Commitment to Competence statement <http://www.hse.gov.uk/waste/wishcommitment.htm> designed to support the industry in raising staff competency levels, reduce accidents and occupational ill-health.

The SWITCH Forum supports and is committed to delivering the wider [HSE strategy](#) for the industry which runs into 2015. This new strategy incorporates important elements of and builds on the first WISH Forum Strategy. It is intended that SWITCH will complement the work of the WISH Forum's [Blueprint of actions](#)  to help deliver the strategy in Scotland.

It is proposed that SWITCH will formally liaise with the WISH Forum through its Chair (currently Chris Jones 2013) and its WRAP representative (currently Dick Perry 2013) by meeting twice a year to ensure coherence and cohesion across SWITCH and WISH. Cross-Forum representation, where Chairs/Vice-chairs of WISH and SWITCH may decide to sit on their respective Executive Forums may also be considered after full consultation with Fora members.

SWITCH for a Competent and Learning Working Environment

Education, Training, Learning and Development – Strategic Objectives

To create training, learning and development opportunities relevant for a zero waste Scotland by:

- Mapping the education and training sector
- Working with employers from across all sectors to identify and evidence skill needs for a Zero Waste society
- encourage the development of understanding, knowledge and skills
- ensure learning and development opportunities are commensurate with a modern zero waste society
- help to create a career structure for all tiers of staff within the industry and increase sector attractiveness; and
- stimulate demand for learning and development tools which make it easier for people to understand what knowledge and skills training is available to them.

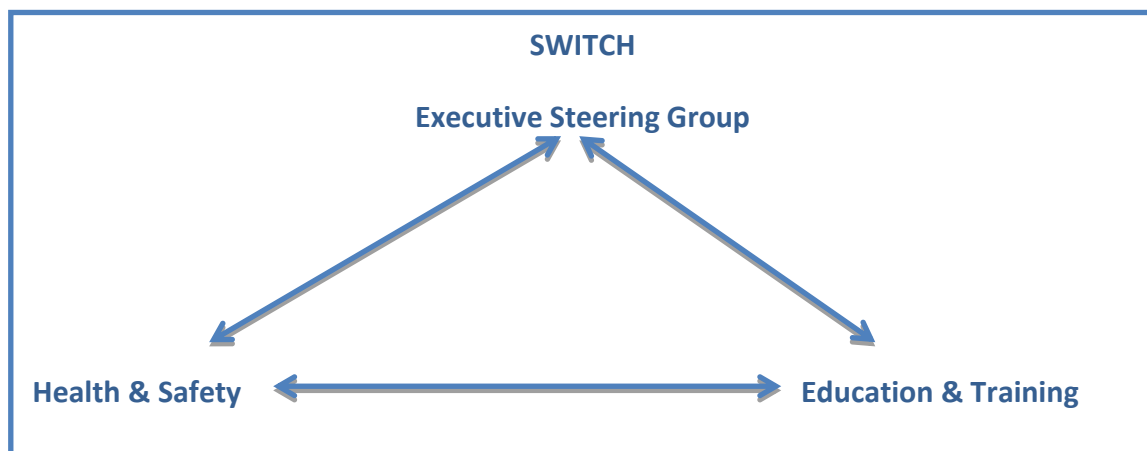
Competent Workforce - Strategic Objectives

To develop and support technical skills within the industry workforce by:

- Developing and publishing guidance on how 'competence' can be defined and understood in the context of the waste and recycling industry
- Developing and publishing case studies and real life examples of the positive impact of improved workforce competence, including examples of industry best practice and the potential business benefits
- Identifying and sharing best practice on competence schemes across the industry and in other sectors (e.g., through the case studies and examples)
- Investigating how relationships with customers can influence the need for improved competence and can have a positive impact on the operating culture within a business.

Action Focussed

SWITCH brings together a range of organisations – employers, strategic partners, training providers and industry professionals and particularly through its thematic working groups of health and safety and education and training aims to focus on taking action to raise standards across themes and sectors.



SWITCH Draft Terms of Reference

The name of the forum shall be the Scottish Waste Industry Training, Competence and Health & Safety forum, hereafter referred to as 'SWITCH'.

The SWITCH Forum is an association formed of organisations which have an interest in and are committed to improving the health, safety and education, training and technical competence of the Resource Management industry in Scotland.

"The Industry"

"The industry", "the waste and resource management industry", and similar such terms, mean all activities involving the minimisation, collection, handling, recycling, reuse, storage, treatment, processing and disposal of waste and recyclable materials and commodities. Such activities include:

- waste collection (municipal and commercial);
- collection, handling and recycling of scrap metals;
- handling, treatment and disposal of household hazardous waste, industrial and clinical wastes;
- collection, treatment and recycling of WEEE products;
- street cleansing;
- recycling of paper, card, plastics, aggregates, tyres, oils and other materials;
- manufacture, supply and support of vehicles, machines and, or, other equipment for use in the industry;
- education training and competence development of those that work in the industry
- the collection or control of gasses produced by and from waste up to the boundary of any facility for using or processing such gasses
- energy recovery from waste materials, including energy from waste and anaerobic digestion and other types of activities
- waste minimisation, re-use and reprocessing
- and any other similar activity.

Aims

SWITCH exists as a forum in Scotland to:

- exchange information across organisations, sectors and WISH and SWITCH Fora
- identify discuss and resolve health, safety and education, training and technical competence issues associated with the industry's activities in Scotland (as described above)
- identify, discuss, develop and promote industry good and best practice in relation to health & safety and education, training and technical competence in Scotland;
- SWITCH supports governmental, and non-governmental, initiatives to raise health & safety and education, training and technical competence standards in the industry.
- SWITCH is committed to minimising the harm done by the industry via reducing accident incidence rates and minimising actual or potential health impacts of industry activities within Scotland.

SWITCH will support the work of the WISH Forum to achieve its H&S objectives in Scotland:

- To prepare, implement and maintain a health and safety Strategy to assist the delivery of agreed targets, and to review, revise and update that strategy at suitable intervals;
- To identify appropriate metrics by which health, safety and welfare performance across the industry can be measured and where necessary, or appropriate, establish and develop new metrics.

- To agree targets for improving health and safety and welfare performance (based upon the metrics identified in 8b (Ref required));
- To monitor industry performance and identify key issues for the drafting of standards and guidance in agreement with HSE and industry bodies. All guidance shall be directed to clearly defined objectives.
- To prepare and implement health and safety action plans aimed at delivering the strategic goals/objectives and targets identified in 8a (Ref required)
- To encourage employers and others, including those who are not WISH members, to draw up and implement their own action plans, in support of the WISH health and safety strategy.

Membership

SWITCH is not a formally constituted body it does however encourage and support organisations, which support its aims and are based in Scotland, to sign up for affiliate membership of the WISH forum which is open to any organisation that has an interest in the health, safety and welfare performance of the industry and who are willing to publically sign up, ascribe, and abide by the *WISH Responsibilities of Membership*.

More information on how WISH is constituted and membership details can be found here - <http://www.hse.gov.uk/waste/charter.htm>

Officers, Meetings and Working Groups

The SWITCH Forum Executive Steering Group (ESG) shall be chaired for its inaugural year by Head of Resource Management, Zero Waste Scotland (ZWS). ZWS will also provide the secretariat. Once the Executive Steering Group and Thematic groups (1.Education & Training and 2.Health & Safety) have been established and the work of SWITCH consolidated over its first year, decisions regarding its memberships and governance arrangements will be made by made by the ESG. This may include such considerations as future elections and/or appointments for Chair and Vice-Chair of the Executive and Chairs and Vice-chairs of the thematic groups.

The **SWITCH ESG Chairperson** shall:

- Convene and Chair meetings of the Executive Steering group
- Ensure that members of the ESG are invited to add items to the next meeting's agenda
- The Vice-chairperson will, for the inaugural year of SWITCH, be the Chair of the H&S Thematic Group
- The Vice-Chair of ESG shall fulfil the role of Chairperson at any meeting that the Chairperson is unable to attend.

Thematic Group Chairperson(s)

- Respective Chairs shall convene and chair meetings of their thematic (1. H&S and 2. Education & Training) groups

- Ensure that members of their thematic groups are invited to add items to the next meeting's agenda
- The Vice-Chair of each the thematic groups shall fulfil the role of Chairperson at any meeting that the Chairperson is unable to attend.

The Chairs and Vice-Chairs of the ESG and Thematic Groups shall convene quarterly to ensure there is good communication, collaboration and progress across strategic themes and actions.

Secretariat

ZWS will provide the secretariat for all of the meetings and shall:

- Be responsible for the correspondence and administration.
- Take minutes at all meetings and circulate agendas and minutes of such meetings to ESG and Thematic Group members
- Disseminate and circulate relevant information and findings to members and other appropriate groups or bodies

Members of the Switch Executive Steering Group will attend meetings twice a year to ensure that strategic objectives are being achieved and to consider how to join up areas of collaborative work.

Thematic Group Members will meet quarterly and create work plans for their respective themes around the strategic objectives. The H&S Group will work to achieve the WISH Forum actions plans under the 5 themes identified. The E&T Group will create its own plans to create a stronger culture of education, training and learning in the Resource Management industry.