



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **BSBSUS201A Participate in environmentally sustainable work practices**

**Release: 1**

## BSBSUS201A Participate in environmentally sustainable work practices

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to effectively measure current resource use and to carry out improvements including reducing the negative environmental impact of work practices.</p> <p>This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines.</p> <p>While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit applies to operators/team members under supervision or guidance, who are required to follow workplace procedures and instructions, and to work in an environmentally sustainable manner. It covers:</p> <ul style="list-style-type: none"> <li>efficient resource use</li> <li>potential environmental hazards</li> <li>regulatory compliance</li> <li>improving environmental performance (within the scope of competency, authority and own level of responsibility).</li> </ul> <p>It addresses the knowledge, processes and techniques necessary to participate in environmentally sustainable work practices.</p>
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## Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	This unit contains employability skills.
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## Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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## Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify current resource use	1.1. Identify workplace <i>environmental and resource efficiency issues</i> 1.2. Identify resources used in own work role 1.3. Document and measure current usage of resources using <i>appropriate techniques</i> 1.4. Record and file documentation measuring current usage, using technology (such as software systems) where applicable 1.5. Identify and report workplace environmental hazards to appropriate personnel
2. Comply with environmental regulations	2.1. Follow workplace procedures to ensure <i>compliance</i> 2.2. Report breaches or potential breaches to appropriate personnel
3. Seek opportunities to improve resource efficiency	3.1. Follow <i>organisational plans</i> to improve environmental practices and resource efficiency 3.2. Work as part of a team, where relevant, to identify possible areas for improvements to work practices in own work area 3.3. Make <i>suggestions</i> for improvements to workplace practices in own work area

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

#### Required skills

- analytical skills to comply with all relevant legislation associated with job specifications and procedures
- communication and problem-solving skills to question, seek clarification and make suggestions relating to work requirements and efficiency
- communication and teamwork skills to recognise procedures; to follow instructions; to respond to change, such as current workplace environmental/sustainability frameworks; and to support team work and participation in a sustainable organisation
- literacy, numeracy and technology skills to interpret workplace information in relation to work role, and to document and measure resource use
- technology skills to select and use technology appropriate for a task.

#### Required knowledge

- environmental and resource hazards/risks
- environmental or sustainability legislation, regulations and codes of practice applicable to own work role
- OHS issues and requirements
- organisational structure, and reporting channels and procedures
- relevant environmental and resource efficiency systems and procedures
- sustainability in the workplace
- terms and conditions of employment including policies and procedures, such as daily tasks, employee and employer rights, equal opportunity.

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> <li>• accessing, interpreting and complying with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities</li> <li>• accurately following organisational information to participate in and support an improved resource efficiency process and reporting as required</li> <li>• developing and/or using tools such as inspection checklists, to collect and measure relevant information on organisation resource consumption, within work role</li> <li>• identifying organisational improvements by applying efficient resource use to daily activities</li> <li>• knowledge of environmental and resource hazards/risks.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>• access to an actual workplace or simulated environment</li> <li>• evidence is relevant to the particular workplace role, including work area, equipment, systems, and documentation</li> <li>• review of current work area directly relating to own work, to assess measurement of resources used, hazards and compliance</li> <li>• individual or team discussion about potential for increased resource efficiency within current work area</li> <li>• access to workplace documents, information and resources (such as compliance obligations, enterprise plans, work responsibilities).</li> </ul>
<b>Method of assessment</b>	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> <li>• direct questioning combined with review of portfolios of evidence and third party workplace</li> </ul>

<b>EVIDENCE GUIDE</b>	
	<p>reports of on-the-job performance by the candidate</p> <ul style="list-style-type: none"> <li>• observation of demonstrated techniques over time and in a range of situations</li> <li>• analysis of responses to case studies and scenarios</li> <li>• review of documentation measuring current resource usage</li> <li>• evaluation of techniques used to document and measure current usage of resources</li> <li>• review of identified and reported workplace environmental hazards</li> <li>• evidence of active participation in organisational plans to improve environmental practices and resource efficiency.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:</p> <ul style="list-style-type: none"> <li>• BSBINN201A Contribute to workplace innovation</li> <li>• BSBSMB301A Investigate micro business opportunities</li> <li>• BSBWOR202A Organise and complete daily work activities.</li> </ul>

## Range Statement

### RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<p><b><i>Environmental and resource efficiency issues</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• maximising opportunities to improve business environmental performance</li> <li>• minimising environmental risks</li> <li>• promoting more efficient production and consumption of natural resources, for example minimising waste by participating in or using a waste management system</li> <li>• using resources efficiently such as material usage, energy usage (seeking alternative sources of energy or energy conservation) or efficient water usage</li> </ul>
<p><b><i>Appropriate techniques</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• examining and documenting resources in work area</li> <li>• examining invoices from suppliers</li> <li>• examining relevant information and data</li> <li>• measuring resource usage under different conditions</li> <li>• reports from other parties involved in the process of identifying and implementing improvements</li> </ul>
<p><b><i>Compliance</i></b> may include:</p>	<ul style="list-style-type: none"> <li>• meeting relevant laws, by-laws and regulations or best practice to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection or Biodiversity Conservation Act):             <ul style="list-style-type: none"> <li>• international</li> <li>• commonwealth</li> <li>• state/territory</li> <li>• local government</li> <li>• industry</li> <li>• organisation</li> </ul> </li> </ul>
<p><b><i>Organisational plans</i></b> may</p>	<ul style="list-style-type: none"> <li>• documented policies and procedures</li> <li>• work plans to minimise waste or to increase</li> </ul>



<b>RANGE STATEMENT</b>	
include:	efficiency of resources such as a green office program, supply chain program for purchasing sustainable products or an environmental management framework
<i>Suggestions</i> may include ideas that help to:	<ul style="list-style-type: none"> <li>• improve energy efficiency</li> <li>• increase use of renewable, recyclable, reusable and recoverable resources</li> <li>• maximise opportunities such as use of solar power or other alternative forms of energy, where appropriate</li> <li>• prevent and minimise risks</li> <li>• reduce emissions of greenhouse gases</li> <li>• reduce use of non-renewable resources</li> </ul>

### Unit Sector(s)

<b>Unit sector</b>	
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### Competency field

<b>Competency field</b>	Industry Capability - Sustainability
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### Co-requisite units

<b>Co-requisite units</b>	