



Australian Government

Department of Education, Employment and Workplace Relations

FPICOT3254A Implement environmentally sustainable work practices in the work area/work site

Release: 1

FPICOT3254A Implement environmentally sustainable work practices in the work area/work site

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to consider the environmentally sustainable work practices of the work site or work area, to identify opportunities for improvement, and gain support to put them into action
General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

Application of the Unit

Application of the unit

The unit involves implementing and monitoring environmentally sustainable work practices, including developing processes and tools in operations of all sizes in a variety of work settings, including:

- forest environment
- saw mill
- wood chip mill
- veneer mill
- board/plywood mill
- timber treatment plant
- downstream processing of timber
- forest products factory
- forest products sales and service
- horticultural setting
- local council
- emergency services environment

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability skills This unit contains employability skills

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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Examine work site/work area in relation to environmentally sustainable work practices	<p>1.1. Applicable <i>occupational health and safety</i> (OHS), <i>environmental, legislative</i> and <i>organisational requirements</i> relevant to implementing environmentally sustainable work practices in the work site/work area are identified and followed</p> <p>1.2. Information on environmental and resource efficiency systems and procedures is sourced</p> <p>1.3. Current resource usage is measured and documented</p> <p>1.4. Current <i>purchasing strategies</i> are investigated and documented</p> <p>1.5. Current work processes are examined to assist in identifying areas for improvement</p>
2. Set targets for improvement	<p>2.1. Input from <i>stakeholders, appropriate personnel and specialists</i> is sought in providing solutions for work site/work area environmental issues</p> <p>2.2. Alternative solutions to work site/work area environmental issues are considered and communicated to appropriate personnel</p> <p>2.3. Environmental and resource efficiency targets are set</p> <p>2.4. <i>Environmental and resource efficiency improvement plan</i> for work site/work area is developed</p>
3. Implement environmental and resource efficiency improvement plan	<p>3.1. Appropriate techniques and tools to assist in achieving efficiency targets are sourced</p> <p>3.2. Environmental and resource efficiency improvement plan is integrated and implemented with other operational activities</p> <p>3.3. Suggestions and ideas about environmental and resource efficiency management are sought from appropriate personnel and stakeholders, and acted upon where appropriate</p>
4. Monitor performance	<p>4.1. Outcomes to report on efficiency targets are documented and communicated to appropriate personnel and stakeholders</p> <p>4.2. Targets and environmental and resource efficiency improvement plan are reviewed</p> <p>4.3. New efficiency targets are set, and new tools and strategies applied where appropriate</p> <p>4.4. Successful strategies are promoted and where possible, participants rewarded</p>

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit

Required skills

- Technical skills sufficient to use software systems for recording and filing documentation; use word processing and other software for interpreting charts, flowcharts, graphs and other visual data and information
- Communication skills and interpersonal techniques sufficient to interact appropriately with stakeholders, colleagues and others in the workplace
- Literacy skills sufficient to analyse, document, report and maintain workplace information and data
- Numeracy skills sufficient to access and analyse workplace information and data
- Problem solving skills sufficient to identify and analyse problems; demonstrate appropriate response procedures
- Planning and organising skills sufficient to implement environmental and resource efficiency improvement plan to own work site/work area

Required knowledge

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for implementing and monitoring environmentally sustainable work practices in the work site or work area
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, the minimisation of carbon emissions and noise, the cleaning of plant, tools and equipment, and returning the environment to its original or near to original condition on completion of activity
- Organisational and site standards, requirements, policies and procedures associated with environmentally sustainable work practices
- Environmental risks and hazards
- Procedures for minimising environmental impact
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Relevant environmental and resource efficiency issues specific to industry practices
- Workplace communication channels, protocols and procedures
- Organisational structure and reporting channels
- Workplace safety and emergency procedures
- Strategies to maximise opportunities and minimise impacts relevant to own work area
- Problem identification and resolution strategies; common fault finding techniques
- Types of tools and equipment, and procedures for their safe use, operation and maintenance

REQUIRED SKILLS AND KNOWLEDGE

- Appropriate mathematical procedures for estimating and measuring, including calculating time to complete tasks
- Procedures for recording and reporting workplace information

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

A person who demonstrates competency in this unit must be able to provide evidence that they can implement and monitor environmentally sustainable work practices in the forest and forest products industry

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to, and satisfy, all of the requirements of the elements of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to implementing environmentally sustainable work practices in the work site/work area
- following organisational policies and procedures relevant to implementing and monitoring environmentally sustainable work practices in the work site/work area
- developing environmental and resource efficiency improvement plans to meet efficiency targets
- implementing new approaches to work, in an effort to resolve and improve environmental and resource efficiency issues
- monitoring targets and improvements for environmental and resource efficiency relative to work site/work area

Context of and specific resources for assessment

- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints

EVIDENCE GUIDE

- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or Australian Standards requirements
- The following resources should be made available:
 - workplace location or simulated workplace
 - materials and equipment relevant to undertaking work applicable to this unit
 - specifications and work instructions

Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment must be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of employability skills
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

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.

OHS requirements:

are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include:

- personal protective equipment and clothing
- safety equipment
- first aid equipment
- fire fighting equipment
- hazard and risk control
- fatigue management
- elimination of hazardous materials and substances
- safe forest practices, including required actions relating to forest fire
- manual handling including shifting, lifting and carrying
- machine guarding
- legislation
- organisational policies and procedures
- workplace practices

Environmental requirements may include:

Legislative requirements:

are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include:

- award and enterprise agreements
- industrial relations
- Australian Standards
- confidentiality and privacy
- OHS
- the environment
- equal opportunity
- anti-discrimination
- relevant industry codes of practice

RANGE STATEMENT

Organisational requirements may include:

- duty of care
- heritage and traditional land owner issues
- legal
- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- quality assurance
- procedural manuals
- quality and continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting
- equipment use, maintenance and storage
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

Purchasing strategies may include:

- influencing suppliers to take up environmental sustainability approaches
- researching and participating in programs, such as a supply chain program to purchase environmentally sustainable products

Stakeholders, appropriate personnel and specialists may include:

- individuals and groups both inside and outside the organisation who have direct or indirect interest in the organisation's conduct, actions, products and services, including:
 - supervisors
 - suppliers
 - clients
 - colleagues
 - managers
 - safety officers
 - government
 - investors
 - local community
 - other organisations

Environmental and resource efficiency improvement plans

- specialists outside the organisation who may have particular technical expertise
- addressing environmental and resource sustainability initiatives, such as:
 - environmental management systems

RANGE STATEMENT

may include:

- action plans
- surveys
- audits
- determining organisation's most appropriate waste treatment, including:
 - waste to landfill
 - recycling
 - re-use
 - recoverable resources
 - wastewater treatment
- initiating or maintaining appropriate organisational procedures for operational energy consumption, including stationary energy and non-stationary energy (transport)
- reducing use of non-renewable resources
- reference to standards, guidelines and approaches, such as:
 - ecological footprinting
 - Global Reporting Initiative
 - ISO14001 Environmental Management System
 - life cycle analyses
 - product stewardship
 - supply chain management
 - triple bottom line reporting

Unit Sector(s)

Not Applicable

Competency field

Competency field

Common Technical