



Australian Government

Department of Education, Employment and Workplace Relations

MSAENV472A Implement and monitor environmentally sustainable work practices

Release: 1

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Modification History

Unit Descriptor

This competency covers the outcomes required to effectively analyse the workplace in relation to environmentally sustainable work practices and to implement improvements and monitor their effectiveness.

This unit is based on the sustainability guideline standard GCSSUS02A Implement and monitor environmentally sustainable work practices.

Application of the Unit

This competency applies to those who have responsibility for a specific area of work or who lead a work group or team. It addresses the knowledge, processes and techniques necessary to implement and monitor environmentally sustainable work practices, including the development of processes and tools.

It includes:

Identifying areas for improvement

Developing plans to make improvements

Implementing and monitoring improvements in environmental performance.

Competency field

Competitive manufacturing tools

Licensing/Regulatory Information

Pre-Requisites

Employability Skills Information

Elements and Performance Criteria Pre-Content

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Investigate current practices in relation to resource usage.	<ul style="list-style-type: none">1.1 Identify environmental regulations applying to the enterprise.1.2 Assess procedures for assessing compliance with environmental regulations.1.3 Collect information on environmental and resource efficiency systems and procedures, and provide to the work group where appropriate.1.4 Measure and record current resource usage by members of the work group.1.5 Analyse and record current purchasing strategies.1.6 Analyse current work processes to access information and data and assist in identifying areas for improvement.
2 Set targets for improvements.	<ul style="list-style-type: none">2.1 Seek input from stakeholders, key personnel and specialist.2.2 Access external sources of information and data as required.2.3 Evaluate alternative solutions to workplace environmental issues.2.4 Set efficiency targets.

- 3 Implement performance improvement strategies.
 - 3.1 Source techniques/tools to assist in achieving targets.
 - 3.2 Apply continuous improvement strategies to own work area of responsibility and communicate ideas and possible solutions to the work group and management.
 - 3.3 Integrate environmental and resource efficiency improvement plans for own work group with other operational activities and implement them.
 - 3.4 Seek suggestions and ideas about environmental and resource efficiency management from stakeholders and act upon them where appropriate.
 - 3.5 Implement costing strategies to fully value environmental assets.
- 4 Monitor performance.
 - 4.1 Document outcomes and communicate reports on targets to key personnel and stakeholders.
 - 4.2 Evaluate strategies.
 - 4.3 Set new targets and investigate and apply new tools and strategies.
 - 4.4 Promote successful strategies and reward participants where possible.

Required Skills and Knowledge

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

Competency includes sufficient knowledge to:

know how to access and use relevant environmental and resource efficiency systems and procedures

know best practice approaches relevant to own area of responsibility

know and apply strategies to maximise opportunities and minimise impacts relevant to own work area

know relevant environmental and resource efficiency issues specific to industry practices. and the skill to

be able to access and use relevant environmental and resource efficiency systems and procedures

be able to apply quality assurance systems relevant to own work area

be able to apply relevant supply chain procedures.

Language, literacy and numeracy requirements

This unit requires communication/consultation skills to ensure information is supplied to the work group.

Writing is required to comprehend documentation and interpret environmental and energy efficiency requirements.

Numeracy is required to interpret numeric workplace information, readings and measurements, handle data as required and complete numeric components of workplace forms/reports.

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, the range statement and the assessment guidelines for this training package.

Overview of assessment

A person who demonstrates competence in this unit must be able to provide evidence of the ability to develop and implement integrated sustainability policies and procedures within an enterprise. The review of the policy after implementation will also need to be evidenced.

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

It is essential that competence is demonstrated in the knowledge and skills defined in this unit.

These may include the ability to:

- monitor and investigate current resource usage
- develop plans to improve sustainability
- implement environmental improvements.

Consistent performance should be demonstrated. For example, look to see that:

- environmental performance is routinely monitored and investigated
- areas for improvements are followed through and the implemented changes are in turn monitored and investigated.

Assessment method and context

Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the Elements, Performance Criteria and skills and knowledge. A holistic approach should be taken to the assessment.

Competence in this unit may be assessed:

- by demonstration in the workplace
- using targeted questioning for appropriate portions
- through use of specific project(s)
- by use of a suitable simulation and/or a range of case studies/scenarios
- by a combination of these techniques.

In all cases it is expected that practical assessment will be combined with targeted questioning to assess the underpinning knowledge and theoretical assessment will be combined with appropriate practical/simulation or similar assessment. Assessors need to be aware of any cultural issues that may affect responses to questions.

Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

Specific resources for assessment

This section should be read in conjunction with the range of variables for this unit of competency. Resources required include suitable access to an operating plant or equipment that allows for appropriate and realistic simulation. A bank of case studies/scenarios and questions will also be required to the extent that they form part of the assessment method. Questioning may take place either in the workplace, or in an adjacent, quiet facility such as an office or lunchroom. No other special resources are required.

Access must be provided to appropriate learning and/or assessment support when required.

Where applicable, physical resources should include equipment modified for people with disabilities.

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. Add any 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. Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.

Context

This competency applies to all sectors of the manufacturing industry. It may also be applied to all sections of an organisation, including office, warehouse etc. This unit will need to be appropriately contextualised as it is applied across an organisation and across different industry sectors.

Procedures

All operations are performed in accordance with procedures.

Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.

Environmental and resource efficiency issues

Environmental and resource efficiency issues include:

addressing environmental and resource sustainability initiatives such as Environmental Management Systems, action plans, surveys and audits
reference to standards, guidelines and approaches such as:

ISO 14001 Environmental Management Systems

Life Cycle Analyses

Global Reporting Initiative

Ecological footprinting

Triple Bottom Line reporting

Product Stewardship

determining enterprise's most appropriate waste treatment including waste to landfill, recycling, re-use and wastewater treatment

applying the waste management hierarchy in the workplace

initiating and/or maintaining appropriate enterprise procedures for operational energy consumption, including stationary energy and non stationary (transport).

Appropriate techniques

Appropriate techniques include:

material fed to/consumed by plant/equipment

plant meters and gauges

job cards including kanbans

examination of invoices from suppliers

measurements made under different conditions

examination of relevant information and data

others as appropriate to the specific industry contexts.

Compliance

Compliance includes meeting relevant federal, state and local government laws, by-laws, regulations and codes of practice.

Incidents

Incidents include:

breaches or potential breaches of regulations
occurrences outside of standard procedure which may lead to lower environmental performance.

Purchasing strategies

Purchasing strategies include:

influencing suppliers to take up environmental sustainability
selecting materials/components with a lower environmental profile.

Stakeholders, key personnel and specialists

Stakeholders, key personnel and specialists include individuals and groups both inside and outside the organisation that have some direct interest in the enterprise's conduct, actions, products and services, including:

employees at all levels of the organisation

customers

suppliers

other organisations

key personnel within the organisation, and specialists outside it who may have particular technical expertise

Suggestions

Suggestions includes ideas that help to:

prevent and minimise environmental risks and maximise opportunities

reduce emissions of greenhouse gases

reduce use of non-renewable resources

make more efficient use of energy

maximising opportunities to re use and recycle materials

identifying strategies to offset or mitigate environmental impacts. e.g. purchasing of carbon credits

expressing purchasing power through the selection of suppliers with improved environmental performance. e.g. purchasing renewable energy

eliminating the use of hazardous and toxic materials increasing the reusability/recyclability of wastes/products.

Unit Sector(s)