



**Australian Government**

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

# **MSAENV672A Develop workplace policy and procedures for sustainability**

**Release: 1**

## **MSAENV672A Develop workplace policy and procedures for sustainability**

### **Modification History**

### **Unit Descriptor**

This competency covers the outcomes required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances. This unit is based on the sustainability guideline standard GCSUS03A Develop workplace policy and procedures for sustainability.

### **Application of the Unit**

This competency applies to team leaders/supervisors/managers who are required to develop approaches to sustainability within workplaces, including the development and implementation of policy.

It includes:

Communicating with relevant stakeholders

Developing and monitoring sustainability policies

Reviewing and improving sustainability policies.

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**

<b>Element</b>	<b>Performance Criteria</b>
1 Develop workplace sustainability policy.	1.1 Define scope of sustainability policy.
	1.2 Identify and consult stakeholders as a key component of the policy development process.
	1.3 Include strategies for minimising resource use,

- reductions in toxic material and hazardous chemical use and the employment of life cycle management approaches at all stages of work in the policy.
- 1.4 Make recommendations for policy options based on likely effectiveness, timeframes and cost.
  - 1.5 Develop policy is that reflects the organisation's commitment to sustainability as an integral part of the business planning and as a business opportunity.
  - 1.6 Agree upon appropriate methods of implementation.
- 2 Communicate the policy.
- 2.1 Promote the policy, including its expected outcome to key stakeholders.
  - 2.2 Inform those involved in implementing the policy as to outcomes expected, activities to be undertaken and responsibilities assigned.
- 3 Implement the policy.
- 3.1 Develop and communicate procedures to help implement the policy.
  - 3.2 Implement strategies for continuous improvement in resource efficiency.
  - 3.3 Establish record systems for tracking continuous improvements in sustainability approaches and assign responsibilities.
- 4 Review policy implementation
- 4.1 Record outcomes and provide feedback to key personnel and stakeholders.
  - 4.2 Investigate success or otherwise of policy.
  - 4.3 Monitor records to identify trends that may require remedial action, and use to promote continuous improvement of performance.
  - 4.4 Modify policy and or procedures as required to ensure improvements are made.

## Required Skills and Knowledge

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

Competency includes sufficient knowledge to:

know and be able to apply relevant policy development processes and practices

apply an understanding of the principles, practices and available tools and techniques of sustainability management relevant to the particular industry context

know best practice approaches relevant to own work area

be aware of equal employment opportunity, equity and diversity principles and occupational health and safety implications of policy/s being developed

and the skill to

be able to use relevant systems and procedures to aid in the achievement of sustainability in the workplace

be able to apply quality assurance systems relevant to own enterprise

be able to access and apply other relevant enterprise policies, procedures and protocols

have relevant industry competency

### **Language, literacy and numeracy requirements**

This unit requires the ability to:

read and evaluate complex and formal documents such as policy and legislation

research, analyse and present information

prepare written reports requiring precision of expression and language and structures suited to the intended audience

adjust communication to suit different audiences

deal with different points of view and dissenting stakeholders.

## 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:

develop relevant policy and procedures that comply with the regulatory requirements

develop a workable implementation strategy

include measurable criteria for reviewing improvement.

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

policy implementation is reviewed

policy is developed to be part of the routine practices of the organisation.

### 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

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.

### Scope of sustainability policy

Scope of sustainability policy include:

An integrated approach to sustainability which includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually

The parts of the enterprise to which it is to apply , including whether it is for the whole enterprise, one site, one work area or combinations of these

An investigation of the particular business and market context of the industry/ enterprise

Addressing sustainability initiatives through reference to standards, guidelines and approaches such as:

ISO 14001 Environmental Management Systems

Life Cycle Analyses

Global Reporting Initiative

Ecological Footprint Assessment

Triple Bottom Line reporting

Product Stewardship.

### Stakeholders

Stakeholders 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

regulators

other organisations.

### Strategies

Strategies include:

awareness raising among stakeholders

training of staff in principles and techniques of sustainability

promotional activities.

## **Unit Sector(s)**