



**Australian Government**

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

# **MSAENV672B Develop workplace policy and procedures for environmental sustainability**

Release: 1

## MSAENV672B Develop workplace policy and procedures for environmental sustainability

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This competency covers the outcomes required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.</p> <p>This unit is based on the sustainability guideline standard GCSSUS03A Develop workplace policy and procedures for sustainability.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This competency applies to team leaders/supervisors/managers who are required to develop approaches to environmental sustainability within workplaces, including the development and implementation of policy.</p> <p>It includes:</p> <ul style="list-style-type: none"><li>• Communicating with relevant stakeholders</li><li>• Developing and monitoring sustainability policies</li><li>• Reviewing and improving sustainability policies.</li></ul> <p>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.</p> <p>This unit will need to be appropriately contextualised as it is applied across an organisation and across different industry sectors.</p>
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### Licensing/Regulatory Information

Not applicable.

## Pre-Requisites

<b>Prerequisite units</b>	This unit has <b>no</b> prerequisites	

## 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. Develop workplace sustainability policy.	1.1 Define <i>scope of sustainability policy</i> . 1.2 Identify and consult <i>stakeholders</i> as a key component of the policy development process. 1.3 Review environmental sustainability <i>strategies</i> relevant to all stages of work covered by 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 <i>strategies</i> 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 <i>procedures</i> as required to ensure improvements are made.

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

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

#### Required skills

Required skills include:

- developing and implementing systems and procedures to aid in the achievement of sustainability in the workplace
- applying quality assurance systems relevant to own enterprise
- accessing and applying other relevant enterprise policies, procedures and protocols
- relevant industry competency
- interpreting business/strategic plans

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.

#### Required knowledge

Required knowledge includes:

- understanding of relevant policy development and implementation processes and practices
- understanding of the principles, practices and available tools and techniques of sustainability management relevant to the particular industry context
- best practice approaches relevant to own work area
- equal employment opportunity, equity and diversity principles and occupational health and safety implications of policy/s being developed

## 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>	
<p><b>Overview of assessment</b></p>	<p>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.</p>
<p><b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b></p>	<p>It is essential that competence is demonstrated in the knowledge and skills defined in this unit. These may include the ability to:</p> <ul style="list-style-type: none"> <li>• develop relevant policy and procedures that comply with the regulatory requirements and business plans</li> <li>• develop a workable implementation strategy</li> <li>• include measurable criteria for reviewing improvement.</li> </ul> <p>Consistent performance should be demonstrated. For example, look to see that:</p> <ul style="list-style-type: none"> <li>• policy implementation is reviewed</li> <li>• policy is developed to become part of the routine practices of the organisation.</li> </ul>
<p><b>Context of and specific resources for assessment</b></p>	<p>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.</p> <p>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.</p> <p>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.</p>
<p><b>Method of assessment</b></p>	<p>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</p>

<b>EVIDENCE GUIDE</b>	
	<p>knowledge.                      A holistic approach should be taken to the assessment.                      Competence in this unit may be assessed:</p> <ul style="list-style-type: none"> <li>• by demonstration in the workplace</li> <li>• using targeted questioning for appropriate portions</li> <li>• through use of specific project(s)</li> <li>• by use of a suitable simulation and/or a range of case studies/scenarios</li> <li>• by a combination of these techniques.</li> </ul> <p>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.</p>
<p><b>Guidance information for assessment</b></p>	<p>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.</p>

## Range Statement

<b>RANGE STATEMENT</b>	
<p>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>Procedures</b>	<p>All operations are performed in accordance with procedures.</p> <p>Procedures include all relevant workplace procedures, work instructions, temporary instructions and relevant industry and government codes and standards.</p> <p>Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.</p>
<b>Scope of sustainability policy</b>	<p>Scope of sustainability policy include:</p> <ul style="list-style-type: none"> <li>• The area/s of environmental sustainability to be targeted and whether social and economic sustainability will be incorporated</li> <li>• 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</li> <li>• An investigation of the particular business and market context of the industry/ enterprise</li> <li>• Addressing sustainability initiatives through reference to standards, guidelines and approaches such as: <ul style="list-style-type: none"> <li>• ISO 14001 Environmental Management Systems</li> <li>• Life Cycle Analyses</li> <li>• Cradle to grave/cradle to cradle</li> <li>• Global Reporting Initiative</li> <li>• Ecological Footprint Assessment</li> <li>• Triple Bottom Line reporting</li> <li>• Product Stewardship.</li> </ul> </li> </ul>
<b>Stakeholders</b>	<p>Stakeholders include individuals and groups both inside and outside the organisation that have some direct interest in the enterprise's conduct, actions,</p>



<b>RANGE STATEMENT</b>	
	products and services, including: <ul style="list-style-type: none"><li>• employees at all levels of the organisation</li><li>• customers</li><li>• suppliers</li><li>• regulators</li><li>• other organisations.</li></ul>

<b>RANGE STATEMENT</b>	
<b>Strategies</b>	<p>Implementation strategies include:</p> <ul style="list-style-type: none"> <li>• awareness raising among stakeholders</li> <li>• training of staff in principles and techniques of sustainability</li> <li>• promotional activities.</li> </ul> <p>Continuous improvement strategies include ongoing measuring, improving and monitoring such as:</p> <ul style="list-style-type: none"> <li>• Plan, do, check, act cycles</li> <li>• Kaizen (continuous improvement)</li> <li>• Kaizen blitz (breakthrough improvement event)</li> <li>• Six sigma approaches</li> </ul> <p>Environmental sustainability strategies include:</p> <ul style="list-style-type: none"> <li>• reducing toxic material and hazardous chemical use</li> <li>• minimising resource use through changes in processes, facility design and management</li> <li>• supply chain and life cycle management approaches</li> <li>• sourcing renewable energy and low carbon footprint materials</li> <li>• reducing, re-using, recycling and waste reduction</li> <li>• product and process improvements</li> <li>• carbon offsets</li> <li>• reducing greenhouse gas and other emissions</li> </ul>

### **Unit Sector(s)**

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

<b>Competency field</b>	Competitive manufacturing tools
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## Co-requisite units

<b>Co-requisite units</b>		