



Australian Government

**MSMENV672 Develop workplace policy
and procedures for environmental
sustainability**

Release: 1

MSMENV672 Develop workplace policy and procedures for environmental sustainability

Modification History

Release 1. Supersedes and is equivalent to MSAENV672B Develop workplace policy and procedures for environmental sustainability

Application

This unit of competency covers the skills and knowledge required to develop and implement a workplace sustainability policy, including the modification of the policy to suit changed circumstances.

This unit of 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.

It includes communicating with relevant stakeholders, developing and monitoring sustainability policies and reviewing and improving sustainability policies.

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

This unit of competency applies to an individual working alone or as part of a team or group and working in liaison with other shift team members and the control room operator, as appropriate.

No licensing, legislative or certification requirements apply to this unit at the time of

Pre-requisite Unit

Nil

Competency Field

HSE

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

- 1 Develop workplace sustainability policy
 - 1.1 Define the scope of sustainability policy
 - 1.2 Identify and consult with stakeholders during the policy development process
 - 1.3 Review the environmental sustainability strategies 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 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 Employ strategies for implementation of policy in resource efficiency
 - 3.3 Establish recording systems for tracking changes 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 to implemented policy and procedures
 - 4.4 Modify policy and or procedures as required to ensure improvements are made

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Regulatory framework The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- legislative requirements, including work health and safety (WHS)
- industry codes of practice and guidelines
- environmental regulations and guidelines
- Australian and other standards
- licence and certification requirements
- *ISO 14001:2015 Environmental management systems*

Procedures All operations must be performed in accordance with relevant procedures.

Procedures are written, verbal, visual, computer-based or in some other form, and include one or more of the following:

- work instructions
- standard operating procedures (SOPs)
- safe work method statements (SWMS)
- formulas/recipes
- batch sheets
- temporary instructions
- any similar instructions provided for the smooth running of the plant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSAENV672B Develop workplace policy and procedures for environmental sustainability

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=d1287d36-dff4-4e9f-ad2c-9d6270054027>