



Australian Government

Department of Education, Employment and Workplace Relations

MSS027001A Coordinate environmental management activities

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit of competency covers the ability to coordinate environmental management activities at a site, or within a project, to ensure compliance with relevant legislation, regulations, permits and/or licences. Personnel are required to interpret and explain environmental management policies, plans and procedures to other personnel and apply them to a wide range of activities. This includes recognising potential/actual environmental impacts of current and planned work/recreational activities, implementing and monitoring appropriate preventative and corrective actions to minimise harm to the environment, coordinating response to incidents, liaising with the site personnel and stakeholders, and providing site/project reports. Personnel work under the supervision of an environmental scientist or engineer, site manager or enterprise environmental manager.

Application of the Unit

This unit of competency is applicable to environmental site coordinators, environmental managers and senior environmental officers working in a range of industry sectors, such as:

- environmental monitoring, sampling and field testing (e.g. air, water, soil and noise)
- geotechnical services
- natural resource management
- occupational hygiene monitoring (e.g. air, noise and radiation)
- water supply and treatment, storm and wastewater management
- solid and hazardous waste management
- site remediation or rehabilitation
- resource efficiency (e.g. energy, water and waste auditing).

Note that the term ‘manager’ is used to refer to management of a function, project and/or program and does not necessarily imply line management.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Not applicable.

Elements and Performance Criteria Pre-Content

Not applicable.

Elements and Performance Criteria

1	Confirm environmental management responsibilities	1.1	Interpret legislative, regulatory and licensing requirements and approvals that apply to site/project
		1.2	Clarify own scope of responsibility/authority for achieving specific environmental outcomes for site/project and the roles of other key personnel
		1.3	Identify resources available to implement environmental management policies and plans for site/project
2	Develop and maintain positive relations with site personnel and stakeholders	2.1	Identify significant stakeholders, their relationship to the enterprise and position or perceived attitudes about the site/project
		2.2	Participate in meetings and networks to obtain/maintain knowledge about stakeholders, their representatives and their issues
		2.3	Use appropriate strategies to foster the trust and confidence of site personnel and stakeholder representatives
		2.4	Communicate enterprise positions/requirements in a way that acknowledges concerns of personnel/stakeholders and promotes understanding
		2.5	Respond to requests for information or participation in stakeholder activities in accordance with enterprise procedures
		2.6	Provide timely, authorised information using language, styles and formats that are readily understood

- 2.7 Identify difficult situations and negotiate solutions by using a collaborative approach and harnessing cooperation (within scope of responsibility)
 - 2.8 Obtain regular feedback and use it to maintain and enhance positive relations
- 3 Provide environmental management information and training
 - 3.1 Use environmental management plans and recent incident reports to identify/review information and training needs of site personnel
 - 3.2 Access, or develop, information and training programs to meet the identified needs
 - 3.3 Provide accessible information and training programs to ensure that all site personnel understand their environmental obligations/responsibilities
 - 3.4 Confirm site personnel's understanding of environmental management actions specified for specific work areas and activities
 - 3.5 Monitor the effectiveness of information and training and adjust content, format and delivery strategies as appropriate
- 4 Assess environmental impacts and risks
 - 4.1 Review scheduled activities well in advance to identify implications for environmental management
 - 4.2 Identify potential/actual events, risks and activities that may cause/have caused harm to the environment
 - 4.3 Conduct inspections and in-situ measurements to quantify risks and impacts
 - 4.4 Report assessment of risks and impacts in accordance with enterprise/legislative requirements

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| 5 | Ensure environmental monitoring and management plans are implemented | 5.1 | Conduct specified environmental monitoring and site inspections to check performance against environmental management requirements |
| | | 5.2 | Ensure that enterprise environmental monitoring instruments are fully functioning and maintained appropriately |
| | | 5.3 | Conduct additional monitoring/inspections after atypical events, legitimate complaints or government requests to assess whether environmental management plan is operating effectively |
| | | 5.4 | Examine results of in-situ measurements, laboratory analyses, inspections and audits to identify significant trends, non-conformance and/or incidents |
| 6 | Respond to environmental non-conformances and incidents | 6.1 | Recognise unusual situations, unexpected risks/hazards and potential/actual environmental incidents |
| | | 6.2 | Implement enterprise procedures for responding to environmental non-conformance and incidents to ensure prompt control and remediation |
| | | 6.3 | Investigate the causes of non conformances and incidents within scope of responsibility and in accordance with enterprise/legislative requirements |
| | | 6.4 | Analyse findings to identify opportunities to re-design activities, work practices, environmental controls, information/training programs and/or management procedures |
| | | 6.5 | Implement authorised corrective/preventative actions to prevent recurrence of non-conformance/incident and to reduce risks |
| | | 6.6 | Record all recommendations, actions and outcomes in accordance with the enterprise/legislative requirements |

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| 7 | Keep management informed about environmental performance | 7.1 | Provide regular reports about environmental performance, instances of potential/actual non-conformance and incidents and the actions taken in each case |
| | | 7.2 | Report opportunities and recommendations for improvements in accordance with enterprise procedures |
| | | 7.3 | Seek manager's advice when challenges are beyond own scope of responsibility/technical competence or when input from environmental specialists may be required |
| 8 | Maintain environmental records | 8.1 | Ensure all required records are legible, accurate and satisfy enterprise/legislative requirements |
| | | 8.2 | Store environmental records to enable easy access and review by authorised personnel according to enterprise procedures |
| | | 8.3 | Regularly review and assess environmental records to identify significant trends and impacts |
| | | 8.4 | Identify any problems with the maintenance and security of records and resolve them promptly |

Required Skills and Knowledge

Required skills

Required skills include:

- accessing, interpreting and applying relevant legislative/regulatory requirements, standards, codes, guidelines and manuals
- regularly (re)assessing site/project environmental risks and impacts
- monitoring the implementation of environmental management plans, policy and procedures, and specified work methods
- analysing site/project environmental data, and verifying and reporting results
- developing and maintaining a range of useful contacts and networks
- consulting and communicating with a wide range of people about environmental issues
- clearly explaining environmental management concepts, principles and procedures to others
- responding effectively to complaints and requests for information
- resolving issues/conflicts constructively with site personnel and stakeholders
- solving complex technical problems
- seeking advice when issues/problems are beyond scope of competence/responsibility
- providing accurate, complete and timely reports, briefings and handovers
- maintaining records
- working safely and monitoring the safety of others

Required knowledge

Required knowledge includes:

- environmental protection/management terminology, concepts and principles
- site/project characteristics, nature of activities conducted at site, environmental management values, environmental issues, and risks and impacts
- environmental legislative/regulatory requirements and responsibilities relevant to site/project
- enterprise environmental management plans, procedures, control measures and management actions for site/project
- enterprise procedures for identifying assessing environmental risks and impacts, managing stakeholder relations, responding to complaints, cultural/heritage finds and other environmental incidents, and record management and reporting
- interpersonal communication, negotiation and conflict resolution techniques
- problem-solving techniques
- relevant health, safety and workplace emergency response procedures

Evidence Guide

Overview of assessment	Competency must be demonstrated in the ability to perform consistently at the required standard.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Assessors must be satisfied that the candidate can competently and consistently apply the skills covered in this unit of competency in new and different situations and contexts. Critical aspects of assessment and evidence include:</p> <ul style="list-style-type: none"> • gathering and interpreting environmental management information relevant to site/project • explaining environmental management information clearly to site personnel • collecting, analysing and reporting environmental data • monitoring effective implementation of site/project environmental management plans • assessing environmental risks and impacts arising from site/project activities • recognising, investigating and rectifying environmental management issues within scope of responsibility • keeping management fully informed about site/project environmental performance and issues • maintaining site/project environmental records in accordance with legislative/licensing/enterprise requirements.
Context of and specific resources for assessment	<p>This unit of competency is to be assessed in the workplace or a simulated workplace environment.</p> <p>Assessment should emphasise a workplace context and procedures found in the candidate's workplace.</p> <p>This unit of competency may be assessed with:</p> <ul style="list-style-type: none"> • <i>MSS027002A Apply environmental legislation, codes and standards</i> • <i>other MSS027000 series units dealing with specific environmental management activities.</i> <p>The competencies covered by this unit would be demonstrated by an individual working alone or as part of a team.</p> <p>Resources may include:</p>

	<ul style="list-style-type: none"> • site/project history • relevant legislation, codes, standards, enterprise environmental management policies, plans, actions, procedures and checklists • physical resources required for coordination activities, such as maps, laptop computer, digital camera, and monitoring and sampling equipment.
Method of assessment	<p>The following assessment methods are suggested:</p> <ul style="list-style-type: none"> • review of environmental monitoring results, records, and reports generated by the candidate • review of environmental information developed by the candidate • feedback from peers, managers and/or stakeholder representatives that the candidate is able to safely coordinate environmental management activities for site/project • oral/written tests involving environmental management terms, principles and quantities; set-up, calibration and basic maintenance of monitoring equipment; selection and use of safety equipment and personal protective equipment • analysis of case studies/reports of relevant environmental management issues and incidents • observation of the candidate representing the enterprise at stakeholder meetings or providing environmental management information and instruction to other personnel. <p>In all cases, practical assessment should be supported by questions to assess underpinning knowledge and those aspects of competency which are difficult to assess directly.</p> <p>Where applicable, reasonable adjustment must be made to work environments and training situations to accommodate ethnicity, age, gender, demographics and disability.</p> <p>The language, literacy and numeracy demands of assessment should not be greater than those required to undertake the unit of competency in a work-like environment.</p>
Guidance information for assessment	

Range Statement

Codes of practice	Where reference is made to industry codes of practice, and/or Australian/international standards, it is expected the latest version will be used
Legislation, standards, codes, procedures and/or enterprise requirements	<p>Legislation, standards, codes, procedures and/or enterprise requirements may include:</p> <ul style="list-style-type: none"> • federal legislation, such as: <ul style="list-style-type: none"> • Environment Protection and Biodiversity Conservation Act 1999 • Australian Heritage Council Act 2003 • Native Title Act 1993 • state/territory government legislation and regulations and local government by-laws, policies, and plans dealing with: <ul style="list-style-type: none"> • land use, acquisition, planning and protection • environmental protection • cultural/heritage protection • vegetation management • nature conservation and wildlife/plant protection • water and water management • soil conservation • pollution and contaminated sites • fisheries, forestry and mining operations • Australian and international standards, such as: <ul style="list-style-type: none"> • AS/NZS ISO 14000 Set:2005 Environmental management standards set • environmental management plan, site information about applicable legislative requirements and approval requirements • information about site processes, work schedules • information about emergency preparedness and response • monitoring/inspection procedures and management actions to prevent/control environmental impacts or risks • sampling and in-situ measurement procedures (e.g. water, air, noise and soils) • job hazard analyses • safe work procedures and work method statements • material safety data sheets (MSDS)
Environmental information and	Environmental information and/or training may

training	<p>include:</p> <ul style="list-style-type: none"> • enterprise environmental management policy • content and purpose site/project environmental management plan • legislative responsibilities • licensing/permit/compliance requirements • due diligence and duty to notify • lines of communication • introduction to site/project and environmental considerations, and sources of environmental information • environmental management actions and checklists, methods/procedures for specific activities • incident management and reporting
Provision of environmental information and training	<p>Provision of environmental information and training may include:</p> <ul style="list-style-type: none"> • site induction (environmental component) • task specific training (e.g. spill management) • toolbox talks (regular, 'as required' and topic specific) • daily, pre-start meetings with supervisors/team leaders about specific issues (e.g. hazards and working in close proximity to known fauna habitats) • posters and reading materials displayed in common areas and noticeboards • supervisor notices and daily bulletins about specific environmental issues • response to community complaints
Site personnel and stakeholders	<p>Site personnel and stakeholders may include:</p> <ul style="list-style-type: none"> • enterprise employees • contractors and subcontractors • consultants, such as environmental scientists, planners, engineers and external auditors • suppliers and service providers • community representatives and landowners • visitors or members of the public • government/regulator representatives and inspectors
Reports	<p>Reports may include:</p> <ul style="list-style-type: none"> • non-conformance report form • hazard near miss report form • site/project incident investigation report

	<ul style="list-style-type: none"> • weekly environmental report • monthly environmental report • regulatory agency reports (where required by permit, approval or licence conditions)
Site/project records	<p>Site/project records may include:</p> <ul style="list-style-type: none"> • digital photographs • environmental monitoring data • internal quality/environmental audit reports • records required by permit, approval or licence conditions • records of training • records of monitoring equipment purchase, calibration, inspection, maintenance and service • records of complaints and government requests • records of environmental non-conformances, incidents or significant impacts • contractor and supplier information • electronic/hard copy correspondence • records of approved expenditure and orders
Environmental issues and incidents	<p>Environmental issues and incidents may include:</p> <ul style="list-style-type: none"> • finding or disturbing an actual/potential cultural heritage item or site • community or stakeholder complaint • failure of erosion or sediment controls • spill or release of chemical, hydrocarbon or other hazardous material • decline in water quality due to site/project activities • decline in air quality due to dust, SO_x and NO_x • unacceptable noise levels • environmental harm to protected habitat or species • transport of prohibited materials to/from site (e.g. pests, weeds and contamination)
Occupational health and safety (OHS) and environmental management requirements	<p>OHS and environmental management requirements:</p> <ul style="list-style-type: none"> • all operations must comply with enterprise OHS and environmental management requirements, which may be imposed through state/territory or federal legislation - these requirements must not be compromised at any time • all operations assume the potentially hazardous nature of samples and require standard precautions to be applied • where relevant, users should access and apply current

	industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and State and Territory Departments of Health
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Unit Sector(s)

Environmental

Custom Content Section

Not applicable.