Australian Government

RIIENV601E Establish and maintain the environmental management system

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish and maintain the environmental management system in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements describe the essential outcomes.	*Performance criteria describe the performance needed to demonstrate achievement of the element.*
1. Establish and maintain the framework for the environmental management system	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to establish and maintain the environmental management system 1.3 Develop and document written policies and system procedures regarding the commitment of the organisation to environmental management and implementation of relevant environmental legislation 1.4 Identify and determine the responsibilities and duties for implementation and integration of the system in job descriptions and duty statements 1.5 Identify, source and provide resources for the operation of the environmental management system according to workplace procedures 1.6 Communicate the system, responsibilities and procedures to relevant personnel

ELEMENT	PERFORMANCE CRITERIA
2. Establish and maintain participative arrangements for the environmental management system	2.1 Establish and confirm the maintenance of appropriate consultative processes, in consultation with employees and their representatives 2.2 Confirm the outcomes of participation and consultation are communicated to relevant personnel as required
3. Establish and maintain procedures for identifying environmental hazards	3.1 Identify and confirm existing and potential environmental hazards through site inspection and trends identified from the environmental record system 3.2 Develop and maintain written procedures for the ongoing identification of existing and potential environmental hazards 3.3 Monitor activities and confirm that environmental hazard identification procedures are implemented according to workplace procedures 3.4 Confirm procedures are applied to environmental hazard identification at the planning, design and evaluation stages of changes in the workplace to confirm that new hazards are not created
4. Establish and maintain procedures for assessing environmental risk	4.1 Confirm an appropriate assessment of risks and identification of environmental hazards is implemented 4.2 Develop system procedures for ongoing assessment of risks confirm according to workplace procedures 4.3 Monitor activities to confirm the implementation of risk assessment procedures 4.4 Confirm procedures are applied for risk assessments at the planning, design and evaluation stages of any changes in the workplace to confirm that new risks are not created
5. Establish and maintain procedures for treating environmental risks	5.1 Develop and confirm the implementation of measures to treat assessed risks according to workplace procedures 5.2 Confirm the implementation of interim solutions, until a permanent control measure is developed 5.3 Develop system procedures for ongoing control of risks and confirm their integration according to workplace procedures 5.4 Monitor activities to confirm the implementation of risk treatment procedures 5.5 Confirm risk treatments and risk control measures are addressed at the planning, design and evaluation stages of any changes in the workplace 5.6 Identify inadequacies in existing risk treatment measures and seek and provide resources to enable implementation of new measures
6. Establish and maintain organisational	6.1 Identify the range of most likely potential hazardous environmental events according to job requirements

ELEMENT	PERFORMANCE CRITERIA
procedures for dealing with hazardous environmental events	6.2 Develop systems procedures in consultation with appropriate emergency services that would treat the risks associated with the potential hazardous events according to workplace procedures 6.3 Provide appropriate information and training to all employees according to workplace procedures
7. Establish and maintain an environmental training program	7.1 Develop and confirm the implementation of an environmental training program according to job requirements 7.2 Identify and address environmental training needs of employees according to workplace procedures
8. Establish and maintain a system for environmental records	8.1 Establish and monitor the system for keeping environmental records according to workplace procedures 8.2 Identify patterns of environmental non-compliance according to workplace procedures
9. Evaluate the organisational environmental management system and related policies, procedures and programs	9.1 Assess the effectiveness of the environmental management system according to workplace procedures 9.2 Develop and confirm implementation of improvements to the system to confirm more effective achievement of environmental aims 9.3 Assess compliance against compliance documentation and code of practice to confirm that legal environmental standards are maintained

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	• Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	• Conveys information and requirements clearly, and listens carefully
Reading	• Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	• Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIENV601D Establish and maintain the environmental management system.

Links

Companion Volume implementation guides is found on VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272