



Australian Government

Department of Education, Employment and Workplace Relations

RIIENV302A Apply environmentally sustainable work practices

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit describes the performance outcomes, skills and knowledge required to effectively implement environmentally sustainable work practices.

This unit requires the ability to access industry information, and applicable legislative and occupational health and safety (OHS) guidelines.

While no licensing, legislative, regulatory or certification requirements apply holistically to this unit at the time of publication, relevant national, state and territory legislation, regulations and codes of practice impact upon this unit.

Application of the Unit

This unit applies to operators/team members required to follow workplace procedures and instructions, and to work in an environmentally sustainable manner.

This unit is appropriate for those working in operational roles at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

<p>Elements describe the essential outcomes of a unit of competency.</p>	<p>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.</p>
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Identify current practices in relation to resource usage	1.1. Access, interpret and apply compliance documentation relevant to implementing and monitoring environmentally sustainable work practices 1.2. Identify environmental regulations applying to the enterprise 1.3. Identify procedures for assessing compliance with environmental/sustainability regulations
2. Review and communicate identified improvements	2.1. Review current work processes to access information and data to assist in identifying areas for improvement 2.2. Collect and organise information from a range of sources to provide information/advice and tools/resources for improvement opportunities 2.3. Seek input from stakeholders, key personnel and specialists 2.4. Communicate proposed improvements according to site procedures
3. Apply performance improvement strategies	3.1. Source and use appropriate techniques and tools to assist in achieving efficiency targets 3.2. Apply continuous improvement strategies to own work area of responsibility through environmental and resource efficiency improvement plans 3.3. Apply suggestions and ideas about environmental and resource efficiency management from stakeholders where appropriate
4. Monitor performance	4.1. Use evaluation and monitoring tools and technology 4.2. Report on progress against efficiency targets to key personnel and stakeholders 4.3. Promote organisational improvement strategies

Required Skills and Knowledge

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

Required skills

Specific skills are required to achieve the performance criteria in this unit, particularly for the application in the various circumstances in which this unit may be applied. This includes the ability to carry out the following as required to apply environmentally sustainable work practices:

- comply with all relevant legislation associated with job specifications and procedures
- apply communication and problem solving skills to question, seek clarification and make suggestions relating to work requirements and efficiency
- apply communication/consultation skills to support information flows
- apply communication and teamwork skills to recognise procedures; to follow instructions; to respond to change, such as current workplace environmental/sustainability frameworks; and to support team work and participation in a sustainable organisation
- apply literacy, numeracy and technology skills to interpret workplace information in relation to work role, and to document and measure resource use
- apply technology skills to select and use technology appropriate for a task

Required knowledge

Specific knowledge is required to achieve the performance criteria of this unit, particularly its application in a variety of circumstances in which the unit may be used. This includes knowledge of the following as required apply environmentally sustainable work practices:

- change management/continuous improvement processes
- best practice approaches relevant to own area of responsibility and industry
- compliance requirements within work area for all relevant environmental/sustainability legislation, regulations and codes of practice including resource hazards/risks associated with work area, job specifications and procedures
- environmental and energy efficiency issues, systems and procedures specific to industry practice
- OHS issues and requirements
- organisational structure and reporting channels and procedures
- quality assurance systems relevant to own work area
- sustainability in the workplace
- terms and conditions of employment including policies and procedures, such as daily tasks, work area responsibilities, employee, supervisor and employer rights, equal opportunity.

Evidence Guide

<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>Overview of assessment</p>	
<p>Critical aspects for assessment and evidence required to demonstrate competency in this unit</p>	<p>The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:</p> <ul style="list-style-type: none"> • accessing, interpreting and complying with a range of environment/sustainability legislation and procedural requirements relevant to daily responsibilities • knowledge of relevant compliance requirements within work area • accurately following organisational information to participate in and support an improved resource efficiency process and reporting as required • planning and organising activities in relation to measuring current use and devising strategies to improve usage • developing and/or using tools such as inspection checklists, to collect and measure relevant information on organisation resource consumption, within work role • identifying organisational improvements by applying efficient resource use to daily activities • knowledge of environmental and resource hazards/risks
<p>Context of and specific resources for assessment</p>	<p>This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills.</p> <ul style="list-style-type: none"> • The assessment environment should not

	<p>disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job.</p> <ul style="list-style-type: none"> • Customisation of assessment and delivery environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Assessment of this competency requires typical resources normally used in the work environment. Selection and use of resources for particular worksites may differ due to site circumstances. • Where applicable, physical resources should include equipment modified for people with disabilities. • Access must be provided to appropriate learning and/or assessment support when required.
<p>Method of assessment</p>	<p>This unit may be assessed in a holistic way with other units of competency.</p> <p>The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods:</p> <ul style="list-style-type: none"> • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistently achieving the required outcomes • first hand testimonial evidence of the candidate's ability to participate in environmentally sustainable work practices
<p>Guidance information for assessment</p>	<p>Consult the SkillsDMC User Guide for further information on assessment including access and equity issues</p>

Range Statement

<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>	
<p>Compliance documentation may include:</p>	<ul style="list-style-type: none"> • legislative, organisation and site requirements and procedures • Australian standards • environmental agencies regulations • Environmental Protection Act • isolation procedures • manufacturer's specifications and recommendations • OHS legislation and regulations • site regulations, requirements and procedures • code of practice
<p>Compliance may include:</p>	<ul style="list-style-type: none"> • meeting relevant laws, by-laws and regulations, or best practice or codes of practice, to support compliance in environmental performance and sustainability at each level as required (such as Environmental Protection or Biodiversity Conservation Act): <ul style="list-style-type: none"> • international • commonwealth • state/territory • industry • organisation
<p>Sources may include:</p>	<ul style="list-style-type: none"> • organisation specifications • regulatory sources • relevant stakeholders • resource use
<p>Stakeholders, key personnel and specialists may include:</p>	<ul style="list-style-type: none"> • individuals and groups both inside and outside the organisation who have direct or indirect interest in the organisation's conduct, actions, products and services, including: <ul style="list-style-type: none"> • customers • employees at all levels of the organisation • government • investors

	<ul style="list-style-type: none"> • local community • other organisations • suppliers • key personnel within the organisation, and specialists outside the organisation who may have particular technical expertise
<p>Techniques and tools may include:</p>	<ul style="list-style-type: none"> • examination of invoices from suppliers • examination of relevant information and data • measurements made under different conditions • others as appropriate to the specific industry context
<p>Environmental and resource efficiency improvement plans may include:</p>	<ul style="list-style-type: none"> • addressing environmental and resource sustainability initiatives such as environmental management systems, action plans, green office programs, surveys and audits • applying the waste management hierarchy in the workplace • determining the organisation's most appropriate waste treatment including waste to landfill, recycling, re use, recoverable resources and wastewater treatment • initiating and/or maintaining appropriate organisational procedures for operational energy consumption, including stationary energy and non stationary (transport) • preventing and minimising risks, and maximising opportunities such as: <ul style="list-style-type: none"> • improving resource/energy efficiency • reducing emissions of greenhouse gases • reducing use of non renewable resources • referencing standards, guidelines and approaches such as: <ul style="list-style-type: none"> • ecological footprinting • Energy Efficiency Opportunities Bill 2005 • Global Reporting Initiative • green office program - a cultural change program • green purchasing • Greenhouse Challenge Plus (Australian government initiative) • ISO 14001:1996 Environmental management systems life cycle analyses • product stewardship

	<ul style="list-style-type: none"> • supply chain management • sustainability covenants/compacts • triple bottom line reporting
<p>Suggestions may include ideas that help to:</p>	<ul style="list-style-type: none"> • prevent and minimise risks and maximise opportunities such as: <ul style="list-style-type: none"> • usage of solar or renewable energies where appropriate • reducing emissions of greenhouse gases • reducing use of non renewable resources • making more efficient use of resources, energy and water • maximising opportunities to re use, recycle and reclaim materials • identifying strategies to offset or mitigate environmental impacts: <ul style="list-style-type: none"> • purchasing carbon credits • energy conservation • reducing chemical use • reducing material consumption • expressing purchasing power through the selection of suppliers with improved environmental performance e.g. purchasing renewable energy • eliminating the use of hazardous and toxic materials

Unit Sector(s)

Environment

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.