



Australian Government

Department of Education, Employment and Workplace Relations

RIENV501A Implement and maintain environmental management plan

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the implementation and maintenance of site environmental management plans in resources and infrastructure industries. It includes the requirements to: develop the framework of the plan, the processes to support the plan; prepare and implement the plan; and monitoring, reviewing and updating the management processes.

Application of the Unit

This unit is appropriate for those working in a management or as a technical specialist roles, 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
<p>1. Develop the framework for the site environmental management plan</p>	<p>1.1. Access, interpret and apply compliance documentation relevant to the implementation and maintenance of site environmental management plans</p> <p>1.2. Develop and document site environmental objectives in consultation with relevant personnel, and conforming to the organisation's policy and system's procedures</p> <p>1.3. Develop and document the structures for the application of the environmental management system, in consultation with relevant personnel, and conforming to the organisation's policy and system's procedures</p> <p>1.4. Define, allocate and document the responsibilities for applying the environmental management plan in job descriptions and duty statement for all relevant site positions</p>
<p>2. Develop the processes to support the site environmental management plan</p>	<p>2.1. Identify existing and potential site environmental hazards and risks from trends identified from site inspection and the record system</p> <p>2.2. Access, interpret and clarify the organisation's criteria for assessing and treating risks</p> <p>2.3. Develop and document detailed site procedures and practices for the application of the environmental management system in consultation with relevant personnel</p> <p>2.4. Identify, obtain and maintain information sources and expert advice required to support the environmental management plan</p>
<p>3. Prepare and implement the plan</p>	<p>3.1. Plan, schedule and document how the environmental management plan will be introduced to the entire worksite</p> <p>3.2. Identify, seek and/or provide resources for the operation of the environmental management plan, in a timely and consistent manner</p>

	<p>3.3. Provide and explain information on the site environmental management plan in a form readily accessible to site employees</p> <p>3.4. Provide or arrange appropriate development and/or training for site personnel on the environmental management plan <i>site procedures and practices</i></p> <p>3.5. Make available information on known and intended process changes and enhancements to <i>site personnel</i></p> <p>3.6. Provide support and encouragement to those responsible for the conduct of the plan's activities</p> <p>3.7. Ensure all environmental management plan <i>records and reports</i> are produced, processed and maintained</p>
<p>4. Monitor, review and update the environmental management processes</p>	<p>4.1. Monitor the environmental management plan activities and achievement targets and provide/focus <i>resources</i> to ensure the implementation plan is satisfied</p> <p>4.2. Review and update the environmental management plans implementation plan periodically and when changing circumstances are anticipated or occur</p> <p>4.3. Complete and retain environmental management plans documentation covering the reasons for and changes made</p>

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 implement and maintain environmental management plans:

- apply legislative, organisation and site requirements and procedures
- apply site procedures and practices development and maintenance techniques
- read, interpret, apply and communicate technical information, rules, procedures and regulations
- apply management planning documentation and facilitation procedures
- apply records and documents maintenance requirements
- apply procedures for monitoring and deciding on changes to process
- provide leadership and guidance for group activities
- communicate effectively in the workplace
- explain complex information to superiors and subordinates
- apply coaching and mentoring support
- apply active listening
- show sensitivity to the needs and feelings of others
- actively encourage the free exchange of information

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 to implement and maintain environmental management plans:

- the organisation's environmental policies, goals and objectives
- legislative requirements
- roles and responsibilities of personnel within the organisation
- action planning methods
- negotiation skill
- written and oral communication methods
- receptive listening skills
- human resource management processes
- method of identifying appropriate action based on cost, safety, and welfare issues
- work procedure and instruction writing
- environmental management reporting and recording procedures
- worksite operating procedures
- environmental hazard identification processes

- environmental risk assessment processes
- environmental risk treatment processes
- environmental management system documentation methods

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"> • knowledge of the requirements, procedures and instructions for the implementation and maintenance of site environmental management plans • implementation of procedures and techniques for the safe, effective and efficient implementation and maintenance of site environmental management plans • the identification of the relevant information and scope of the work required to meet the required outcomes • the identification of viable options and the selection of options that best meet the site environmental management plan required outcomes • working with others to undertake and complete the implementation and maintenance of site environmental management plans • consistent successful implementation and maintenance of site environmental management plans
<p>Context of and specific resources for assessment</p>	<ul style="list-style-type: none"> • 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. • The assessment environment should not disadvantage the participant. For example,

	<p>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 a civil works 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. 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 knowledge required to undertake the implementation and maintenance of site environmental management plans • observed, documented and/or first hand testimonial evidence of the candidate's: <ul style="list-style-type: none"> • implementation of appropriate procedures and techniques for the safe, effective and efficient achievement of the required outcomes • identification of the relevant information and scope of the work required to meet the required outcomes • identification of viable options and the selection of site environmental management plans that best meet the required outcomes • consistently achieving the required outcomes • first hand testimonial and documentary

	<p>evidence of the candidate's:</p> <ul style="list-style-type: none">• working with others to undertake and complete the implementation and maintenance of site environmental management plans• provision of clear and timely required support and advice on the implementation and maintenance of site environmental management plans
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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>Relevant compliance documentation may include:</p>	<ul style="list-style-type: none"> • legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
<p>Consultation with relevant personnel would typically include:</p>	<ul style="list-style-type: none"> • senior management • subject matter experts • regulatory authorities • tenderers • project managers • contractors • employees • community • customers • suppliers
<p>The policy is:</p>	<ul style="list-style-type: none"> • the statement of overall intent and direction of the organisation in respect of the environmental management
<p>The system's procedures are:</p>	<ul style="list-style-type: none"> • the procedures that support and expand on the policy and set out the requirements for implementing the environmental management system on individual sites. They provide direction and guidance to those responsible for implementation and the preparation of site-specific work procedures, instruction and practices
<p>System's procedures may include:</p>	<ul style="list-style-type: none"> • identification of hazards • risk identification • risk assessment • risk treatment • interim solutions

	<ul style="list-style-type: none"> • dealing with unplanned incidents and events • consultation • communication • monitoring • review • record keeping • reporting • training
Hazards are:	<ul style="list-style-type: none"> • sources of potential harm or situations with the potential to cause loss
Risk identification is:	<ul style="list-style-type: none"> • the process of determining what can happen, why and how
Risk assessment is:	<ul style="list-style-type: none"> • the overall process of risk analysis and risk evaluation
Risk treatment is:	<ul style="list-style-type: none"> • the selection and implementation of appropriate options for dealing with risk
Risk treatment should:	<ul style="list-style-type: none"> • consider using options in sequence from eliminating the hazard, substitution, engineering controls, administrative controls and, finally, PPE
Site procedures and practices may include:	<ul style="list-style-type: none"> • standard operating procedures • safe operating procedures • work instructions • emergency procedures • allocation of responsibilities • permit requirements • sampling, testing and worksite inspection requirements • documentation and reporting requirements
Site personnel may include:	<ul style="list-style-type: none"> • employees • contractors
Records and reports may include:	<ul style="list-style-type: none"> • results • recommendations • assessment forms • action planning documents
Monitor is to:	<ul style="list-style-type: none"> • check, supervise, observe critically, or record the progress of an activity, action or system on a regular basis in order to identify change
Resources may include:	<ul style="list-style-type: none"> • people • finance • equipment

	<ul style="list-style-type: none">• buildings/facilities• technology• information
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Unit Sector(s)

Environment

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.