Australian Government

TLIU0002 Implement and monitor workplace policy and procedures for environmental sustainability

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to implement and monitor workplace policy and procedures for environmental sustainability.

It includes defining and developing workplace environmental sustainability policies and procedures, developing environmental procedures and performance measures, and communicating the policies. It also includes implementing and monitoring policies and procedures, and implementing continuous improvement initiatives.

Environmental sustainably policy can involve an integrated approach to sustainability, which includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually.

This unit applies to individuals who address the knowledge, processes and techniques necessary to develop approaches to environmental sustainability within workplaces, including the development and implementation of policy.

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

Pre-requisite Unit

Not applicable.

Competency Field

U – Environment.

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS	PERFORMANCE CRITERIA

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Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.
1	**Define and develop workplace environmental sustainability policy and procedures**	**1.1** Scope of policy is defined
		1.2 Stakeholders are identified and consulted as a key component of the policy development process
		1.3 Research strategies for energy and resource efficiencies, toxic material and hazardous chemical use are used and ecosystem management approaches are employed for potential inclusion in policy and procedures
		1.4 Recommendations are made for policy options based on likely effectiveness, timeframes and cost
		1.5 Policy and procedures are reviewed to ensure organisational commitment to environmental sustainability initiatives and compliance with relevant environmental and other compliance frameworks is reflected in policy, as appropriate
		1.6 Procedures' framework and projected performance outcomes are developed to support policy
		1.7 Policy and procedures' framework approval is gained from relevant personnel
2	**Develop environmental procedures and performance measures**	**2.1** Approved procedures' framework is reviewed and work plan for development of procedures is determined
		2.2 Procedures are developed and trialled in consultation with relevant stakeholders
		2.3 Procedures are presented to appropriate personnel for approval
		2.4 Changes are made to procedures, as required
		2.5 Performance measures are determined
		2.6 Record system for tracking performance data is established
3	**Communicate the policy**	**3.1** Policy and procedures, including expected outcomes and meeting of compliance requirements, is presented to key stakeholders
		3.2 Those involved in implementing the policy and procedures are informed of outcomes expected and activities to be undertaken, and responsibilities are assigned accordingly

		3.3	Induction processes are followed to communicate the policy and procedures to the work team and external stakeholders, as appropriate
		3.4	Change management strategies are considered to support workers in adapting their work practices
4	**Implement and monitor policy and procedures**	**4.1**	Policy and procedures are implemented
		4.2	Training is provided, as required, to support effective implementation of policy and procedures
		4.3	Work practices are monitored based on procedure requirements and corrective action taken, as required
		4.4	Records and reports are completed and checked in accordance with procedures
5	**Implement continuous improvement initiatives**	**5.1**	Records and reports are reviewed and monitored for trends, remedial action and continuous improvement
		5.2	Records and reports are benchmarked for efficacy against internal data, national standards and available external environmentally sustainable data
		5.3	Continuous improvement and remedial action initiatives are agreed to in consultation with relevant stakeholders
		5.4	Implementation and work practices are monitored and reported based on policy and procedure requirements
		5.5	Outcomes are documented and feedback provided to key personnel and stakeholders
		5.6	Policy and procedures are validated and modified to reflect remedial and continuous improvement initiatives, as required

Foundation Skills

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

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the TLI Transport and Logistics Training Package

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Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIU0001 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=df441c6e-213d-43e3-874c-0b3f7036d851