



Australian Government

Department of Education, Employment and Workplace Relations

TLIU607B Conduct environmental audits

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit involves the skills and knowledge required to conduct an environmental audit in accordance with relevant environmental protection regulatory requirements and workplace procedures. This includes preparing for an environmental audit, scheduling an internal audit, conducting an environmental audit, documenting the findings, and reporting on the environmental audit results.

Application of the Unit

Work must be carried out in compliance with the relevant Australian regulations, standards and codes of practice.

Work is under general guidance on progress and outcomes of work. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policy and procedures.

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplaces goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this competency is packaged will assist in identifying employability skill requirements.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

Elements and Performance Criteria

Element	Performance Criteria
1 Prepare for environmental audit	1.1 Relevant legislation, authority and enterprise requirements pertinent to the operations of the workplace are identified and followed
	1.2 Practices and facilities required to be audited are identified and implications of non-conformance established
	1.3 Technical and/or calibration requirements for audits are noted and, where necessary, appropriate support personnel are identified
	1.4 Work schedules are investigated to identify appropriate schedule for audit
2 Schedule internal audit	2.1 Audit timings are planned to ensure that relevant procedures are conducted within workplace agreed time intervals and timeframes
	2.2 Audit frequency is adjusted to ensure minimal disruption to the workplace
	2.3 Contact is made with appropriate personnel and appointments for the audit are made
3 Conduct environmental audit and document findings	3.1 Operational procedures and assessment methods for the environmental audit are confirmed with affected personnel
	3.2 Observations and interviews are conducted with (any) required approved third party
	3.3 Documentation of observations and interview responses is completed

- 4 **Report environmental audit results**
 - 4.1 Outcomes of the audit process are compared to workplace procedures
 - 4.2 Audit results are discussed with relevant personnel
 - 4.3 Reports of non-compliance are documented including options for environmental system improvements
 - 4.4 Reports are forwarded to appropriate personnel for action

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

Relevant OH&S and environmental protection procedures and regulations, including the ADG Code where applicable

Workplace processes for the conduct of an environmental audit

Problems that may occur during the conduct of an environmental audit and action that can be taken to report or resolve the problems

Hazards that may exist in the conduct of an environmental audit and ways of controlling the risks involved

Focus of operation of workplace in relation to potential environmental risks and control/prevention measures

Environmental risk management and control procedures

Audit procedures and compliance implementation strategies

Regulatory and guidance material on environmental safety

Workplace business policies and plans including procedures for identification of non-compliance and best practice

Equipment applications, capacities, configurations, safety hazards and control

Application of relevant Australian Standards and associated certification requirements

Resource availability including the competencies of individuals in the team or group

Relevant workplace documentation procedures

Required skills:

Communicate effectively with others when conducting an environmental audit

Read and interpret instructions, technical data, regulatory requirements and workplace policies and procedures relevant to the conduct of an environmental audit

Interpret and follow operational instructions and prioritise work

Complete documentation related to the conduct of an environmental audit

Operate electronic communication equipment to required protocol

Provide leadership and work collaboratively with others when conducting an environmental audit

Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others

Promptly report and/or rectify any problems identified when conducting an environmental audit in accordance with regulatory requirements and workplace procedures

Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities

Plan and organise environmental audit activities

Monitor work activities in terms of planned schedule

Modify activities to cater for variations in workplace contexts and environment

Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Select and apply appropriate technology, information systems and procedures

Adapt to differences in equipment in accordance with standard operating procedures

Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:

the underpinning knowledge and skills

relevant legislation and workplace procedures

other relevant aspects of the range statement

Context of and specific resources for assessment

Performance is demonstrated consistently over a period of time and in a suitable range of contexts

Resources for assessment include:

a range of relevant exercises, case studies and other simulated practical and knowledge assessment, and/or

access to an appropriate range of relevant operational situations in the workplace

In both real and simulated environments, access is required to:

relevant and appropriate materials and/or equipment, and/or

applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

Assessment of this unit must be undertaken by a registered training organisation

As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests

Practical assessment must occur:

through appropriately simulated activities at

the registered training organisation, and/or
in an appropriate range of situations in the
workplace

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance.

Work may be undertaken:	in various work environments in the warehousing, storage, transport and distribution industries
Customers may be:	internal or external
Operations may be conducted:	by day or night in all weather conditions
The workplace environment may involve:	twenty-four hour operation single and multi-site location large, medium and small workplaces
Services, products, risks, work systems and requirements potentially vary:	in different sectors of the warehousing, storage, transport and distribution industries
Environmental audits may be conducted:	as part of enterprise or site specific procedures
Audits may be conducted:	alone or in conjunction with other staff from the enterprise or external contractors
Audits may involve:	movement of processed materials, dangerous goods, hazardous substances, waste disposal, run-offs, etc.
Consultative processes may involve:	employees, supervisors and managers customers and suppliers relevant environmental authorities and local government departments representatives of other enterprises and organisations related to the international transfer of freight industrial relations and OH&S specialists other professional, maintenance or technical staff
Communications systems may involve:	fixed or mobile telephone radio

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

fax
email
electronic data transfer of information
mail, forms and internal memos
company procedures
enterprise procedures
organisational procedures
established procedures

Documentation/records may include:

environmental codes of practice and regulations relevant to workplace activities
regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the ADG Code where applicable
workplace operating procedures, instructions and policies relevant to environmental protection
operations manuals, job specifications and procedures and induction documentation
local government environmental protection policies and guidelines
supplier and/or client instructions
relevant Australian Standards, criteria and certification requirements
manufacturers specifications and/or suppliers handling and storage advice
material safety data sheets
communications technology equipment and oral, aural or signed communications
quality assurance standards and procedures
emergency procedures
relevant competency standards and training materials
QA plans, data and document control
conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable procedures and codes may include:

relevant state/territory and local government environmental protection legislation and regulations

Australian and international regulations and codes of practice for the handling and transfer of dangerous goods and hazardous substances

relevant Australian and international standards and certification requirements

relevant state/territory OH&S legislation

relevant licence or permit requirements and associated regulations

relevant workplace relations legislation

relevant workers compensation legislation

equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not applicable.

Competency Field

U - Environment