



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **TLIU2012A Participate in environmentally sustainable work practices**

**Release: 1**

## **TLIU2012A Participate in environmentally sustainable work practices**

### **Modification History**

Not Applicable

### **Unit Descriptor**

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This unit involves the skills and knowledge required to effectively measure current resource use and carry out improvements including those that reduce negative environmental impacts of work practices. Licensing, legislative, regulatory or certification requirements may be applicable to this unit.

### **Application of the Unit**

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This unit applies to individuals who work with others, often in a team environment and who participate in environmentally sustainable work practices.

### **Licensing/Regulatory Information**

Refer to Unit Descriptor

### **Pre-Requisites**

Not Applicable

## **Employability Skills Information**

**Employability Skills**            This unit contains employability skills.

## **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

ELEMENT	PERFORMANCE CRITERIA
<b>1 Identify current resource use</b>	1.1 Workplace environmental and resource efficiency issues are identified 1.2 Resources used in own work role are identified 1.3 Current usage of resources is measured and documented by using appropriate techniques 1.4 Workplace environmental hazards are identified and reported to appropriate personnel
<b>2 Comply with environmental regulations</b>	2.1 Procedures are followed to ensure compliance 2.2 Breaches or potential breaches are reported to appropriate personnel
<b>3 Implement performance improvement strategies</b>	3.1 Organisational plans to improve environmental practices and resource efficiency are followed 3.2 Suggestions are made for improvements to workplace practices in own work area

## Required Skills and Knowledge

### REQUIRED KNOWLEDGE AND SKILLS

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

#### Required knowledge:

- Environmental issues relating to:
  - life cycle of products: re-new, re-use and recycle
  - workplace/site
- Features required for an environmental management strategy:
  - contract requirements
  - energy efficiency systems and procedures
  - procedures and processes
  - targets, such as:
    - carbon emissions reduction
    - cleaner production
    - lean management
- Occupational health and safety (OH&S) requirements relating to:
  - dangerous goods and hazardous substances

## REQUIRED KNOWLEDGE AND SKILLS

- OH&S hierarchy of control
- Service requirements for transport and logistics, including:
  - company requirements and structure
  - legislation, regulations and codes of practice applicable to specific transport and logistics functions
  - cleaning and maintenance of equipment
  - selection of equipment
  - operation of equipment
  - resource efficiency processes
  - transport and logistics environmental options and best practices
  - supply chain procedures
  - other relevant enterprise policies, procedures and protocols
  - stakeholder identification
  - relevant competency
  - duty of care
- Principles, practices and available tools and techniques of sustainability management relevant to the transport and logistics industry context, such as:
  - the correct use of equipment and vehicles according to environmental protection regulations and guidelines
  - techniques for minimising fuel/materials consumption

### Required skills:

- Interpersonal skills to:
  - work in a team environment
- Oral communication skills, including:
  - questioning
  - listening
  - liaison
  - imparting information
- Reading skills to interpret:
  - job sheet
  - work requirements or material safety data sheets (MSDSs)
- Self-management skills to:

**Required skills:**

- conduct work practices safely and efficiently
- conduct problem solving
- identify and minimise hazard and risks
- organise work methodically
- prioritise duties
- Written communication skills for:
  - report writing
- Ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

**Evidence Guide****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:
  - identifying and measuring current resource use
  - complying with environmental regulations
  - assisting with enterprise plans to improve resource efficiency

**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/or 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 equipment, and
  - applicable documentation including workplace

## EVIDENCE GUIDE

<b>Method of assessment</b>	<p>procedures, regulations, codes of practice and operation manuals</p> <ul style="list-style-type: none"> <li>• As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests</li> <li>• Practical assessment must occur:             <ul style="list-style-type: none"> <li>• through activities in an appropriately simulated environment, and/or</li> <li>• in an appropriate range of situations in the workplace</li> </ul> </li> </ul>
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## 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.

Environmental and resource efficiency issues may include:	<ul style="list-style-type: none"> <li>• minimisation of environmental risks and maximisation of opportunities to improve business environmental performance and to promote more efficient production and consumption of natural resources, for example by:             <ul style="list-style-type: none"> <li>• minimisation of pollution, through sound driving techniques</li> <li>• minimisation of waste through effective storage and recycling</li> <li>• efficient energy use, seeking alternative sources of energy</li> </ul> </li> </ul>
Appropriate techniques may include:	<ul style="list-style-type: none"> <li>• examination of invoices from suppliers</li> <li>• measurements made under different conditions</li> <li>• examination of relevant information and data</li> </ul>
Organisational plans may include:	<ul style="list-style-type: none"> <li>• documented policies and procedures</li> <li>• work plans to minimise waste, increase efficiency of water use etc.</li> <li>• environmental protection regulations and guidelines on correct use of equipment and vehicles</li> </ul>
Suggestions may include ideas that help to:	<ul style="list-style-type: none"> <li>• prevent and minimise risks and maximise opportunities such as:             <ul style="list-style-type: none"> <li>• minimise usage of fuel or use alternative forms of energy where appropriate</li> </ul> </li> <li>• reduce emissions of greenhouse gases</li> <li>• reduce use of non-renewable resources</li> </ul>

## **RANGE STATEMENT**

- improve energy efficiency
- increase use of renewable, recyclable, reusable and recoverable resources

## **Unit Sector(s)**

Not Applicable

## **Competency Field**

**Competency Field**                      U - Environment