



Australian Government

AURAEA4004 Manage environmental compliance in an automotive workplace

Release 1

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Modification History

Release	Comment
Release 1	Replaces AURC472082A Plan and manage compliance with environmental regulations in a workplace or business Unit code updated to meet policy requirements. Minor changes to unit title Reference to OHS legislation replaced with new WHS legislation

Unit Descriptor

Unit descriptor	This unit of competency covers the competence to plan and implement management system that ensures the protection of the environment in a workplace or business. Licensing, legislative, regulatory or certification requirements may apply to this unit in some jurisdictions. Users are advised to check with the relevant regulatory authority.
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Application of the Unit

Application of the unit	Work involves the activities of an automotive business, including the planning and management of the occupations of glazing, accessory fitting, window tinting, trimming, and bicycles. This unit is applicable to qualifications at both the Certificate IV and V level. In recreational boating, vehicle body and some technical areas involving the removal of components containing oils or other fluids, specific environmental units of competency should be used. Work requires individuals to demonstrate discretion, judgement and problem-solving skills to improve environmental performance by reducing environmental risk and waste. Competence may be demonstrated in any automotive business excluding, body repair, marine and mechanical involving the removal of components containing oils or other fluids.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

Employability skills	This unit contains employability skills.
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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. Where bold italicised text is used, further information is detailed in the required skills and knowledge and/or the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Plan and manage compliance with environmental regulations	1.1.Reasons for ethical environmental practice in a workplace or business are identified 1.2.Environmental responsibilities of employers and employees in an automotive workplace or business are identified 1.3.Penalties for enterprise and individual breaches of the legislation are identified 1.4.Waste products are minimised and facilities provided for waste materials to be stored in bins for recycling or disposal 1.5.Collection and recycling arrangements are implemented for liquids, sludge, solids and other waste 1.6.Suppliers with minimal excess packaging on goods received are sourced and packaging on goods received is sorted and disposed of appropriately 1.7.Waste and energy conservation strategies are identified and implemented
2. Manage potential hazards to stormwater system to avoid contamination	2.1.Systems are in place to ensure wastewater does not enter the stormwater system 2.2.All drains and flows are identified on a worksite map directly indicating where they flow 2.3.Trade waste permits are in place 2.4.Undercover and bunded or drained areas are provided and used for the storage of all materials containing environmentally hazardous substances 2.5.Spill kit is provided and used to prevent stormwater contamination 2.6.Workplace is kept clean to prevent unintentional stormwater pollution
3. Manage potential hazards to air quality to avoid contamination	3.1.Hazards of airborne particles are identified, minimised and contained 3.2.Hazards of gases and fumes are identified, minimised and contained 3.3.A well-ventilated area is provided for any welding activities
4. Minimisation of noise hazards is planned and managed	4.1.Noise creating activities are minimised and carried out within approved operating hours 4.2.Fixed machinery is fitted with silencers or surrounded by noise containment material
5. Management systems	5.1.An environmental policy and contingency plan suitable to the needs of the business is developed and implemented 5.2.Waste to landfill is calculated and possible savings through

ELEMENT	PERFORMANCE CRITERIA
	reuse and recycling are calculated 5.3. Payback period on environmental equipment is calculated 5.4. Manage staff adherence to environmental responsibilities 5.5. Environmental documents are maintained and stored securely in a form accessible for reporting procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- collect, organise and understand information related to environmental procedures from legislation, regulations, policies, guidelines, standards and workplace best practices in an automotive business
- communicate ideas and information to ensure all work undertaken is in accordance with environmental best practice, support from stakeholders is actively sought for implementing suitable innovation and continuous improvement
- plan and organise activities including the preparation of equipment and materials recycling and waste management systems and the selection of worksite to avoid environmental contamination, back tracking, workflow interruptions or wastage
- promote work with others and in a team by recognising dependencies and using cooperative approaches to minimise wastage, optimise workflow and productivity
- use mathematical ideas and techniques to complete measurements and estimate material requirements required for the work and calculate wastage rates of various methods
- use planning, checking and inspection techniques to avoid environmental contamination and wastage
- use the workplace technology related to environmental protection and recycling equipment

Required knowledge

Knowledge of:

- aspects of environmental legislation and its relationship with workplace health and safety (WHS), finance and risk management
- requirements for trade waste permits
- spill clean-up procedures
- characteristics and potential environmental impact of products used in the business
- philosophy of sustainability through prevention, reuse, reduce and recycle
- procedures for rectifying machinery faults and material defects
- actions to be taken in case of environmental threat in the workplace
- reporting procedures for environmental damage occurring in the workplace
- cleaner production and eco-efficient strategies to avoid the production of waste

Evidence Guide

EVIDENCE GUIDE

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.

Overview of assessment

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

- Plan and manage safe handling requirements for equipment, products and materials, including use of personal protective equipment
- Plan and manage environmental protection procedures
- Identify materials used in the business and assess and manage their environmental impact
- Plan and manage work instructions, operating procedures and inspection processes to:
 - minimise the risk of injury to self or others
 - maintain a clean workplace
 - prevent damage and wastage of goods, equipment and products
 - dispose of waste in accordance with legislative requirements and best practice
 - maintain production output, and product and service quality
- Report environmental damage or spills
- Plan and manage operator maintenance on equipment to ensure environmental efficiency
- Manage effective planning and teamwork related to environmental best practice
- Develop/implement or audit an existing business environmental policy which covers at a minimum: waste, recycling, hazards to stormwater, air quality, noise, energy minimisation and costs
- Modify activities to cater for variations in workplace context and environment.

Context of and specific resources for assessment

- Assessment may occur on the job or in a workplace simulated facility with process equipment, materials, work instructions and deadlines
- The following should be made available:
 - access to an automotive business which includes waste materials of various types, recycling bins, liquid, sludge and solid wastes
 - resources may include pressure washing and facilities for the use of recycled water.

EVIDENCE GUIDE**Method of assessment**

- Assessment methods must confirm consistency of performance over time and in a range of workplace relevant contexts.
- Assessment should be by direct observation of tasks and questioning on underpinning knowledge.
- Assessment should be conducted over time and should be in conjunction with assessment of other units of competence.
- Assessment of this unit of competence is most likely to be project related under real or simulated conditions and require portfolios or other forms of indirect evidence of process. Direct evidence may include certification of compliance of the final outcome/product or authorisation for use by a component authority.
- Assessment must confirm the inference that competence is able not only to be satisfied under the particular circumstances, but is able to be transferred to other circumstances.

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. 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.

Automotive business	Any automotive business excluding body repair, marine and mechanical involving the removal of components containing oils or other fluids
Work procedures	Work is carried out in accordance with: • WHS legislation, material safety data sheets (MSDS), hazardous substances and dangerous goods code and local safe operating procedures • legislative obligations, environmental legislation, health regulations, and manual handling procedures and organisation insurance requirements
Tools and equipment	Tools and equipment are to include: • spill kits, recycling bins and drums
Personal protective equipment	Personal protective equipment is to include that prescribed under legislation, regulations and enterprise policies and practices
Information/documents	Information/documents may include: • environmental legislation, regulations and advice • workplace procedures relating to the use of tools and equipment • work instructions and procedures • worksite environmental policy • workplace procedures relating to reporting and communication • manufacturer/component supplier specifications and operational procedures • local council and waterways regulations • MSDS, environmental documents, manufacturer/component supplier specifications, costing of equipment and waste removal • staff environmental induction material

Unit Sector(s)

Unit sector	Common
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Co-requisite units

Not applicable.

Competency field

Competency field	Environment
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