



**Australian Government**

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

# **FPICOT5207A Implement sustainability in the workplace**

**Release: 1**

## **FPICOT5207A Implement sustainability in the workplace**

### **Modification History**

Not Applicable

## Unit Descriptor

### Unit descriptor

This unit describes the outcomes required to manage the implementation of sustainability in the workplace

General workplace legislative and regulatory requirements apply to this unit; however there are no specific licensing or certification requirements at the time of publication

## Application of the Unit

### Application of the unit

The unit involves managing the implementation of sustainability in the workplace in operations of all sizes in a variety of work settings, including:

- forest environment
- saw mill
- wood chip mill
- veneer mill
- board/plywood mill
- timber treatment plants
- downstream processing of timber
- forest products factory
- forest products sales and service
- horticultural
- domestic
- local council
- emergency services environment

The skills and knowledge required for competent workplace performance are to be used within the scope of the person's job and authority

## 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 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.

## Elements and Performance Criteria

| ELEMENT                                                                          | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Participate in the review of requirements for sustainability in the workplace | <p>1.1. Applicable <b>occupational health and safety</b> (OHS), <b>environmental</b>, <b>legislative</b> and <b>organisational requirements</b> relevant to managing the implementation of <b>sustainability</b> in the workplace are identified and followed</p> <p>1.2. Existing policies and procedures for the workplace are reviewed in relation to sustainability requirements</p> <p>1.3. Information is provided to assist in defining the <b>scope of sustainability requirements</b> for the workplace</p> <p>1.4. Recommendations for changes to policies, procedures and operational activities to meet requirements for sustainability in the workplace are documented and feedback is provided to <b>appropriate personnel</b></p> <p>1.5. Feedback on draft policy and strategies to effectively integrate sustainability within operational areas is provided to appropriate personnel</p> |
| 2. Prepare for implementation                                                    | <p>2.1. Sustainability policy and implementation strategies are evaluated in consultation with appropriate personnel</p> <p>2.2. Targets and indicators are assessed in consultation with appropriate personnel</p> <p>2.3. <b>Resource requirements</b> and timelines are determined in consultation with appropriate personnel</p> <p>2.4. Procedures and <b>processes</b> to facilitate the implementation are established in consultation with appropriate personnel</p> <p>2.5. Sustainability in the workplace policy and procedures including expected targets and outcomes are communicated to relevant staff</p> <p>2.6. Action plans are developed with relevant responsibilities and timelines</p>                                                                                                                                                                                              |
| 3. Manage the implementation process                                             | <p>3.1. Implications for the management of sustainability and proposed changes in the workplace are determined in consultation with appropriate personnel</p> <p>3.2. Support is provided to staff to meet sustainability in the workplace responsibilities and to implement</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**ELEMENT****PERFORMANCE CRITERIA**

|                                                                   |                                                                                                                                                                                  |
|-------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                   | action plans                                                                                                                                                                     |
|                                                                   | 3.3.Achievements against action plans are monitored and plans are updated as appropriate                                                                                         |
|                                                                   | 3.4.Processes are developed to ensure that an integrated ongoing review is part of the organisation's policy and procedures for sustainability in the workplace                  |
| 4. Evaluate the implementation of sustainability in the workplace | 4.1.Targets and indicators are evaluated and assessed on an ongoing basis                                                                                                        |
|                                                                   | 4.2.Recommendations are made for improvements as a result of evaluation findings                                                                                                 |
|                                                                   | 4.3.Changing trends and opportunities relevant to the enterprise are evaluated and taken into consideration for ongoing improvements                                             |
|                                                                   | 4.4.Reports are provided to <b>stakeholders</b> and appropriate personnel on the outcomes of the evaluation and recommendations are made for further development and improvement |
|                                                                   | 4.5.Feedback is sought from stakeholders and appropriate personnel and an action plan is developed for ongoing improvements                                                      |

**Required Skills and Knowledge****REQUIRED SKILLS AND KNOWLEDGE**

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

**Required skills**

- Technical skills sufficient to use software and communication systems to analyse, create and present reports to manage implementation systems and procedures to aid in the achievement of sustainability in the workplace
- Communication skills and interpersonal techniques sufficient to interact appropriately with colleagues and others in the workplace
- Literacy skills sufficient to read and evaluate complex and formal documents, such as policy and legislation
- Numeracy skills sufficient to estimate, measure and calculate time required to complete a task
- Problem solving skills sufficient to identify work requirements; identify problems; develop and implement appropriate response procedures
- Planning and organisational skills sufficient to plan the implementation process

## **REQUIRED SKILLS AND KNOWLEDGE**

### **Required knowledge**

- Applicable commonwealth, state or territory legislation, regulations, standards, codes of practice and established safe practices relevant to the full range of processes for managing sustainability in the workplace
- Environmental protection requirements, including the safe disposal of waste material, the safe use and storage of chemicals, the cleaning of plant, tools and equipment, returning the environment to its original or near to original condition on completion of activity, and the minimisation of carbon emissions and noise
- Organisational and site standards, requirements, policies and procedures for managing sustainability in the workplace
- Principles, practices and available tools and techniques of implementing sustainability in the workplace
- Quality assurance systems
- Environmental risks and hazards
- Using energy effectively and efficiently
- Using material effectively and efficiently
- Sustainability principles and concepts
- Established communication channels and protocols
- Problem identification and resolution strategies
- Types of tools and equipment, and procedures for their safe use and maintenance
- Procedures for recording and reporting workplace information

# 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

A person who demonstrates competency in this unit must be able to provide evidence that they can manage the implementation of sustainability in the workplace

### 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 of this unit and include demonstration of:

- following applicable commonwealth, state or territory legislative and regulatory requirements and codes of practice relevant to managing the implementation of sustainability in the workplace
- following organisational policies and procedures relevant to managing the implementation of sustainability in the workplace
- communicating effectively and working safely with others in the workplace
- participating in the review of requirements for sustainability in the workplace
- developing action plans for the implementation of sustainability in the workplace
- managing the implementation of sustainability in the workplace
- evaluating targets and indicators and making recommendations for improvement
- preparing reports for stakeholders and appropriate personnel on the outcomes of evaluating targets and indicators
- developing an action plan for ongoing improvements
- Competency is to be assessed in the workplace or realistically simulated workplace
- Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints
- Assessment of required knowledge, other than confirmatory questions, will usually be conducted in an off-site context
- Assessment is to follow relevant regulatory or

### Context of and specific resources for assessment

## EVIDENCE GUIDE

Australian Standards requirements

- The following resources should be made available:
  - workplace location or simulated workplace
  - materials and equipment relevant to undertaking work applicable to this unit
  - specifications and work instructions

## Method of assessment

- Assessment must satisfy the endorsed Assessment Guidelines of the FPI11 Training Package
- Assessment methods must confirm consistency and accuracy of performance (over time and in a range of workplace relevant contexts) together with application of required knowledge
- Assessment may be by direct observation of tasks, with questioning on required knowledge and it must also reinforce the integration of key competencies
- Assessment methods must confirm the ability to access and correctly interpret and apply the required knowledge
- Assessment may be applied under project-related conditions (real or simulated) and require evidence of process
- Assessment must confirm a reasonable inference that competency is able not only to be satisfied under the particular circumstance, but is able to be transferred to other circumstances
- Assessment may be in conjunction with assessment of other units of competency
- The assessment environment should not disadvantage the candidate
- Assessment practices should take into account any relevant language or cultural issues related to Aboriginality, gender or language backgrounds other than English
- Where the participant has a disability, reasonable adjustment may be applied during assessment
- Language and literacy demands of the assessment task should not be higher than those of the work role

## 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.

|                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>OHS requirements:</b>                          | are to be in line with applicable commonwealth, state or territory legislation and regulations, and organisational safety policies and procedures, and may include: <ul style="list-style-type: none"> <li>• personal protective equipment and clothing</li> <li>• safety equipment</li> <li>• first aid equipment</li> <li>• fire fighting equipment</li> <li>• hazard and risk control</li> <li>• fatigue management</li> <li>• elimination of hazardous materials and substances</li> <li>• safe forest practices, including required actions relating to forest fire</li> <li>• manual handling including shifting, lifting and carrying</li> </ul> |
| <b>Environmental requirements</b><br>may include: | <ul style="list-style-type: none"> <li>• legislation</li> <li>• organisational policies and procedures</li> <li>• workplace practices</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Legislative requirements:</b>                  | are to be in line with applicable commonwealth, state or territory legislation, regulations, certification requirements and codes of practice and may include: <ul style="list-style-type: none"> <li>• award and enterprise agreements</li> <li>• industrial relations</li> <li>• Australian Standards</li> <li>• confidentiality and privacy</li> <li>• OHS</li> <li>• the environment</li> <li>• equal opportunity</li> <li>• anti-discrimination</li> <li>• relevant industry codes of practice</li> <li>• duty of care</li> </ul>                                                                                                                  |
| <b>Organisational requirements</b>                | <ul style="list-style-type: none"> <li>• legal</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

## RANGE STATEMENT

may include:

- organisational and site guidelines
- policies and procedures relating to own role and responsibility
- procedural manuals
- continuous improvement processes and standards
- OHS, emergency and evacuation procedures
- ethical standards
- recording and reporting requirements
- equipment use, maintenance and storage requirements
- environmental management requirements (waste minimisation and disposal, recycling and re-use guidelines)

**Sustainability may include:**

- reduction, recycling or elimination of waste and ecologically incompatible by-products
- elimination of chemical substances or physical agents and conditions that present hazards to human health or the environment
- conservation of energy and materials
- use of forms of energy and materials that are most appropriate to the desired ends
- design of work spaces to minimise or eliminate chemical, ergonomic and physical hazards

**Scope of sustainability requirements may include:**

- an integrated approach to sustainability which includes environmental, economic and social aspects or a narrower approach which focuses on each aspect individually
- parts of the enterprise to which sustainability is to apply, including whether the focus is on the whole enterprise, one work site, one work area, or a number of work sites or work areas
- an investigation of the particular business and market context of the industry or enterprise
- addressing sustainability initiatives through reference to standards, guidelines and approaches, such as:
  - federal government standards, including five-star rating for all new homes
  - ecological footprinting
  - Energy Efficiency Opportunities Bill
  - Global Report Initiative

## RANGE STATEMENT

- Green Office Program
- green purchasing
- greenhouse challenge
- environmental management systems
- life cycle analyses
- product stewardship
- supply chain management
- sustainability covenants/compacts
- triple bottom line reporting
- Australian Forest Certification Scheme (AFCS)
- Forest Stewardship Council (FSC)

**Appropriate personnel** may include:

- supervisors
- suppliers
- clients
- colleagues
- managers

**Resource requirements** may include:

- people
- materials
- equipment

**Processes** may include:

- communication
- monitoring
- reporting
- feedback
- evaluation
- ongoing review

**Stakeholders** may include:

- individuals and groups both inside and outside the organisation who have some direct interest in the organisation's conduct, actions, products and services, including:
  - customers
  - employees at all levels of the organisation
  - government
  - investors
  - key personnel within the organisation and specialists outside it who may have particular technical expertise
  - local community
  - other organisations

**RANGE STATEMENT**

- regulators
- suppliers

**Unit Sector(s)**

Not Applicable

**Competency field**

**Competency field**      Common Technical