



Australian Government

Department of Education, Employment and Workplace Relations

FPPSUS510A Develop workplace policy and procedures for sustainability

Release: 1

FPPSUS510A Develop workplace policy and procedures for sustainability

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit describes the outcomes required to develop and implement workplace sustainability policies and procedures, including the modification of the policy and procedures to suit changed circumstances

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 the development of workplace policy and procedures for sustainability including environmental, economic and social aspects of sustainability

This unit generally applies to those who work in the pulp and paper manufacturing industry, enabling them to meet safety, quality and productivity requirements

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. Develop workplace sustainability policy and procedures | <p>1.1. Applicable <i>Occupational Health and Safety</i> (OHS), environmental, <i>legislative</i> and <i>organisational requirements</i> relevant to developing a workplace sustainability policy and procedures are identified and followed</p> <p>1.2. Scope of sustainability policy is defined</p> <p>1.3. Stakeholders are identified and consulted as a key component of the policy and procedures development process</p> <p>1.4. Strategies for minimising resource use, reducing toxic material and hazardous chemical use and the employment of life cycle management approaches at all stages of work are considered</p> <p>1.5. Recommendations for policy options are made based on costs and benefits, likely effectiveness and timeframes</p> <p>1.6. Policy that reflects the organisation's commitment to sustainability as an integral part of the business planning and as a business opportunity is developed</p> <p>1.7. Appropriate methods of implementation are developed</p> <p>1.8. Stakeholder consultation is conducted on the draft policy and procedures and feedback are documented and considered</p> <p>1.9. Final policies and procedures are developed and circulated to stakeholders</p> |
| 2. Seek endorsement of the policy and procedures from relevant decision makers | <p>2.1. Relevant decision makers/decision making forums regarding sustainability policies and procedures are identified</p> <p>2.2. Accompanying submission for approval including stakeholder consultations is developed</p> <p>2.3. Policy, procedures and related documentation including the supporting submission and communications plan is presented for approval</p> <p>2.4. Alterations are made to documents as required</p> |
| 3. Communicate | <p>3.1. Personnel involved in implementing the policy are</p> |

ELEMENT	PERFORMANCE CRITERIA
workplace sustainability policy	informed in line with the communications plan
	3.2. Workplace sustainability policy and procedures are communicated in line with the endorsed communications plan
4. Implement workplace sustainability policy	4.1. Policy outcomes are monitored and recorded to determine their effectiveness and identify trends that may require remedial action
	4.2. Strategies for continuous improvement in resource efficiency are implemented
5. Review workplace sustainability policy implementation	5.1. Policy outcomes are reviewed and feedback is provided to appropriate personnel and stakeholders
	5.2. Success or otherwise of policy is investigated
	5.3. Stakeholders are consulted
	5.4. Policy and procedures are modified as required and approval sought for modifications, to facilitate improvements

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the skills and knowledge required for this unit.

Required skills

- Adjusts communication to suit different audiences; responds effectively to diversity; works as a team member to consult on and validate policy
- Reads and evaluates complex and formal documents such as policy and legislation
- Effectively manages different points of view and dissenting stakeholders
- Researches, analyses and presents information; prepares written reports requiring precision of expression; uses language suited to the intended audience

Required knowledge

- Procedures, regulations and legislative requirements including OHS, environmental including relevant sustainability requirements/practices, SOP, safe working

REQUIRED SKILLS AND KNOWLEDGE

requirements, risks and hazard identification

- Relevant organisational policies, procedures and protocols
- Relevant systems and procedures to aid in the achievement of workplace sustainability
- Best practice approaches relevant to the organisation
- Policy development processes and practices
- Principles, practices and available tools and techniques of sustainability management relevant to the pulp and paper industry
- Quality assurance systems relevant to own organisation
- Relevant industry competency
- Upstream/downstream impacts of the application of sustainable work practices

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

Evidence should be relevant to the work. It should satisfy the requirements of the elements and performance criteria and include consideration of:

- the required knowledge and skills tailored to the needs of the specific workplace
- applicable OHS regulations, environmental and safe working requirements/practices
- applicable aspects of the range statement
- practical workplace demonstration of skills

Context of and specific resources for assessment

A workplace assessment must be used to assess:

- the application of required knowledge in the workplace
- the application of skills in the workplace over time and under a range of typical conditions that may be experienced in pulp or paper mill operations

Access is required to a range of office based equipment relevant to policy development, workplace documentation, personnel, information and resources

EVIDENCE GUIDE

needed to develop and implement workplace policies, procedures and associated documents in a pulp or paper mill

Evidence must be relevant to the particular workplace role

Method of assessment

A combination of assessment methods should be used. The following examples are appropriate for this unit:

- observation of applied skills and knowledge on the job e.g. conduct of and presentations to stakeholder meetings, stakeholder consultation and feedback
- workplace demonstrations via a mock-up or simulation that replicate part/s of the job
- answers to written or verbal questions about specific skills and knowledge including 'what would you do if...' questions
- third-party reports from relevant and skilled personnel e.g. appropriately skilled stakeholders
- written evidence e.g. workplace projects, policies, procedures and associated documents; outline of the approach taken to develop and/or review policies, procedures and associated documents; reports on the review of policy outcomes; relevant question/answer sheets

Assessment processes and techniques must be culturally appropriate and in keeping with the language and literacy capacity of the learner and the work being performed. This includes conducting an assessment in a manner that allows thoughts to be conveyed verbally so that the learner can both understand and be understood by the assessor (e.g. use plain English and terminology used on the job)

A holistic assessment with other units relevant to the pulp and paper industry, mill and job role is recommended

Additional information on approaches to assessment for the pulp and paper industry is provided in the Assessment Guidelines for this Training Package

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.

Productivity requirements may include:

- energy efficiency e.g. gas
- waste minimisation
- evaporation minimisation, including landfill and waste water reduction
- environmentally safe waste disposal
- consideration of resource utilisation, including fibre efficiency
- minimising delays
- chemical recovery maximisation
- meeting key performance indicators
- line speed
- handovers
- quality checks
- meeting output targets i.e. net tonnes per employee per annum
- machine/process time availability i.e. time the machine or process is making product
- machine/process production rate
- minimising water usage
- minimising chemical usage
- chain of custody requirements

Environmental and resource efficiency may include:

- minimisation of environmental risks and maximisation of opportunities to improve business environmental performance and outputs and to promote more efficient production and consumption of natural resources, for example by:
 - minimisation of waste, less landfill, less water contaminants, efficient energy use, efficient water use

Scope of sustainability policy may include:

- an integrated approach to sustainability which includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually
- the parts of the workplace to which it is to apply, including whether it is for the whole

RANGE STATEMENT

	enterprise, one site, one work area or combinations of these
	• addressing sustainability initiatives through reference to standards, guidelines and approaches such as: • ecological footprint assessment • product stewardship • triple bottom line reporting • Global Reporting Initiative • ISO 14001 Environmental Management Systems • lifecycle analyses • an investigation of the particular business and market context of the industry/workplace
Stakeholders may include:	• individuals and groups both inside and outside the organisation that have some direct interest in the workplace's conduct, actions, products and services, including: • employees at all levels of the workplace • customers • suppliers • regulators • other organisations • local community
Strategies may include:	• promotional activities • raising awareness amongst stakeholders • training staff in sustainability principles and techniques
Policies and procedures are to be comprehensive and will include, but not be limited to:	• identification of expected outcomes • activities to be undertaken • assignment of responsibilities • a communications strategy involving all stakeholders including those responsible for implementation • a continuous improvement strategy

Unit Sector(s)

Not Applicable

