



Australian Government

MSS024002 Implement environmental management plans and procedures

Release: 1

MSS024002 Implement environmental management plans and procedures

Modification History

Release 1. Supersedes and is equivalent to MSS024002A Implement environmental management plans and procedures

Application

This unit of competency covers the ability to apply environmental management plans and procedures to minimise the environmental impact of work activities and ensure legislative compliance. Personnel are required to identify environmental requirements in everyday work activities, issues and risks for projects and/or sites, recognise environmental incidents and apply the specified procedures or actions to control and minimise their impacts.

This unit of competency is applicable to environmental technicians working in a range of industry sectors, such as environmental monitoring, sampling and field testing (e.g. air, water, soil and noise); geotechnical services; natural resource management; occupational hygiene monitoring (e.g. air, noise and radiation); groundwater and clean water; water treatment, storm and wastewater management; solid and hazardous waste management; site remediation; and resource efficiency (e.g. energy, water and waste auditing).

While no specific licensing or certification requirements apply to this unit at the time of publication, environmental monitoring and management activities are governed by relevant legislation, regulations and/or external accreditation requirements. Local requirements should be checked.

Pre-requisite Unit

Nil

Competency Field

Compliance

Unit Sector

Environmental

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 **Identify environmental**

1.1 Identify legislative, regulatory and licensing requirements that apply to work activities.

management obligations	1.2	Access the organisation's environmental management plans that apply to specific sites and projects.
	1.3	Confirm scope of responsibility for achieving environmental outcomes for specific sites and projects.
	1.4	Confirm reporting requirements.
2 Implement specified management plans and procedures	2.1	Review site/project history and environmental management issues, objectives and procedures that have been documented for specific sites and projects.
	2.2	Plan work, incorporating appropriate control measures, to minimise identified risks and achieve specified environmental outcomes.
	2.3	Undertake all work activities safely and in accordance with environmental requirements.
3 Respond to potential/actual environmental issues and incidents	3.1	Recognise and assess environmental issues, risks, impacts and incidents arising during work activities.
	3.2	Identify the triggers/response procedures for complaints, cultural heritage finds and other environmental incidents.
	3.3	Apply established workplace procedures for dealing with complaints, cultural/heritage finds and other environmental incidents.
	3.4	Record details of observations, assessments and any actions taken in accordance with workplace procedures.
	3.5	Notify specified personnel in accordance with organisation procedures.
4 Report the application of environmental plans and procedures	4.1	Monitor the effectiveness of environmental controls relating to work activities.
	4.2	Complete environmental reporting requirements for specific sites and projects.
	4.3	Maintain relevant environmental management

documentation.

- 4.4 Identify and report opportunities for improving environmental procedures.
- 4.5 Contribute to regular reviews of environmental management plans and procedures.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Environment includes one or more of:

- air, water and land
- natural and built resources
- flora and fauna
- humans and how they interrelate

Legislation, regulations, standards, codes, workplace procedures and requirements include the latest version of one or more of:

- federal legislation such as the Environment Protection and Biodiversity Conservation Act, Australian Heritage Council Act, Native Title Act and National Environmental Protection Measures
- state/territory government legislation and local government by-laws, policies, regulations and plans dealing with land use; environmental protection; cultural/heritage sites; vegetation management; nature conservation and wildlife/plant protection; water and water management; soil conservation; pollution and contaminated sites; fisheries, forestry and mining operations
- legislation, standards and codes of practice for work health and safety (WHS) and handling of dangerous goods
- Australian and international standards covering environmental management, such as AS/NZS ISO 14000 Basic Set:2007 Environmental Management Basic Set

- registration/licensing and/or accreditation requirements
- workplace environmental management plans and procedures for specific sites and/or activities (e.g. sampling, monitoring, construction and mining)
- workplace documents, such as standard operating procedures (SOPs), work schedules, recording and reporting procedures, equipment manuals and warranties; safety data sheets (SDS) and safety procedures; waste minimisation, containment, processing and safe disposal procedures

Environmental management plans include one or more of:

- aim, vision and workplace policy statement
- roles and responsibilities
- potential environmental issues
- actions to avoid, remedy and mitigate the issues
- procedures and forms to minimise and manage specific environmental impacts and risks
- quality management plans
- communication and training requirements
- monitoring, auditing and reporting requirements

Environmental issues include one or more of:

- emissions to air
- releases to, and of, water
- releases to land
- soil erosion, sedimentation and salinity
- contamination of land
- disturbance of flora and fauna, threats to sensitive species and destruction of habitat
- introduction of pests, such as weeds and fire ants
- noise and vibration
- disturbance to heritage sites or items
- generation, reuse and disposal of waste
- use of energy sources
- handling, storage, spills, or exposure involving hazards, such as chemicals and radiation

Environmental risks and impacts include one or more of:

- mismanagement of chemicals or fuel products
- mismanagement of biological agents
- land use practices
- planning deficiencies
- poor construction processes

- waste generation and disposal

- Sites include one or more of:**
- buildings and other infrastructure
 - construction, mining, manufacturing, forestry, agricultural and maintenance sites
 - bushland
 - catchments, flood plains, surface/groundwater sites and drainage sites
 - wetlands and marine/coastal areas

- Environmental reporting requirements include one or more of:**
- regular site environmental reports
 - non-conformance report forms
 - hazard, near miss and safety incident report forms
 - environmental incident investigation report forms
 - regulatory agency reports

- Environmental management documentation includes one or more of:**
- site/project history, plans, procedures, actions and checklists
 - information about applicable legislation and regulatory requirements
 - records of correspondence and complaints
 - incident reports and incident investigation reports
 - quality assurance/verification checklists
 - job hazard analyses, permits and safe work procedures
 - internal check/audit reports
 - training records
 - records to comply with permit, licence and approval conditions

- WHS requirements include:**
- compliance with relevant federal/state/territory WHS legislation at all times
 - assuming that samples are potentially hazardous and applying standard precautions
 - accessing and applying current industry understanding of infection control issued by the National Health and Medical Research Council (NHMRC) and state/territory Departments of Health, where relevant

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS024002A Implement environmental management plans and procedures

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

Assessment Requirements for MSS024002 Implement environmental management plans and procedures

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Performance Evidence

Evidence of competence in this unit must satisfy all of the requirements of the elements and performance criteria and include demonstration of:

- using environmental management plans, actions and procedures to plan and conduct work activities on at least two (2) occasions
- interpreting and explaining relevant workplace information, such as legislation, regulations and related reporting requirements; site agreements and protocols; and work instructions
- accurately observing and recording environmental conditions at sites with close attention to detail
- using organisation checklists to assess hazards, risks, environmental issues and incidents associated with work activities at sites
- using clear and concise verbal/written communication to convey information
- using effective communication skills to address complaints and avoid or resolve work conflicts
- working both independently and in teams
- solving straightforward problems
- seeking advice when tasks, inquiries, problems or disputes are beyond own area of responsibility or technical competence
- contributing to continuous improvement of environmental procedures
- completing relevant documentation clearly and accurately
- working safely for the protection of self and others.

Knowledge Evidence

Must provide evidence that demonstrates knowledge of:

- technical terms, including environmental protection, risk, hazard, control, impact, assessment and management
- environmental management concepts, including conservation, cultural heritage and biodiversity
- legislative/regulatory requirements and responsibilities relevant to job role and work activities at sites
- environmental management plans and procedures and standard operating procedures (SOPs) relevant to job role
- common site characteristics and environmental issues, risks and impacts

- specified control measures and environmental management actions relevant to work activities
- workplace procedures for:
 - identifying hazards and assessing risks associated with work activities at sites
 - responding to complaints, cultural/heritage finds and other environmental incidents
 - environmental reporting
- relevant hazards, safe work practices and use of personal protective equipment (PPE) for job role.

Assessment Conditions

- Judgement of competence must be based on holistic assessment of the evidence. Assessment methods must confirm consistency of performance over time, rather than a single assessment event.
- This unit of competency is to be assessed in the workplace, or a simulated workplace environment. A simulated workplace environment must reflect realistic operational workplace conditions that cover all aspects of workplace performance, including the environment, task skills, task management skills, contingency management skills and job role environment skills.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Knowledge evidence may be collected concurrently with performance evidence or through an independent process such as workbooks, written assessments or interviews (provided a record is kept in each case).
- Holistic assessment methods include:
 - review of candidate's site reports, including details such as observations, assessments and any actions taken
 - review of candidate's response to simulated scenarios involving, for example, complaints, cultural heritage finds, potential environmental issues and incidents
 - feedback from supervisor about the candidate's ability to implement environmental management plans and procedures; work safely; respond effectively to potential/actual environmental issues and incidents; and work efficiently either alone or in teams
 - oral and/or written questions to assess the candidate's understanding of common environmental technical terminology; procedures for recognising and assessing risks, actions for minimising environmental impacts for specific work activities and sites.
- Access is required to all instruments, equipment, materials, workplace documentation, procedures, and specifications associated with this unit including, but not limited to:
 - a standard work space equipped with basic computer equipment and access to organisation's information management system; maps, digital camera; and monitoring and sampling equipment
 - documentation, such as site/project history, relevant workplace environmental management policies, plans, actions, procedures and checklists.

- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience.
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

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