

RTC2702A**Unit Descriptor****Unit Sector****Observe environmental work practices**

Observe environmental work practices

No sector assigned

ELEMENT	PERFORMANCE CRITERIA
1. Follow environmental workplace practices	1.1 Workplace practices and work instructions relating to potential environmental impacts are recognised and followed, and clarification is sought where necessary. 1.2 Changes to work practices and procedures are responded to positively and promptly in accordance with enterprise requirements. 1.3 Relevant legislation, codes and national standards that impact on workplace environmental practices are recognised and followed.
2. Contribute to improved environmental work practices	2.1 Suggestions are made to designated personnel for improvements to workplace practices where possible. 2.2 Information is gathered and improvements are suggested to support the development of improved workplace approaches to environmental practices. 2.3 Environmental issues and their relationship to workplace practices are discussed in the workplace with colleagues and designated personnel. 2.4 Contributions to the review of environmental practices and policies are made within limits of responsibility.
3. Recognise and report on a potential environmental threat	3.1 Signs or symptoms of the potential environmental threat are recognised. 3.2 Information about or observations of a potential environmental threat are reported to supervisors and/or appropriate authorities. 3.3 Location and extent of the potential environmental threat is accurately recorded. 3.4 Reports on the potential environmental threat are completed according to enterprise guidelines.
4. Maintain environmental records	4.1 Environmental records are accurately prepared as required according to enterprise policies and procedures. 4.2 Environmental records are stored securely in a form accessible for reporting purposes.

KEY COMPETENCIES

What processes should be applied to this competency standard? There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the key competencies, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where 0 = not required, 1 = perform the process, 2 = perform and administer the process and 3 = perform, administer and design the process.

Key Competency	Example of Application	Performance Level
Communicating ideas and information	Verbally with supervisor and others on environmental work practices and potential hazards and risks.	1
Collecting analysing and organising information	Through maintaining and analysing environmental records.	1
Planning and organising activities	According to enterprise environmental and work place practices and policies.	1
Working with others and in teams	Through working with others to follow and improve environmental practices.	1
Using mathematical ideas and techniques	Through quantification (e.g., counting, estimating areas) of environmental hazards or problems and through collection of data.	1
Solving problems	Through recognition of and responses to environment hazards and risks, and determining ways that work practices can be more environmentally friendly.	1
Using technology	Technology may be required to record information, deal with environmental hazards, and improve work practices to be more environmentally friendly.	1

RANGE STATEMENT

What does recognise and follow mean?

That a person will acknowledge that environmental impacts, hazards and risks exist and that they have a responsibility to work in a manner which will minimise the impact on the environment within the guidelines established by the workplace.

What might environmental workplace procedures and work instructions include?

These could include written procedures or work instructions for environmental hazard and risk identification, avoiding or minimising environmental risks, improving environmental performance, waste minimisation and segregation, environmental monitoring, signs and labels (e.g., chemical labels), emergency procedures, hazard and incident recording and reporting procedures, and environmental data recording and reporting procedures where applicable. Verbal instructions from persons with responsibility related to environmental work practices are also included in this definition.

What legislation, codes and national standards may be relevant to this competency standard?

Award and enterprise agreements, relevant environmental legislation from all levels of government, Australian standards, international agreements and relevant industry Codes of Practice.

What environmental threats and hazards may be included in this competency standard?

These could include spills, leaks, pollution, planned and unplanned emissions, soil compaction, disturbance and erosion, accidents and disposal of waste, and damage or disruption to ecosystems resulting from work practices. Also includes plants, animals or diseases that are classified as an environmental threat or problem in an area, unauthorised changes in land use, fire risks and threats, and inappropriate human interaction on the environment. This may include damage to habitat resources, disruption of animal behaviour and territorial use, illegal vegetation clearance, seed collection, firewood gathering, nest disturbance and egg collecting.

Who are designated personnel in a workplace?

Managers, supervisors, and people who are responsible for work area or who may be assigned to act as a mentor/trainer to a person under instruction.

What suggestions may be included?

Ideas to minimise hazards and risks, reduce waste, make more efficient use of resources and improve environmental performance, reduce soil disturbance and improve habitat resources.

What workplace approaches to environmental practices may be relevant to this competency standard?

Preventing and minimising the production of pollution (e.g., discharges to air, land and water, hazardous waste, reducing 'burning off', composting, recycling materials, conservation practices), and improving workplace maintenance practices (e.g., using a broom instead of a hose, using environment-friendly cleaning agents).

What environmental issues are included in this competency standard?

Sustainability, reduction and disposal of waste, water quality, energy efficiency, biodiversity and habitat protection, conservation of natural resources, air quality, land contamination, noise, soil and salinity management and fire management.

What may be listed under environmental policies?	Waste minimisation and management, sustainability, local, regional, state and national strategies on weed and pest management, protection of land and habitat and conservation of resources, energy use, greenhouse gas emissions, use of chemicals and plant and equipment.
What may be listed as signs or symptoms of a potential environmental threat?	Observation of the presence of weeds, pest animals or chemicals; damage caused to plants, animals or the environment, changes in plant (e.g., dieback of trees) and animal health, erosion of soils, soils in water suspension, and presence of salt.
How may a report be made?	Verbally (face-to-face or through communication equipment) and in writing (notes, faxes, email or electronic messages).
What environmental records may be included?	Environmental data, maintenance and inspection reports, incident or accident reports, and complaints from the public.

EVIDENCE GUIDE

What specific knowledge is needed to achieve the performance criteria?	Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below: • Relevant legislation from all levels of government on environmental issues. • Relevant environmental policies and workplace/industry practices and procedures. • Good practice approaches relevant to work area particularly in regard to minimising environment hazards and risks, and improving environmental performance. • Environmental issues, especially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and waste minimisation. • Potential environmental threats and problems relevant to a given region and occupation. • General work place practices and their potential impact on the environment .
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What specific skills are needed to achieve the performance criteria?

To achieve the performance criteria, some complementary skills are required. These skills include the ability to:

- Communicate with supervisors and workplace colleagues.
- Recognise basic environmental hazards and threats.
- Follow workplace directions and instructions.
- Keep simple records.

Are there other competency standards that could be assessed with this one?

This competency standard could be assessed on its own or in combination with other competencies relevant to the job function.

Essential Assessment Information

There is **essential information about assessing this competency standard for consistent performance and where and how it may be assessed**, in the Assessment Guidelines for this Training Package. All users of these competency standards must have **access** to both the **Assessment Guidelines** and the relevant **Sector Booklet**.