



Australian Government

PMASUP620 Manage environmental management system

Release: 1

PMASUP620 Manage environmental management system

Modification History

Release 1. Supersedes and is equivalent to PMASUP620B Manage environmental management system

Application

This unit of competency covers the skills and knowledge required to establish and manage the environmental management system.

This unit of competency applies to senior technicians, paraprofessionals and those in similar roles who are required to demonstrate in-depth knowledge of the business, process and plant in order to identify and quantify business opportunities from environmental management and establish procedures, goals and systems to implement environmental sustainability, continuous improvement and sustainable innovation as integral to the business.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Support

Unit Sector

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Develop an environmental management system	1.1	Select an appropriate environmental management system as a model for the enterprise/plant
		1.2	Develop environmental management policies that reflect the organisation's commitment to environmental sustainability as an integral part of business planning and as a business opportunity
		1.3	Develop strategies to encourage all stakeholders to meet high standards of environmental performance and support sustainable innovation and continuous

- improvement
- 1.4 Develop policies and procedures to incorporate and support triple bottom line principles
 - 1.5 Develop policies/procedures which minimise environmental impacts
 - 1.6 Check policies conform to current regulatory requirements
 - 1.7 Address environmental management at the planning, design and evaluation stages to ensure that any changes in the workplace are identified for ongoing impact and opportunity
- 2 **Manage innovation and improvement**
- 2.1 Identify, evaluate and take into consideration changing trends and opportunities relevant to the organisation for ongoing improvement programs
 - 2.2 Promote continuous improvement and sustainable innovation as an essential part of doing business and as a context for assessment and planning of environmental performance
 - 2.3 Develop continuous improvement and innovation policies and procedures that include training and professional development to optimise the environmental performance of the organisation
 - 2.4 Develop a system to analyse and communicate the costs and benefits of innovations and improvements and to measure, monitor and record environmental performance
 - 2.5 Develop performance benchmarks and indicators and set targets to maximise continuous improvement
- 3 **Review environmental management system**
- 3.1 Develop processes to ensure that an integrated ongoing review is part of the organisation policy and procedures
 - 3.2 Promote improvement and sustainable innovation to organisational performance by ongoing evaluation and assessment, and changes to policies

Foundation Skills

This section describes those language, literacy, numeracy and employment skills 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.

Regulatory framework

The latest version of all legislation, regulations, industry codes of practice and Australian/international standards, or the version specified by the local regulatory authority, must be used, and include one or more of the following:

- relevant Commonwealth and state/territory Environment Acts
- applicable state/territory environmental regulations
- licences and permit conditions
- industry codes of practice and guidelines
- Australian and other standards
- environmental treaties and conventions
- national environmental policies, strategies and initiatives, such as the National Greenhouse Strategy and National Strategy for Ecologically Sustainable Development
- National Pollutant Inventory
- State of the Environment Reports
- Industry Association Commitments (e.g. The Global Mining Initiative)
- health and safety legislation, codes of practice and guidance material
- legislative requirements, including work health and safety (WHS)
- environmental regulations and guidelines
- licence and certification requirements

All operations to which this unit applies are subject to stringent health, safety and environment (HSE) requirements, which may be imposed through state/territory or federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between performance criteria and HSE requirements, the HSE requirements take precedence.

Procedures	All operations must be performed in accordance with relevant procedures. Procedures are written, verbal, visual, computer-based or in some other form, include one or more of the following: • emergency procedures • work instructions • standard operating procedures (SOPs) • safe work method statements (SWMS) • formulas/recipes • batch sheets • temporary instructions • any similar instructions provided for the smooth running of the plant
Sources of information	Sources of information include one or more of the following: • organisation goals, commitments and procedures (e.g. business/strategic plans, voluntary environmental agreements entered into with external organisations/authorities, and organisation policies and procedures) • regulatory framework • consultation with internal and external stakeholders • own knowledge and experience of plant/process • technical/operational documentation • schematic (e.g. piping and instrumentation diagrams (P&IDs) and process flow diagrams (PFDs)) • available research/data (e.g. industry benchmarking data/systems and sustainability performance measures/metrics)
Performance benchmarks	Performance benchmarks and targets include one or more of the following: • best practice or industry codes for the industry/sector • levels of performance expected of organisation sectors and/or the organisation as a whole
Stakeholders	Stakeholders include one or more of the following: • board members, financial backers and owners • all members of the organisation, including management and staff members

- suppliers
- contractors
- others acting on the organisation's behalf
- customers
- external individuals or bodies who may have an interest in or may be affected by the organisation

Continuous improvement and innovation policies

Continuous improvement and innovation policies include one or more of the following:

- consistent reviewing activities in search of a better way
- improving the organisation in all aspects of its operation and may look at life cycle impacts of the organisation, including:
 - activities and products are designed to minimise life cycle impacts and maximise opportunities
 - tendering and purchasing processes that include life cycle criteria
 - product design and manufacture
 - packaging policies
 - product use and disposal
- vehicle policies that include use of cleaner fuels or alternative energy sources and regular servicing intervals to reduce pollution and improve efficiency

Environmental sustainability

Environmental sustainability may be influenced by one or more of the following:

- the organisational culture and operations
- internal or external economic climate
- political climate
- market focus/considerations
- environmental impacts of the business operation

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=9fc2cf53-e570-4e9f-ad6a-b228ffdb6875>