



Australian Government

RIIENV601E Establish and maintain the environmental management system

Release: 1

RIIENV601E Establish and maintain the environmental management system

Modification History

Release	Comments
Release 1	This version first released with RII Resources and Infrastructure Industry Training Package Version 5.0.

Application

This unit describes the skills and knowledge required to establish and maintain the environmental management system in the resources and infrastructure industries.

It applies to those who work in management roles. They are generally responsible for the outcomes of others and contribute to the development of solutions to non-routine problems.

Licensing, legislative and certification requirements may apply to this unit and can vary between states, territories and industry sectors. Users must check requirements with relevant body before applying the unit.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish and maintain the framework for the environmental management system	1.1 Obtain, interpret and confirm work requirements 1.2 Access, interpret and apply documentation required to establish and maintain the environmental management system 1.3 Develop and document written policies and system procedures regarding the commitment of the organisation to environmental management and implementation of relevant environmental legislation 1.4 Identify and determine the responsibilities and duties for implementation and integration of the system in job descriptions and duty statements 1.5 Identify, source and provide resources for the operation of the environmental management system according to workplace procedures 1.6 Communicate the system, responsibilities and procedures to relevant personnel

ELEMENT	PERFORMANCE CRITERIA
2. Establish and maintain participative arrangements for the environmental management system	2.1 Establish and confirm the maintenance of appropriate consultative processes, in consultation with employees and their representatives 2.2 Confirm the outcomes of participation and consultation are communicated to relevant personnel as required
3. Establish and maintain procedures for identifying environmental hazards	3.1 Identify and confirm existing and potential environmental hazards through site inspection and trends identified from the environmental record system 3.2 Develop and maintain written procedures for the ongoing identification of existing and potential environmental hazards 3.3 Monitor activities and confirm that environmental hazard identification procedures are implemented according to workplace procedures 3.4 Confirm procedures are applied to environmental hazard identification at the planning, design and evaluation stages of changes in the workplace to confirm that new hazards are not created
4. Establish and maintain procedures for assessing environmental risk	4.1 Confirm an appropriate assessment of risks and identification of environmental hazards is implemented 4.2 Develop system procedures for ongoing assessment of risks confirm according to workplace procedures 4.3 Monitor activities to confirm the implementation of risk assessment procedures 4.4 Confirm procedures are applied for risk assessments at the planning, design and evaluation stages of any changes in the workplace to confirm that new risks are not created
5. Establish and maintain procedures for treating environmental risks	5.1 Develop and confirm the implementation of measures to treat assessed risks according to workplace procedures 5.2 Confirm the implementation of interim solutions, until a permanent control measure is developed 5.3 Develop system procedures for ongoing control of risks and confirm their integration according to workplace procedures 5.4 Monitor activities to confirm the implementation of risk treatment procedures 5.5 Confirm risk treatments and risk control measures are addressed at the planning, design and evaluation stages of any changes in the workplace 5.6 Identify inadequacies in existing risk treatment measures and seek and provide resources to enable implementation of new measures
6. Establish and maintain organisational	6.1 Identify the range of most likely potential hazardous environmental events according to job requirements

ELEMENT	PERFORMANCE CRITERIA
procedures for dealing with hazardous environmental events	6.2 Develop systems procedures in consultation with appropriate emergency services that would treat the risks associated with the potential hazardous events according to workplace procedures 6.3 Provide appropriate information and training to all employees according to workplace procedures
7. Establish and maintain an environmental training program	7.1 Develop and confirm the implementation of an environmental training program according to job requirements 7.2 Identify and address environmental training needs of employees according to workplace procedures
8. Establish and maintain a system for environmental records	8.1 Establish and monitor the system for keeping environmental records according to workplace procedures 8.2 Identify patterns of environmental non-compliance according to workplace procedures
9. Evaluate the organisational environmental management system and related policies, procedures and programs	9.1 Assess the effectiveness of the environmental management system according to workplace procedures 9.2 Develop and confirm implementation of improvements to the system to confirm more effective achievement of environmental aims 9.3 Assess compliance against compliance documentation and code of practice to confirm that legal environmental standards are maintained

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

SKILL	DESCRIPTION
Writing	Prepares specific information that complies with a range of regulatory requirements, using sector-specific terminology
Oral communication	Conveys information and requirements clearly, and listens carefully
Reading	Identifies and interprets relevant information from workplace procedures, documentation and regulations
Problem solving	Identifies a range of factors that impact on a decision, including own values and principles, the needs, power, values, beliefs and assumptions of stakeholders

Unit Mapping Information

Supersedes and is equivalent to RIIENV601D Establish and maintain the environmental management system.

Links

Companion Volume implementation guides is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=88a61002-9a21-4386-aaf8-69c76e675272>

Assessment Requirements for RIIENV601E Establish and maintain the environmental management system

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- establish and maintain an environmental management system on at least two occasions, including:
 - identifying relevant information and scope of the work required to meet the required outcomes
 - identifying viable options and selecting the best option to meet the required outcomes
 - accessing and analysing historical information on worksite environmental matters
 - developing and introducing practices that aim to improve environmental performance in the workplace
 - explaining and clarifying complex environmental information to relevant personnel
 - using consultative mechanisms to negotiate processes and procedures appropriate to workplace environmental performance.

During the above, the candidate must:

- locate and apply relevant documentation, policies and procedures and confirm that the work activity is compliant
- implement the requirements, procedures and techniques for establishing and maintaining an environmental management system
- work effectively with others to conduct establish and maintain an environmental management system in a way that meets all required outcomes
- use a range of communication techniques and aids to advise others of work activity and exclusion zones
- communicate clearly and concisely with others to receive and clarify work instructions.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- key policies, procedures and documentation required to establish and maintain an environmental management system, including:
 - statutory and legal controls
 - duty of care requirements
 - emergency procedures
 - statutory and site rules, policies, procedures and regulations
 - risk management processes and techniques
 - continuous improvement processes
 - environmental auditing
- principles and techniques for planning and maintaining environmental management systems, including:
 - design, delivery and management of training
 - strategic planning
 - human resource management
 - action planning methods
- principles and techniques for identifying relevant hazards and emergencies
- techniques for coordinating and communicating job activities with others.

Assessment Conditions

Mandatory conditions for assessment of this unit are stipulated below. The assessment must:

- include access to:
 - personal protective equipment
 - equipment related to establish and maintain an environmental management system
 - relevant documentation
- be conducted in a safe environment; and,
- be assessed in the context of this sector's work environment; and,
- be assessed in compliance with relevant legislation/regulation and using policies, procedures and processes directly related to the industry sector for which it is being assessed; and,
- confirm consistent performance can be applied in a range of relevant workplace circumstances.

Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated work environment* provided it is realistic and sufficiently rigorous to cover all aspects of this sector's workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.

Assessor requirements

Assessors must be able to clearly demonstrate current and relevant industry knowledge and experience to satisfy the mandatory regulatory standards as set out in the Standards for Registered Training Organisations (RTOs) 2015/Australian Quality Training Framework mandatory requirements for assessors current at the time of assessment and any relevant licensing and certification requirements. This includes:

- vocational competencies at least to the level being delivered and assessed
- current industry skills directly relevant to the training and assessment being provided
- current knowledge and skills in vocational training and learning that informs their training and assessment
- formal relevant qualifications in training and assessment
- having knowledge of and/or experience using the latest techniques and processes
- possessing the required level of RII training product knowledge
- having an understanding and knowledge of legislation and regulations relevant to the industry and to employment and workplaces
- demonstrating the performance evidence, and knowledge evidence outlined in this unit of competency, and
- the minimum years of current** work experience after competency has been obtained as specified below in an industry sector relevant to the outcomes of the unit.

It is also acceptable for the appropriately qualified assessor to work with an industry expert to conduct assessment together and for the industry expert to be involved in the assessment judgement. The industry expert must have current industry skills directly relevant to the training and assessment being provided. This means the industry subject matter expert must demonstrate skills and knowledge from the minimum years of current work experience after competency has been obtained as specified below, including time spent in roles related to the unit being assessed:

Industry sector	AQF indicator level***	Required assessor or industry subject matter expert experience
Drilling, Metalliferous Mining, Coal Mining, Extractive (Quarrying) and Civil Infrastructure	1	1 year
	2	2 years
Drilling, Coal Mining, Extractive (Quarrying), Metalliferous Mining and Civil Infrastructure	3-6	3 years
Other sectors	Where this unit is being assessed outside of the resources and infrastructure sectors assessor and/or industry subject matter expert experience should be in-line with industry standards for the sector in which it is being assessed and where no industry standard is specified should comply with any relevant regulation.	

*Guidance on simulated environments has been stipulated in the Companion Volume Implementation Guide located on VETNet.

**Assessors can demonstrate current work experience through employment within industry in a role relevant to the outcomes of the unit; or, for external assessors this can be demonstrated through exposure to industry by conducting a minimum number of site assessments as determined by the relevant industry sector, across various locations.

*** While a unit of competency does not have an AQF level, where a unit is being delivered outside of a qualification the first numeric character in the unit code should be considered as the AQF indicator level for assessment purposes.

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