



Australian Government

Department of Education, Employment and Workplace Relations

RIIENV402A Implement and monitor environmental policies

Release: 1

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Modification History

Not applicable.

Unit Descriptor

This unit covers the implementation and monitoring of environmental policies in the resources and infrastructure industries. It includes providing information to the work team, managing on-site safety, implementing and monitoring operational procedures, implementing and monitoring change and continuous improvement, implementing and monitoring recording procedures, and implementing and monitoring an environmental and energy efficiency management training program.

Application of the Unit

This unit is appropriate for those working in a supervisory role or as a technical specialist, at worksites within:

- Civil construction
- Coal mining
- Drilling
- Extractive industries
- Metalliferous mining

Licensing/Regulatory Information

Refer to Unit Descriptor.

Pre-Requisites

Not applicable.

Employability Skills Information

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.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Provide information to the work team	1.1. Access, interpret and apply compliance documentation relevant to the implementation and monitoring of environmental policies 1.2. Explain environmental and energy efficiency information provided to the work team in a clear and concise manner and ensure it is made readily accessible to all employees 1.3. Convey organisation's activities/performance in regard to environmental and energy efficiency management and business sustainability 1.4. Explain links between environmental, energy consumption, financial, safety and other risk areas and how these are integrated in organisational policies and practices 1.5. Provide information on environmental and energy efficiency systems and procedures and other risk areas within the area of management responsibility
2. Implement and monitor operational procedures	2.1. Identify and assess existing and potential environmental and energy efficiency risks and/or seek required expert advice 2.2. Carry out prioritised recommendations from the assessments as part of the organisation's operational procedures 2.3. Implement organisational environmental and energy efficiency policies and procedures, including risk policies and procedures 2.4. Allocate tasks and monitor outcomes, in accordance with organisational policies and targets 2.5. Implement contingency plan promptly when incidents occur
3. Implement and monitor change and continuous improvement	3.1. Implement environmental and energy efficiency improvement plans for own work group and integrate with other operational activities

	3.2. Identify, implement and monitor best practice approaches to improving environmental and energy efficiency performance by reducing environmental and greenhouse risk and waste 3.3. Seek suggestions and ideas about environmental energy efficiency management from the work team and act upon where appropriate 3.4. Seek suggestions from supply chain at tender/contract stage for ways of improving environmental and energy consumption performance
4. Implement and monitor recording procedures	4.1. Identify and implement internal and external reporting procedures 4.2. Maintain environmental and energy efficiency records accurately and legibly and store securely in a form accessible for reporting purposes 4.3. Monitor information/records to identify trends that may require remedial action and use to promote continuous improvement of environmental and energy consumption performance
5. Implement and monitor an environmental and energy efficiency management training program	5.1. Identify environmental and energy efficiency training needs accurately, and specify knowledge gaps in environmental and energy efficiency corporate practices 5.2. Make arrangements for fulfilling identified training needs for the work group with relevant parties

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

Specific skills are required to achieve the performance criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes the ability to carry out the following, as required to implement and monitor environmental policies:

- apply communication/consultation skills to ensure information is supplied to the work team
- apply literacy skills for comprehending documentation and interpreting environmental and energy efficiency requirements
- apply technology skills, including the ability to operate and shut-down equipment
- ability to relate to people from a range of social, cultural and ethnic backgrounds and physical and mental abilities

Required knowledge

Specific knowledge is required to achieve the Performance Criteria of this unit, particularly for its application in the various circumstances in which this unit may be used. This includes knowledge of the following, as required to implement and monitor environmental policies:

- legislation from all levels of government that affects business operation, especially in regard to occupational health and safety, environmental and energy efficiency issues, equal opportunity, industrial relations and anti-discrimination
- environmental and energy efficiency issues, especially in regard to recycling and wastewater treatment, catchments, air, noise, ecosystems, habitat, and waste minimisation relevant to own work area
- environmental and energy efficiency management systems, policies and procedures relevant to own work area
- best practice approaches relevant to own work area
- quality assurance systems relevant to own work area
- supply chain procedures
- strategies to maximise opportunities and minimise impacts relevant to own work area

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	The evidence required to demonstrate competency in this unit must be relevant to worksite operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following: • knowledge of the requirements, procedures and instructions for implementing and monitoring environmental policies • implementation of requirements, procedures and techniques for the safe, effective and efficient implementation and monitoring of environmental policies • working with others to plan, prepare, implement and monitor environmental policies • evidence of the consistent successful implementation and monitoring of environmental policies
Context of and specific resources for assessment	• This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills. • Assessment of this competency requires typical resources normally used in a resources and infrastructure sector environment. Selection and use of resources for particular worksites may differ due to the site circumstances. • The assessment environment should not disadvantage the participant. For example, language, literacy and numeracy demands of assessment should not be greater than those required on the job. • Customisation of assessment and delivery

	environment to sensitively accommodate cultural diversity. • Aboriginal people and other people from a non English speaking background may have second language issues. • Where applicable, physical resources should include equipment modified for people with disabilities. Access must be provided to appropriate learning and/or assessment support when required.
Method of assessment	This unit may be assessed in a holistic way with other units of competency. The assessment strategy for this unit must verify required knowledge and skill and practical application using more than one of the following assessment methods: • written and/or oral assessment of the candidate's required knowledge • observed, documented and/or first hand testimonial evidence of the candidate's: • implementation of appropriate requirement, procedures and techniques for the safe, effective and efficient achievement of required outcomes • consistent achievement of required outcomes • first hand testimonial evidence of the candidate's: • working with others to implement and monitor environmental policies • provision of clear and timely instruction and supervision by the individual of those involved in the implementation and monitoring of environmental policies
Guidance information for assessment	Consult the SkillsDMC User Guide for further information on assessment including access and equity issues.

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.

Relevant Compliance documentation may include:	• legislative, organisation and site requirements and procedures • manufacturer's guidelines and specifications • Australian standards • award and enterprise agreements and relevant industrial instruments • relevant legislation from all levels of government that affects business operation, especially in regard to occupational health and safety, environmental and energy efficiency issues, equal opportunity, industrial relations and anti-discrimination • relevant industry code of practice • Employment and workplace relations legislation • Equal Employment Opportunity and Disability Discrimination legislation
Environmental and energy efficiency information may include:	• organisational policies and procedures • relevant environmental and energy efficiency legislative requirements • voluntary environmental agreements entered into with external organisations • continuous improvement policies and processes for the organisation
Work team may include:	• formal or unstructured groups, and two or more people
Environmental and energy efficiency performance may include:	• resource efficiency • minimisation of waste • recycling • reduction in use of non-renewable resources • all environmental incidents
Some approaches to environmental and energy efficiency performance may include:	• preventing and minimising the production of pollution (e.g. discharges to air, land and water, hazardous waste) • applying energy efficiency systems, action plans, surveys and audits

	- improving the company's operational energy consumption including stationary and non-stationary (transport) energy - improving housekeeping (e.g. using a broom instead of a hose, using old rags for cleaning instead of toxic cleaners or water) - substituting materials (e.g. replacing toxic, solvent-based coatings with water-based ones) - changing processes (e.g. mechanical cleaning, redesign of products/procedures so that materials are used more efficiently)
Business sustainability means:	a sustainable business in this sense is profitable and competitive. Effective management of environmental impacts and energy efficiency initiatives can contribute to business sustainability by reducing costs, differentiating goods and services and contributing to a better corporate image
Environmental and energy efficiency risks may be identified as and may be assessed:	- actual and potential sources of waste - on an ongoing basis - with regard to probability, scale and likely impact on business performance
Environmental and energy efficiency policies and procedures may include:	- addressing energy efficiency and environmental initiatives such as environmental management systems, action plans, surveys and audits - determining company's most appropriate waste treatment including waste to landfill, recycling and wastewater treatment - initiating and/or maintaining appropriate company procedures for operational energy consumption, including stationary energy and non-stationary (transport) - initiating and/or maintaining appropriate company policy for energy efficiency and environmental initiatives, for example environmental management systems, action plans, surveys and audits - developing energy use and waste management options/action plan to reduce energy consumption and improve waste management - monitoring energy usage and waste treatment via progress reports on energy use and waste treatment and/or key performance indicators that measure performance (e.g. energy usage

	- or waste minimisation achievements) - delivering policies and procedures appropriately, for example through internal resources, service providers and/or consultancies
Environmental and energy efficiency management policies must be appropriate to the scope and scale of the business and may include:	- environmental load reduction - energy consumption recommendations and waste minimisation and recycling - tenders for the provision of goods and services that specify environmentally preferred selection criteria - protection of land and habitat - environmentally sustainable work practices and energy efficiency initiatives
Environmental and energy efficiency improvement plans may:	be established at management level and may include measuring, monitoring and recording environmental performance, monitoring and recording energy consumption and continually setting targets for measurable improvements. Improvement plans may deal with paper, energy use, general waste, transport use, etc
Supply chain:	is a key determinant of environmental and energy efficiency performance and may include suppliers, contractors or others acting on organisation's behalf
Environmental and energy efficiency training:	should be integrated into the organisation's existing training arrangements

Unit Sector(s)

Environment

Competency field

Refer to Unit Sector(s).

Co-requisite units

Not applicable.