



**Australian Government**

# **TLIU0001 Develop workplace policy and procedures for environmental sustainability**

**Release: 1**

# TLIU0001 Develop workplace policy and procedures for environmental sustainability

## Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

## Application

This unit involves the skills and knowledge required to develop and implement workplace environmental sustainability policy and procedures.

It includes developing, communicating and implementing a workplace environmental sustainability policy as well as reviewing and modifying this policy when circumstances change.

Environmental sustainability policy can involve an integrated approach to sustainability, which includes environmental, economic and social aspects, or a narrower one to focus on each aspect individually.

This unit applies to individuals who address the knowledge, processes and techniques necessary to develop approaches to environmental sustainability within workplaces, including the development and implementation of policy.

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

## Pre-requisite Unit

Not applicable.

## Competency Field

U – Environment

## Unit Sector

Not applicable.

## Elements and Performance Criteria

### ELEMENTS

Elements describe the essential outcomes.

#### 1 Develop workplace

### PERFORMANCE CRITERIA

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

#### 1.1 Scope of policy is defined

- |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>environmental sustainability policy</b> | <ul style="list-style-type: none"><li>1.2 Stakeholders are identified and consulted as a key component of the policy development process</li><li>1.3 Strategies for minimising resource use, reducing toxic material and hazardous chemical use, and employing life cycle management approaches at all work stages are included in the policy</li><li>1.4 Recommendations are made for policy options based on likely effectiveness, timeframes and cost</li><li>1.5 Organisational commitment to environmental sustainability as an integral part of business planning and as a business opportunity is reflected in policy developed</li><li>1.6 Appropriate methods of implementation are agreed</li></ul> |
| <b>2 Communicate the policy</b>            | <ul style="list-style-type: none"><li>2.1 Policy, including its expected outcomes, is promoted to key stakeholders</li><li>2.2 Those involved in implementing the policy are informed of outcomes expected and activities to be undertaken, and responsibilities are assigned accordingly</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>3 Implement the policy</b>              | <ul style="list-style-type: none"><li>3.1 Procedures to implement the policy are developed and communicated</li><li>3.2 Resource efficiency continuous improvement strategies are implemented</li><li>3.3 Provision for staff training to incorporate resource efficiency procedures is made</li><li>3.4 Record systems for tracking continuous improvement in environmental sustainability approaches are established and responsibilities are assigned accordingly</li></ul>                                                                                                                                                                                                                                |
| <b>4 Review policy implementation</b>      | <ul style="list-style-type: none"><li>4.1 Outcomes are documented and feedback is provided to key personnel and stakeholders</li><li>4.2 Success or otherwise of policy is investigated</li><li>4.3 Records are monitored to identify trends that may require remedial action and are used to promote continuous improvement of performance</li><li>4.4 Policy and/or procedures are modified as required to ensure required improvements are made</li></ul>                                                                                                                                                                                                                                                  |

## Foundation Skills

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

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions can be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

This unit replaces and is equivalent to TLIU4010A Develop workplace policy and procedures for sustainability.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>

# **Assessment Requirements for TLIU0001 Develop workplace policy and procedures for environmental sustainability**

## **Modification History**

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## **Performance Evidence**

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria on at least one occasion and include:

- applying change management techniques
- applying quality assurance practices
- applying strategic and complex problem solving techniques
- communicating effectively verbally and in writing
- conducting feasibility studies
- developing strategies for eco driving and energy efficiency solutions
- developing, implementing, communicating and validating organisational environmental sustainability policy
- developing and applying diagnostic techniques
- developing performance measures for:
  - correct use of equipment and vehicles
  - minimising fuel consumption
  - equipment and vehicle maintenance and servicing
- reading and interpreting complex and formal documents
- researching, planning and evaluating environmental and energy efficiency requirements
- managing risk
- planning and organising work
- thinking strategically
- using emergency and personal protective equipment
- using information technology and a range of computer software programs to manage and store information
- working in a team
- writing precise and comprehensive reports for different audiences.

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- environmental issues relating to:
  - life cycle of products: re-new, re-use and recycle
  - relevant environmental regulations
  - renewable energy
- environmental organisational policies, procedures and protocols
- environmental sustainability policy management strategy features:
  - contract requirements
  - energy efficiency systems and procedures
  - internal and external audits
  - training and monitoring of personnel performance following training
  - waste prevention and minimisation
  - environmental education
  - marketing principles and stakeholder identification strategies
  - recycling requirements
  - quality assurance systems and best practice models
  - reviewing effectiveness of new procedures and processes
  - targets for carbon emissions reduction, cleaner production and lean management
  - work and supply chain procedures
- policy development processes and practices
- relevant legislative and regulatory requirements, and codes of practice
- work health and safety (WHS)/occupational health and safety (OHS) requirements relating to:
  - dangerous goods and hazardous substances
  - WHS/OHS hierarchy of control.

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the *Standards for Registered Training Organisations* current at the time of assessment.

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Assessment must occur in workplace operational situations or, where this is not available, in

simulated workplace operational situations that replicate rail corridor workplace conditions.

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.

Resources for assessment include:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment currently used in industry
- applicable documentation including workplace procedures, regulations, rail industry standards, codes of practice and operation manuals.

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