



Australian Government

TLIU0002 Implement and monitor workplace policy and procedures for environmental sustainability

Release: 1

TLIU0002 Implement and monitor 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 implement and monitor workplace policy and procedures for environmental sustainability.

It includes defining and developing workplace environmental sustainability policies and procedures, developing environmental procedures and performance measures, and communicating the policies. It also includes implementing and monitoring policies and procedures, and implementing continuous improvement initiatives.

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

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

1 Define and develop workplace environmental sustainability policy and procedures

- 1.1** Scope of policy is defined
- 1.2** Stakeholders are identified and consulted as a key component of the policy development process
- 1.3** Research strategies for energy and resource efficiencies, toxic material and hazardous chemical use are used and ecosystem management approaches are employed for potential inclusion in policy and procedures
- 1.4** Recommendations are made for policy options based on likely effectiveness, timeframes and cost
- 1.5** Policy and procedures are reviewed to ensure organisational commitment to environmental sustainability initiatives and compliance with relevant environmental and other compliance frameworks is reflected in policy, as appropriate
- 1.6** Procedures' framework and projected performance outcomes are developed to support policy
- 1.7** Policy and procedures' framework approval is gained from relevant personnel

2 Develop environmental procedures and performance measures

- 2.1** Approved procedures' framework is reviewed and work plan for development of procedures is determined
- 2.2** Procedures are developed and trialled in consultation with relevant stakeholders
- 2.3** Procedures are presented to appropriate personnel for approval
- 2.4** Changes are made to procedures, as required
- 2.5** Performance measures are determined
- 2.6** Record system for tracking performance data is established

3 Communicate the policy

- 3.1** Policy and procedures, including expected outcomes and meeting of compliance requirements, is presented to key stakeholders
- 3.2** Those involved in implementing the policy and procedures are informed of outcomes expected and activities to be undertaken, and responsibilities are assigned accordingly

- 3.3 Induction processes are followed to communicate the policy and procedures to the work team and external stakeholders, as appropriate
 - 3.4 Change management strategies are considered to support workers in adapting their work practices
- 4 Implement and monitor policy and procedures**
 - 4.1 Policy and procedures are implemented
 - 4.2 Training is provided, as required, to support effective implementation of policy and procedures
 - 4.3 Work practices are monitored based on procedure requirements and corrective action taken, as required
 - 4.4 Records and reports are completed and checked in accordance with procedures
- 5 Implement continuous improvement initiatives**
 - 5.1 Records and reports are reviewed and monitored for trends, remedial action and continuous improvement
 - 5.2 Records and reports are benchmarked for efficacy against internal data, national standards and available external environmentally sustainable data
 - 5.3 Continuous improvement and remedial action initiatives are agreed to in consultation with relevant stakeholders
 - 5.4 Implementation and work practices are monitored and reported based on policy and procedure requirements
 - 5.5 Outcomes are documented and feedback provided to key personnel and stakeholders
 - 5.6 Policy and procedures are validated and modified to reflect remedial and continuous improvement initiatives, as required

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 TLI Transport and Logistics Training Package

Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is not equivalent to TLIU0001 Develop workplace policy and procedures for environmental 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 TLIU0002 Implement and monitor 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 the requirements of the elements and performance criteria on at least one occasion and include:

- applying change management techniques
- applying legislation and other compliance frameworks, organisational policies and procedures
- applying strategic and complex problem-solving techniques to remedial and continuous improvement initiatives
- communicating effectively verbally and in writing
- developing performance measures to benchmark efficacy of policy and procedures
- developing strategies for remedial action and continuous improvement initiatives
- developing, implementing, communicating and validating organisational environmental sustainability policy, procedures and reporting benchmarks
- induction and training of personnel
- monitoring of records and producing reports
- planning and organising work
- reading and interpreting complex and formal documents
- researching, planning and evaluating environmental and energy efficiency requirements
- strategies for trialling initiatives
- thinking and developing appropriate strategies
- using information technology and a range of computer software programs to manage and store information
- working in a team
- writing precise and comprehensive documents for different audiences.

Knowledge Evidence

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

- environmental issues relating to:
 - environmental legislation, codes of practice and relevant compliance frameworks
 - environmentally sustainable alternatives for potential application in the workplace
 - principles of eco systems, including life cycles: re-new, re-use and recycle
- environmental sustainability policy and procedure management strategy features:
 - contract requirements
 - energy efficiency systems and procedures
 - environmental education principles
 - internal and external audits
 - marketing principles and stakeholder identification strategies
 - processes for the review of efficacy of policy and procedures and work practices
 - quality assurance systems and best practice models
 - recycling requirements
 - relevant workplace policies and procedures related to environmental sustainability
 - targets for reduction of environmental impact and contribution to sustaining the environment
 - training and monitoring of personnel performance following policy and procedure induction
 - waste prevention and minimisation, including hierarchy of waste control
- other legislative and regulatory requirements, and codes of practice
- policy development processes and practices
- related organisational policies, procedures and protocols
- work health and safety (WHS)/occupational health and safety (OHS) requirements relating to environmental sustainability, including dangerous goods and hazardous substances.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate 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 must include access to:

- a range of relevant exercises, case studies and/or simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry

- applicable documentation, including legislation, regulations, codes of practice, workplace procedures and operation manuals.

Links

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