



Australian Government

Department of Education, Employment and Workplace Relations

TLIU5006A Conduct environmental audits

Release: 1

TLIU5006A Conduct environmental audits

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

This unit involves the skills and knowledge required to conduct an environmental audit in accordance with relevant environmental protection regulatory requirements and workplace procedures. This includes preparing for an environmental audit, scheduling an internal audit, conducting an environmental audit, documenting the findings, and reporting on the environmental audit results. Licensing, legislative, regulatory or certification requirements are applicable to this unit.

Application of the Unit

Application of the Unit

Work must be must be carried out in compliance with the relevant Australian regulations, standards and codes of practice.

Work is under general guidance on progress and outcomes of work. It requires discretion and judgement for self and others in planning and using resources, services and processes to achieve required outcomes within workplace policy and procedures.

A range of opportunities may be used to develop the work area and to support the development of work systems, innovative strategies to deal with contingencies and to encourage the achievement of the workplace's goals and key performance objectives by the work area and the individuals and teams within it.

The unit generally applies to those with responsibility for resource coordination and allocation and provides leadership of others individually or in teams.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills 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 required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare for environmental audit	1.1 Relevant legislation, authority and enterprise requirements pertinent to the operations of the workplace are identified and followed 1.2 Practices and facilities required to be audited are identified and implications of non-conformance established 1.3 Technical and/or calibration requirements for audits are noted and, where necessary, appropriate support personnel are identified 1.4 Work schedules are investigated to identify appropriate schedule for audit
2 Schedule internal audit	2.1 Audit timings are planned to ensure that relevant procedures are conducted within workplace agreed time intervals and timeframes 2.2 Audit frequency is adjusted to ensure minimal disruption to the workplace 2.3 Contact is made with appropriate personnel and appointments for the audit are made
3 Conduct environmental audit and document findings	3.1 Operational procedures and assessment methods for the environmental audit are confirmed with affected personnel 3.2 Observations and interviews are conducted with (any) required approved third party 3.3 Documentation of observations and interview responses is completed
4 Report environmental audit results	4.1 Outcomes of the audit process are compared to workplace procedures 4.2 Audit results are discussed with relevant personnel 4.3 Reports of non-compliance are documented including options for environmental system improvements 4.4 Reports are forwarded to appropriate personnel for action

Required Skills and Knowledge

REQUIRED KNOWLEDGE AND SKILLS

This describes the essential knowledge and skills and their level required for this unit.

Required knowledge:

- Relevant OH&S and environmental protection procedures and regulations, including the ADG

REQUIRED KNOWLEDGE AND SKILLS

Code where applicable

- Workplace processes for the conduct of an environmental audit
- Problems that may occur during the conduct of an environmental audit and action that can be taken to report or resolve the problems
- Hazards that may exist in the conduct of an environmental audit and ways of controlling the risks involved
- Focus of operation of workplace in relation to potential environmental risks and control/prevention measures
- Environmental risk management and control procedures
- Audit procedures and compliance implementation strategies
- Regulatory and guidance material on environmental safety
- Workplace business policies and plans including procedures for identification of non-compliance and best practice
- Equipment applications, capacities, configurations, safety hazards and control
- Application of relevant Australian Standards and associated certification requirements
- Resource availability including the competencies of individuals in the team or group
- Relevant workplace documentation procedures

Required skills:

- Communicate effectively with others when conducting an environmental audit
- Read and interpret instructions, technical data, regulatory requirements and workplace policies and procedures relevant to the conduct of an environmental audit
- Interpret and follow operational instructions and prioritise work
- Complete documentation related to the conduct of an environmental audit
- Operate electronic communication equipment to required protocol
- Provide leadership and work collaboratively with others when conducting an environmental audit
- Adapt appropriately to cultural differences in the workplace, including modes of behaviour and interactions with others
- Promptly report and/or rectify any problems identified when conducting an environmental audit in accordance with regulatory requirements and workplace procedures
- Apply precautions and required action to minimise, control or eliminate hazards that may exist during work activities
- Plan and organise environmental audit activities
- Monitor work activities in terms of planned schedule
- Modify activities to cater for variations in workplace contexts and environment
- Work systematically with required attention to detail without injury to self or others, or damage to goods or equipment

Required skills:

- Select and apply appropriate technology, information systems and procedures
- Adapt to differences in equipment in accordance with standard operating procedures
- Select and use required personal protective equipment conforming to industry and OH&S standards

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and skills, the range statement and the assessment guidelines for this Training Package.

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 and satisfy all of the requirements of the elements and performance criteria of this unit and include demonstration of applying:
 - the underpinning knowledge and skills
 - relevant legislation and workplace procedures
 - other relevant aspects of the range statement

Context of and specific resources for assessment

- Performance is demonstrated consistently over a period of time and in a suitable range of contexts
- Resources for assessment include:
 - a range of relevant exercises, case studies and/or other simulated practical and knowledge assessment, and/or
 - access to an appropriate range of relevant operational situations in the workplace
- In both real and simulated environments, access is required to:
 - relevant and appropriate materials and equipment, and
 - applicable documentation including workplace procedures, regulations, codes of practice and operation manuals

Method of assessment

- Assessment of this unit must be undertaken by a registered training organisation
- As a minimum, assessment of knowledge must be conducted through appropriate written/oral tests
- Practical assessment must occur:

EVIDENCE GUIDE

- through activities in an appropriately simulated environment at the registered training organisation, and/or
- in an appropriate range of situations in the workplace

Range Statement

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.

Work may be undertaken:	• in various work environments in the warehousing, storage, transport and distribution industries
Customers may be:	• internal or external
Operations may be conducted:	• by day or night in all weather conditions
The workplace environment may involve:	• twenty-four hour operation • single and multi-site location • large, medium and small workplaces
Services, products, risks, work systems and requirements potentially vary:	• in different sectors of the warehousing, storage, transport and distribution industries
Environmental audits may be conducted:	• as part of enterprise or site specific procedures
Audits may be conducted:	• alone or in conjunction with other staff from the enterprise or external contractors
Audits may involve:	• movement of processed materials, dangerous goods, hazardous substances, waste disposal, run-offs, etc.
Consultative processes may involve:	• employees, supervisors and managers • customers and suppliers • relevant environmental authorities and local government departments • representatives of other enterprises and organisations related to the international transfer of freight • industrial relations and OH&S specialists • other professional, maintenance or technical staff
Communications systems may	• fixed or mobile telephone

RANGE STATEMENT

involve:

- radio
- fax
- email
- electronic data transfer of information
- mail, forms and internal memos

Depending on the type of organisation concerned and the local terminology used, workplace procedures may include:

- company procedures
- enterprise procedures
- organisational procedures
- established procedures

Documentation/records may include:

- environmental codes of practice and regulations relevant to workplace activities
- regulations and codes of practice for the handling, storage and transport of dangerous goods and hazardous substances, including the ADG Code where applicable
- workplace operating procedures, instructions and policies relevant to environmental protection
- operations manuals, job specifications and procedures and induction documentation
- local government environmental protection policies and guidelines
- supplier and/or client instructions
- relevant Australian Standards, criteria and certification requirements
- manufacturers specifications and/or suppliers handling and storage advice
- material safety data sheets
- communications technology equipment and oral, aural or signed communications
- quality assurance standards and procedures
- emergency procedures
- relevant competency standards and training materials
- QA plans, data and document control
- conditions of service, legislation and industrial agreements including workplace agreements and awards

Applicable procedures and codes may include:

- relevant state/territory and local government environmental protection legislation and regulations
- Australian and international regulations and codes of practice for the handling and transfer of dangerous goods and hazardous substances
- relevant Australian and international standards and certification requirements
- relevant state/territory OH&S legislation

RANGE STATEMENT

- relevant licence or permit requirements and associated regulations
- relevant workplace relations legislation
- relevant workers compensation legislation
- equal opportunity, equal employment opportunity and affirmative action legislation

Unit Sector(s)

Not Applicable

Competency Field

Competency Field U - Environment