

Training Package	Conservation and Land Management (RTD02), Amenity Horticulture (RTF03) and Rural Production (RTE03)	HSC Requirements and Advice
Title	Observe environmental work practices	
Unit code RTC2702A	This competency standard covers the process of observing and contributing to positive environmental work practices. It requires the ability to follow workplace directions and instructions, recognise basic environmental hazards and threats and communicate accurately with supervisors and workplace colleagues, and keep simple records. Observing environmental work practices requires awareness of relevant environmental legislation, policies and workplace/industry practices, approaches to improving environmental performance, and environmental issues (especially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and waste minimisation).	HSC Indicative Hours 15

Evidence Guide

What evidence is required to demonstrate competence for this standard as a whole?

Competence in observing environmental work practices requires evidence that skills and knowledge have been successfully and appropriately applied and demonstrated in a work place or equivalent situation. The skills and knowledge required to observe environmental work practices must be **transferable** to a range of work environments and contexts. For example, this could include different workplaces, environmental hazards and risks, and workplace practices and procedures.

What specific knowledge is needed to achieve the performance criteria?	What specific skills are needed to achieve the performance criteria?	Are there other competency standards that could be assessed with this one?	Assessment guide	HSC Requirements and Advice
<p>Knowledge and understanding are essential to apply this standard in the workplace, to transfer the skills to other contexts and to deal with unplanned events. The knowledge requirements for this unit are listed below:</p> <ul style="list-style-type: none"> • relevant legislation from all levels of government on environmental issues • relevant environmental policies and workplace/industry practices and procedures • good practice approaches relevant to work area particularly in regard to minimising environment hazards and risks, and improving environmental performance 	<p>To achieve the performance criteria, some complimentary skills are required. These include the ability to:</p> <ul style="list-style-type: none"> • communicate with supervisors and workplace colleagues • recognise basic environmental hazards and threats • follow workplace directions and instructions • keep simple records. 	<p>This competency standard <u>could</u> be assessed on its own or in combination with other competencies relevant to the job function.</p>	<p>There is essential information about assessing this competency standard for consistent performance and where and how it may be assessed, in the Assessment Guidelines for this Training Package. All users of these competency standards must have access to both the Assessment Guidelines and the relevant Sector Booklet.</p>	<p>Key Terms and Concepts</p> <ul style="list-style-type: none"> • biodiversity • conservation • enterprise requirements • NSW Department of Environment and Conservation • environmental hazards and risks • environmental impact • environmental issues • environmental management systems • environmental records • environmental threat • environmental workplace strategies and practices • legislation, codes and national standards • natural resource management

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<ul style="list-style-type: none"> • environmental issues, especially in regard to water catchments, air, noise, ecosystems, habitat, efficient use of resources, sustainability and waste minimisation • potential environmental threats and problems relevant to a given region and occupation • general work place practices and their potential impact on the environment. 				<ul style="list-style-type: none"> • reporting and recording • sustainability.

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
1 Follow environmental workplace practices	<p>1.1 Workplace practices and work instructions relating to potential environmental impacts are recognised and followed, and clarification is sought where necessary.</p>	<p>The Range of Variables explains the context within which the performance and knowledge requirements of this standard may be assessed. The scope of variables chosen in training and assessment requirements may depend on the work situations available.</p> <p>For more information on contexts, environment and variables for training and assessment refer to the Sector Booklet.</p> <p>What might environmental workplace procedures and work instructions include?</p> <p>These could include written procedures or work instructions for environmental hazard and risk identification, avoiding or minimising environmental risks, improving environmental performance, waste minimisation and segregation, environmental monitoring, signs and labels (e.g., chemical labels), emergency procedures, hazard and incident recording and reporting procedures, and environmental data recording and reporting procedures where applicable. Verbal instructions from persons with responsibility related to environmental work practices are also included in this definition.</p> <p>What does recognise and follow mean?</p> <p>That a person will acknowledge that environmental impacts, hazards and risks exist and that they have a responsibility to work in a manner which will minimise the impact on the environment within the guidelines established by the workplace.</p>	<p>Learning experiences for the HSC must address:</p> <p>Environmental hazards/threats including:</p> <ul style="list-style-type: none"> • chemical/gas spillage/leakage • faulty equipment/machinery • natural disasters including flood and fire • wildlife habitat destruction • sediment and nutrient discharge into waterways • waste discharge into waterways • pollution • soil erosion • inappropriate human interaction. <p>Strategies for minimisation of potential negative environmental impacts including:</p> <ul style="list-style-type: none"> • environmental hazard and risk identification and reporting • avoidance or minimisation strategies such as regular maintenance of machinery and equipment and use of biodegradable/non-toxic substances • waste minimisation such as recycled and recyclable products • improvement strategies • environmental monitoring • emergency procedures • sustainable farming.
	<p>1.2 Changes to work practices and procedures are responded to positively and promptly in accordance with enterprise requirements.</p>	<p>What environmental threats and hazards may be included in this competency standard?</p> <p>These could include spills, leaks, pollution, planned and unplanned emissions, soil compaction, disturbance and erosion, accidents and disposal of waste, and damage or disruption to ecosystems resulting from work practices. Also includes plants, animals or diseases that are classified as an environmental threat or problem</p>	

Element	Performance Criteria	Range of Variables	HSC Requirements and Advice
	<p>1.3 Relevant legislation, codes and national standards that impact on workplace environmental practices are recognised and followed.</p>	<p>in an area, unauthorised changes in land use, fire risks and threats, and inappropriate human interaction on the environment. This may include damage to habitat resources, disruption of animal behaviour and territorial use, illegal vegetation clearance, seed collection, firewood gathering, nest disturbance and egg collecting.</p> <p>What legislation, codes and national standards may be relevant to this competency standard?</p> <p>Award and enterprise agreements, relevant environmental legislation from all levels of government, Australian standards, international agreements and relevant industry Codes of Practice.</p> <p>What environmental issues are included in this competency standard?</p> <p>Sustainability, reduction and disposal of waste, water quality, energy efficiency, biodiversity and habitat protection, conservation of natural resources, air quality, land contamination, noise, soil and salinity management and fire management.</p>	<p>Learning experiences for the HSC must address:</p> <p>A basic understanding of the main features of relevant environmental legislation and their amendments including:</p> <ul style="list-style-type: none"> • <i>National Parks and Wildlife Amendment Act 2001 (NSW)</i> – this act amends the <i>National Parks and Wildlife Act 1974 (NSW)</i> • <i>National Parks and Wildlife Regulation 2002 (NSW)</i> • <i>Protection of the Environment Operations Act 1997 (NSW)</i> • <i>Threatened Species Conservation Amendment Act 2002 (NSW)</i> – this act amends the <i>Threatened Species Conservation Act 1995 (NSW)</i> • <i>Water Management Act 2000 (NSW)</i>. <p>An awareness of the roles/responsibilities of the NSW Department of Environment and Conservation [incorporating Environment Protection Authority (EPA)].</p>
<p>2 Contribute to improved environmental work practices</p>	<p>2.1 Suggestions are made to designated personnel for improvements to workplace practices where possible.</p>	<p>What suggestions may be included?</p> <p>Ideas to minimise hazards and risks, reduce waste, make more efficient use of resources and improve environmental performance, reduce soil disturbance and improve habitat resources.</p> <p>Who are designated personnel in a workplace?</p> <p>Managers, supervisors, and people who are responsible for work area or who may be assigned to act as a mentor/trainer to a person under instruction.</p>	<p>Learning experiences for the HSC must address:</p> <p>Strategies for improved workplace practices that impact on the environment including:</p> <ul style="list-style-type: none"> • waste reduction • hazard minimisation • resource efficiency • recycling • habitat protection.

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	<p>2.2 Information is gathered and improvements are suggested to support the development of improved workplace approaches to environmental practices.</p>	<p>What workplace approaches to environmental practices may be relevant to this competency standard?</p> <p>Preventing and minimising the production of pollution (e.g., discharges to air, land and water, hazardous waste, reducing 'burning off', composting, recycling materials, conservation practices), and improving workplace maintenance practices (e.g., using a broom instead of a hose, using environment-friendly cleaning agents)</p>	<p>Learning experiences for the HSC must address:</p> <p>Sources of information in relation to environmental issues including:</p> <ul style="list-style-type: none"> • journals/magazines/trade publications • newspapers • legislation • the internet • workplace policies, procedures and manuals • relevant government and non-government agencies, including <ul style="list-style-type: none"> - NSW Department of Environment and Conservation [incorporating Environment Protection Authority (EPA)] - NSW Agriculture - NSW Department of Sustainable Natural Resources - Australian Conservation Foundation - Wilderness Society - Department of Agriculture, Fisheries and Forestry - National Parks and Wildlife - Landcare Australia/NSW.
	<p>2.3 Environmental issues and their relationship to workplace practices are discussed in the workplace with colleagues and designated personnel.</p>	<p>What environmental issues are included in this competency standard?</p> <p>Sustainability, reduction and disposal of waste, water quality, energy efficiency, biodiversity and habitat protection, conservation of natural resources, air quality, land contamination, noise, soil and salinity management and fire management.</p> <p>What workplace approaches to environmental practices may be relevant to this competency standard?</p> <p>Preventing and minimising the production of pollution (e.g., discharges to air, land and water, hazardous waste, reducing 'burning off', composting, recycling materials, conservation practices), and improving workplace maintenance practices (e.g., using a broom instead of a hose, using environment-friendly cleaning agents)</p>	<p>Learning experiences for the HSC must address:</p> <p>A basic awareness of current environmental issues including:</p> <ul style="list-style-type: none"> • sustainability • biodiversity • waste management • energy usage/efficiency • dryland salinity • water resource management • fire management • conservation • natural resource management • recycling. <p>Workplace/enterprise communications/information sharing techniques including:</p> <ul style="list-style-type: none"> • the intranet • formal meetings • informal discussions • email • newsletters.

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	2.4 Contributions to the review of environmental practices and policies are made within limits of responsibility.	What may be listed under environmental policies ? Waste minimisation and management, sustainability, local, regional, state and national strategies on weed and pest management, protection of land and habitat and conservation of resources, energy use, greenhouse gas emissions, use of chemicals and plant and equipment.	
3 Recognise and report on a potential environmental threat	3.1 Signs or symptoms of the potential environmental threat are recognised.	What may be listed as signs or symptoms of a potential environmental threat? Observation of the presence of weeds, pest animals or chemicals; damage caused to plants, animals or the environment, changes in plant (e.g., dieback of trees) and animal health, erosion of soils, soils in water suspension, and presence of salt. What environmental threats and hazards may be included in this competency standard? These could include spills, leaks, pollution, planned and unplanned emissions, soil compaction, disturbance and erosion, accidents and disposal of waste, and damage or disruption to ecosystems resulting from work practices. Also includes plants, animals or diseases that are classified as an environmental threat or problem in an area, unauthorised changes in land use, fire risks and threats, and inappropriate human interaction on the environment. This may include damage to habitat resources, disruption of animal behaviour and territorial use, illegal vegetation clearance, seed collection, firewood gathering, nest disturbance and egg collecting.	Learning experiences for the HSC must address: Signs/symptoms of a potential environmental threat including: <ul style="list-style-type: none"> • land clearing • weeds • pests • water quality • soil erosion • salinity • loss of natural habitat • species loss • plant health • plant density • animal and plant death • air quality • algal blooms.
	3.2 Information about or observations of a potential environmental threat are reported to supervisors and/or appropriate authorities.	How may a report be made? Verbally (face-to-face or through communication equipment) and in writing (notes, faxes, email or electronic messages).	Learning experiences for the HSC must address: Verbal and written reports.

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	3.3 Location and extent of the potential environmental threat is accurately recorded.	What environmental records may be included? Environmental data, maintenance and inspection reports, incident or accident reports, and complaints from the public.	Learning experiences for the HSC must address: Environmental records including: <ul style="list-style-type: none"> • incident and accident reports • inspection reports.
	3.4 Reports on the potential environmental threat are completed according to enterprise guidelines.		
4 Maintain environmental records	4.1 Environmental records are accurately prepared as required according to enterprise policies and procedures.		Learning experiences for the HSC must address: Environmental data including: <ul style="list-style-type: none"> • monitoring data • graphs • photographs • site assessments.
	4.2 Environmental records are stored securely in a form accessible for reporting purposes.	Learning experiences for the HSC must address: Record storage issues/strategies including: <ul style="list-style-type: none"> • protection from fire • storage media (paper and electronic) • copies stored in a different location • access and retrieval • data security. 	

What processes should be applied to this competency standard?

There are a number of processes that are learnt throughout work and life, which are required in all jobs. They are fundamental processes and generally transferable to other work functions. Some of these are covered by the **key competencies**, although others may be added. The questions below highlight how these processes are applied in this competency standard. Following each question a number in brackets indicates the level to which the key competency needs to be demonstrated where

0 = not required 1 = perform the process 2 = perform and administer the process 3 = perform, administer and design the process

1. How can communication of ideas and information (1) be applied?	Verbally with supervisor and others on environmental work practices and potential hazards and risks.
2. How can information be collected, analysed and organised (1) ?	Through maintaining and analysing environmental records.
3. How are activities planned and organised (1) ?	According to enterprise environmental and work place practices and policies.
4. How can team work (1) be applied?	Through working with others to follow and improve environmental practices.
5. How can the use of mathematical ideas and techniques (1) be applied?	Through quantification (eg, counting, estimating areas) of environmental hazards or problems and through collection of data.
6. How can problem-solving skills (1) be applied?	Through recognition of and responses to environment hazards and risks, and determining ways that work practices can be more environmentally friendly.
7. How can the use of technology (1) be applied?	Technology may be required to record information, deal with environmental hazards, and improve work practices to be more environmentally friendly.