

## DEMONSTRATE ENVIRONMENTAL LITERACY

**UNIT CODE:** BUS/OS/AC/BC/06/6

### UNIT DESCRIPTION

This unit specifies the competencies required to follow procedures for environmental hazard control, follow procedures for environmental pollution control, comply with workplace sustainable resource use, evaluate current practices in relation to resource usage, develop and adhere to environmental protection principles/strategies/guidelines, analyze resource use, develop resource conservation plans and implement selected plans.

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA <i>Bold and italicized terms are elaborated in the Range</i>
1. Control environmental hazard	1.1. Storage methods for environmentally hazardous materials are strictly followed according to environmental regulations and OSHS. 1.2. Disposal methods of hazardous wastes are followed at all times according to environmental regulations and OSHS. 1.3. <b>PPE (Personal Protective Equipment)</b> is used according to OSHS.
2. Control environmental Pollution control	2.1. Environmental pollution <b>control measures</b> are compiled following standard protocol. 2.2. Procedures for solid waste management are observed according Environmental Management and Coordination Act 1999 2.3. Methods for minimizing <b>noise pollution</b> complied following environmental regulations.
3. Demonstrate sustainable resource use	3.1. Methods for minimizing wastage are complied with. 3.2. <b>Waste management procedures</b> are employed following principles of 3Rs (Reduce, Reuse, Recycle) 3.3. Methods for economizing or reducing resource consumption are practiced.
4. Evaluate current practices in relation to resource usage	4.1. Information on resource efficiency systems and procedures are collected and provided to the work group where appropriate. 4.2. Current resource usage is measured and

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	<p>recorded by members of the work group</p> <p>4.3. Current purchasing strategies are analysed and recorded according to industry procedures</p> <p>4.4. Current work processes to access information and data is analysed following enterprise protocol.</p>
5. Identify Environmental legislations/conventions for environmental concerns	<p>5.1. Environmental <b>legislations/conventions</b> and local ordinances are identified according to the different <b>environmental aspects/impact</b></p> <p>5.2. Industrial standard/environmental practices are described according to the different environmental concerns</p>
6. Implement specific environmental programs	<p>6.1. <b>Programs/Activities</b> are identified according to organizations policies and guidelines.</p> <p>6.2. Individual roles/responsibilities are determined and performed based on the activities identified.</p> <p>6.3. Problems/constraints encountered are resolved in accordance with organizations' policies and guidelines</p> <p>6.4. Stakeholders are consulted based on company guidelines</p>
7. Monitor activities on Environmental protection/Programs	<p>7.1. Activities are <b>periodically</b> monitored and Evaluated according to the objectives of the environmental program</p> <p>7.2. Feedback from stakeholders are gathered and considered in Proposing enhancements to the program based on consultations</p> <p>7.3. Data gathered are analysed based on Evaluation requirements</p> <p>7.4. Recommendations are submitted based on the findings</p> <p>7.5. Management support systems are set/established to sustain and enhance the program</p> <p>7.6. Environmental incidents are monitored and reported to concerned/proper authorities</p>

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b> <i>Bold and italicized terms are elaborated in the Range</i>
8. Analyse resource use	8.1. All resource consuming processes are Identified 8.2. Quantity and nature of Resource consumed is determined 8.3. Resource flow is analysed through different parts of the process. 8.4. Wastes are classified for possible source of <i>resources</i> .
9. Develop resource Conservation plans	9.1. Efficiency of use/conversion of resources is determined following industry protocol. 9.2. Causes of low efficiency of use of resources are determined based on industry protocol. 9.3. Plans for increasing the efficiency of resource use are developed based on findings.

### **RANGE**

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

<b>Variable</b>	<b>Range</b>
<ul style="list-style-type: none"> <li>• PPE (Personal Protective Equipment) include but not limited to:</li> </ul>	1.1 Mask 1.2 Gloves 1.3 Goggles 1.4 Safety hat 1.5 Overall 1.6 Hearing protector
<ul style="list-style-type: none"> <li>• Environmental pollution control measures include but not limited to:</li> </ul>	2.1 Methods for minimizing or stopping spread and ingestion of airborne particles 2.2 Methods for minimizing or stopping spread and ingestion of gases and fumes 2.3 Methods for minimizing or stopping spread and ingestion of liquid wastes
<ul style="list-style-type: none"> <li>• Wastes include but not limited to:</li> </ul>	3.1 Unnecessary waste 3.2 Necessary waste

<ul style="list-style-type: none"> <li>Waste management Procedures include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>4.1 Sorting</li> <li>4.2 Storing of items</li> <li>4.3 Recycling of items</li> <li>4.4 Disposal of items</li> </ul>
<ul style="list-style-type: none"> <li>Resources include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>5.1 Electric</li> <li>5.2 Water</li> <li>5.3 Fuel</li> <li>5.4 Telecommunications</li> <li>5.5 Supplies</li> <li>5.6 Materials</li> </ul>
<ul style="list-style-type: none"> <li>Workplace environmental hazards include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>6.1 Biological hazards</li> <li>6.2 Chemical and dust hazards</li> <li>6.3 Physical hazards</li> </ul>
<ul style="list-style-type: none"> <li>Organizational systems and procedures include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>7.1 Supply chain, procurement and purchasing</li> <li>7.2 Quality assurance</li> <li>7.3 Making recommendations and seeking approvals</li> </ul>
<ul style="list-style-type: none"> <li>Legislations/Conventions include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>8.1 EMCA 1999</li> <li>8.2 Montreal Protocol</li> <li>8.3 Kyoto Protocol</li> </ul>
<ul style="list-style-type: none"> <li>Environmental aspects/impacts include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>9.1 Air pollution</li> <li>9.2 Water pollution</li> <li>9.3 Noise pollution</li> <li>9.4 Solid waste</li> <li>9.5 Flood control</li> <li>9.6 Deforestation/Denudation</li> <li>9.7 Radiation/Nuclear /Radio Frequency/ Microwaves</li> <li>9.8 Situation</li> <li>9.9 Soil erosion (e.g. Quarrying, Mining, etc.)</li> <li>9.10 Coral reef/marine life protection</li> </ul>
<ul style="list-style-type: none"> <li>Industrial standards / Environmental practices include but not limited to:</li> </ul>	<ul style="list-style-type: none"> <li>10.1 ISO standards</li> <li>10.2 Company environmental management systems</li> <li>10.3 (EMS)</li> </ul>

<ul style="list-style-type: none"> <li>Periodically include but not limited to:</li> </ul>	11.1 hourly 11.2 daily 11.3 weekly 11.4 monthly 11.5 quarterly 11.6 yearly
<ul style="list-style-type: none"> <li>Programs/Activities include but not limited to:</li> </ul>	12.1 Waste disposal (on-site and off-site) 12.2 Repair and maintenance of equipment 12.3 Treatment and disposal operations 12.4 Clean-up activities 12.5 Laboratory and analytical test 12.6 Monitoring and evaluation 12.7 Environmental advocacy programs

### EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> <li>1.1 Controlled environmental hazard</li> <li>1.2 Controlled environmental pollution</li> <li>1.3 Demonstrated sustainable resource use</li> <li>1.4 Evaluated current practices in relation to resource usage</li> <li>1.5 Demonstrated knowledge of environmental legislations and local ordinances according to the different environmental issues /concerns.</li> <li>1.6 Described industrial standard environmental practices according to the different environmental issues/concerns.</li> <li>1.7 Resolved problems/ constraints encountered based on management standard procedures</li> <li>1.8 Implemented and monitored environmental practices on a periodic basis as per company guidelines</li> <li>1.9 Recommended solutions for the improvement of the program</li> <li>1.10 Monitored and reported to proper authorities any environmental incidents</li> </ul>
2. Resource Implications	The following resources should be provided: <ul style="list-style-type: none"> <li>2.1 Workplace with storage facilities</li> <li>2.2 Tools, materials and equipment relevant to the tasks (e.g. Cleaning tools, cleaning materials, trash bags)</li> <li>2.3 PPE, manuals and references</li> </ul>

	<p>2.4 Legislation, policies, procedures, protocols and local ordinances relating to environmental protection</p> <p>2.5 Case studies/scenarios relating to environmental Protection</p>
3 Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Demonstration</p> <p>3.2 Oral questioning</p> <p>3.3 Written examination</p> <p>3.4 Interview/Third Party Reports</p> <p>3.5 Portfolio (citations/awards from GOs and NGOs, certificate of training – local and abroad)</p> <p>3.6 Simulations and role-play</p>
4 Context of Assessment	<p>Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5 Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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