



Enhance Your Future
Professional Training Consultants

CPPCLO3011

**Clean using environmentally sustainable work
practices**

LEARNER RESOURCE

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TOPIC 1 – IDENTIFY REQUIREMENTS FOR SUSTAINABLE WORK PRACTICES

COMPANY SUSTAINABILITY TARGETS AND MEASURES FOR ENSURING SUSTAINABLE WORK PRACTICES ARE IDENTIFIED AND CONFIRMED

Your organisation will have its own sustainability targets and measures in place to ensure these targets are being met during day-to-day work practices. In order for you to work using environmentally sustainable work practices you will first need to know how to identify and confirm the targets and measures used in your organisation.

To identify and confirm an organisation's sustainability targets and measures, you will need to read through the organisational policies and procedures manual. This will discuss the targets the organisation has set, the methods it plans to use to reach those targets, any procedures that you will need to follow that relate to your work, and how the organisation measures sustainability in work practices.

Other ways to identify and confirm sustainability targets is to discuss them with your manager or supervisor. A discussion will help you to understand the targets and how you can help the organisation reach them.

Read through the below information relating to environmental sustainability and how it relates to workplaces.

PRINCIPLES OF ENVIRONMENTAL SUSTAINABILITY AND THEIR APPLICATION TO CLEANING

Environmental sustainability is the result of using resources so they satisfy the needs and wants of society, but are not damaged or depleted, and is available to future generations. What are the current environmental issues?

- Sustainability
- Waste management
- Energy use and efficiency
- Resource use and efficiency
- Water resource management

IMPACT OF OWN WORK AND RESOURCE CONSUMPTION ON SUSTAINABILITY MEASURES IS IDENTIFIED IN DISCUSSION WITH SUPERVISOR

Once you have identified sustainability targets and measures in places for your organisation, you will now be able to conduct an assessment of the resources that are used in your work role and the approach you take to environmental efficiency.

In the cleaning industry, you will need to consider how you use your resources during your work (for example, how much water you are using and the chemicals you use) and how you collect and dispose of things such as paper, cardboard, glass, and plastic. You may ask yourself some questions such as:

- What do you do when these resources are used?
- How can you use these resources more effectively?
- Do you order environmentally friendly resources?
- Do you actually need all the materials and resources you use?
- Could the resources be replaced with recycled materials or other more eco-friendly systems?
- Could you change your work practice to reduce the use of materials and resources?

Some other materials that you may consider can include light bulbs, and food waste and how they are disposed of.

Measurement is a critical component of improving performance for most areas within an organisation. This is also prevalent in resource use and sustainability. Throughout this section, we will be discussing how the measurement of resource usage effects the business, and the correct procedures to do so.

WHY MEASURE AND DOCUMENT RESOURCE USAGE?

The aim of most environmental sustainability policies and procedures is to get organisations to use their resources more efficiently, and as a result create less waste. You will be able to determine how effective a policy or procedure is by measuring the resource usage of the business.

ENVIRONMENTAL POLICIES TARGET

- Energy
 - To reduce the energy and the subsequent production of greenhouse gas emissions
- Water
 - To maximise water efficiency and reduce our consumption and reliance on mains water supply
- Waste
 - To minimise the volume of waste to landfill and to increase our recycling program
- Transport
 - To encourage, support and increase the use of the sustainable modes of transport
- Purchasing
 - To maximise the environmental benefits of our purchasing decisions and minimise environmental harm
- Buildings and grounds
 - To minimise disturbance on land that we own and manage
- Education
 - To integrate environmental principles into educational objectives across the business

The following are some of the plans a business may have in their environmental policies:

- Energy Management Plan
- Purchasing Management Plan
- Transport Management Plan
- Water Management Plan

Relevant commonwealth, state and territory legislation and local government regulations affecting company operation, including:

- Anti-discrimination and diversity policies
- Chemical controls
- Chemical registers and manifests
- Consumer protection
- Energy conservation and environmental protection
- Equal employment opportunity
- Freedom of information
- Industrial equipment certificates of competency or licences
- Industrial relations
- OHS acts and regulations
- Privacy
- Public health
- Trade practices
- Water conservation
- Workplace consultative arrangements

The environmental legislation and regulations which apply to the cleaning industry include the Environment Protection and Biodiversity Conservation Act 1999 (the EPBC Act). This act is the Australian Government's central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places — defined in the EPBC Act as matters of national environmental significance. This legislation is enforced by the Enforcement officers from the Environmental Protection Authority. The purpose of this act is to:

- Protect, restore and enhance the quality of the environment provide information about the environment to the public promote opportunities for the public to be involved in environmental protection
- Reduce risks to human health. For this to be done, enterprises must reduce or eliminate harmful waste, reduce the amount of non-recyclables used and use materials that can be reused, recovered or recycled
- Make continuous efforts to improve practices to obtain environmental sustainability

CHANGES TO SUSTAINABLE WORK PRACTICES TO RECTIFY BREACHES ARE IDENTIFIED AND FOLLOWED

It is important to work as part of a team in your organisation to reduce the waste and improve sustainability. Your organisation may put into place plans to improve environmental practices and resource efficiency. These plans may include:

- Buying environmentally friendly equipment
- Improving the sourcing of materials or equipment to deliver a better quality environmentally-friendly product
- Efficient use of energy and resources
- Use of alternative forms of energy: e.g. solar power
- Use of renewable, recyclable, reusable and recoverable resources
- Avoidance or minimisation strategies
- Removal and disposal of non-reusable materials in a responsible manner

SUSTAINABILITY AT WORK—WHAT CAN WE DO?

There are many opportunities for you to involve your workplace in sustainability. The benefits that can come from this include creating a safer and cleaner workplace, avoiding waste, being energy efficient, and saving time and money.

To maximise your impact, you will want to, where possible:

- Get your co-workers involved to generate ideas and solutions
- Develop a plan and create ways to measure your sustainability
- Research what savings and benefits can come from the changes you develop
- Share your findings and progress with the whole organisation, including management

No matter where the ideas for changes come from, they are more likely to be effective when the advantages can be seen and everyone has an input into it.

SUGGESTIONS FOR IMPROVING RESOURCE EFFICIENCY IN OWN WORK AREA ARE SUBMITTED TO AND DISCUSSED WITH DESIGNATED PERSONNEL

Staff input is a valuable resource to any business. Businesses know that their staff members are likely to have good ideas about how to reduce waste and increase efficiency. This is mostly in part because they work within the business each day, and follow the policies in place. This will allow them to know how the work in the real world.

On paper, policies and procedures may look great, and may seem to be efficient and acceptable. When used in real life, they may not work they way they were planned.

Improving resource efficiency does not mean you have to create a whole set of new procedures. It's often about identifying things in your own work area that may need updating and then forming plans about how to incorporate them into existing procedures.

Whilst your position within the organisation may not allow you to make decisions and implement changes which impact on the business as a whole, small changes can be made within your work area.

During your day-to-day work practices you might identify small things that could save time or make things more efficient.

Improving sustainability in your organisation does not necessarily mean making elaborate and expensive changes to your SOPs it can simply mean 'working smarter.'

SUGGEST CHANGES TO WORK PRACTICES

Suggesting changes to waste and energy management plans is as simple as asking. There are many ways that you could approach this with a manager and a lot will depend on the relationship you have with them but could include:

- Consultation in an individual one-on-one meeting
- Formal report
- Email

Some of the things that you could suggest to improve environmental practices and resource efficiency may include:

- *Green program - buying environmentally friendly equipment which will reduce operating and environmental costs, including greenhouse gas emissions and using "green" power.*
- *Supply chain program - improving the sourcing of materials or equipment to deliver a better quality environmentally-friendly product which will minimise waste.*
- *Efficient use of energy and resources - use of power-save options on equipment, turn off equipment when not being used or at the end of the working day rather than leaving on standby, install energy-efficient light bulbs and turn off lights when not using a room, install sensor lights in areas not used often.*
- *Use of alternative forms of energy: e.g. solar power*
- *Use of renewable, recyclable, reusable and recoverable resources:*
 - *renewable - resources that can be replaced at a comparable or faster rate than which it is used (e.g. solar energy)*
 - *recyclable - capable of being used again*
 - *reusable - using items that can be used more than once, either for the same purpose or a different purpose*
 - *recoverable - energy from waste*
- *Avoidance or minimisation strategies:*
 - *purchasing sustainable products - products made from recycled material or which are made from renewable resources*

SUMMARY

Now that you have completed this unit, you should have the skills and knowledge to clean using the environmentally sustainable work practices defined by company and government compliance requirements.

If you have any questions about this resource, please ask your trainer. They will be only too happy to assist you when required.

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