

# BSBSUS211

## Participate in Sustainable Work Practices

### Learner Guide Instructions

Who is this document for?

The learner.

What is in this document?

- Course training content (this matches the PowerPoint Presentation).
- Review questions.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.

**See the 'Read Me First' document for a complete set of instructions on how to use these resources.**



# LEARNER GUIDE

# BSBSUS211 Participate in Sustainable Work Practices

<b>Learner Name:</b>	
<b>Learner ID:</b>	
<b>Learner Contact Number:</b>	
<b>Learner Email Address:</b>	
<b>Date Training Commenced:</b>	

## This Book Contains:

- Course Information.
- Review Questions.

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# 1.1 Introduction

This course is based on the national unit of competency **BSBSUS211 - Participate in Sustainable Work Practices**. It describes the skills and knowledge required to measure, support and find opportunities to improve the sustainability of work practices.



You will learn about:

- ◆ Measuring sustainable work practices.
- ◆ Supporting sustainable work practices.
- ◆ Seeking opportunities to improve sustainable work practices.

## 1.1.1 What are Sustainable Work Practices?

A sustainable work practice refers to a set of activities, behaviours, and strategies that are implemented in the workplace. The aim is to minimise negative environmental, social, and economic impacts, while promoting long-term sustainability and responsible business practices. It involves integrating principles of environmental stewardship, social responsibility, and economic viability into day-to-day operations and decision-making processes.

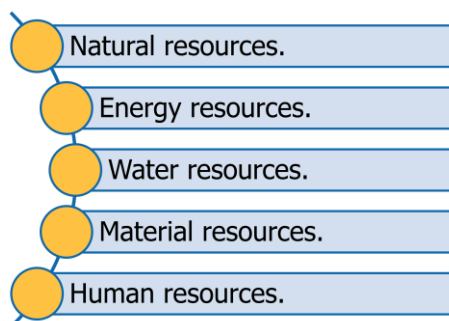
The key characteristics of sustainable work practices include:

Key Characteristics	Explanation
<b>Environmental Responsibility</b>	Sustainable work practices prioritise the conservation of natural resources, reduction of greenhouse gas emissions, prevention of pollution, and protection of ecosystems. They aim to minimise the ecological footprint of the workplace and mitigate environmental degradation.
<b>Social Responsibility</b>	Sustainable work practices consider the social impact of business activities. They involve treating employees fairly, providing safe and healthy working conditions, promoting diversity and inclusion, respecting human rights, and engaging in community development initiatives.
<b>Economic Viability</b>	Sustainable work practices are economically viable, taking into account the financial aspects of business operations. They focus on optimising resource efficiency, reducing waste and costs, improving productivity, and fostering innovation to create long-term economic value.
<b>Life Cycle Thinking</b>	Sustainable work practices consider the entire life cycle of products and services, from raw material extraction to disposal or recycling. They strive to minimise any negative impacts at each stage, including the sourcing of materials, production processes, distribution, use, and end-of-life management.
<b>Stakeholder Engagement</b>	Sustainable work practices involve engaging with stakeholders, including employees, customers, suppliers, local communities, and regulatory bodies. They encourage open dialogue, collaboration, and partnerships to address shared sustainability challenges and ensure a holistic approach to decision-making.
<b>Continuous Improvement</b>	Sustainable work practices are characterised by an ongoing commitment to improvement. They involve setting goals, measuring performance, monitoring progress, and regularly reviewing and adjusting strategies to align with evolving sustainability standards and best practices.

Overall, a sustainable work practice encompasses a broad range of principles and actions that aim to create a balance between environmental protection, social well-being, and economic prosperity. It recognises that businesses have a responsibility to operate in a manner that considers the needs of present and future generations and contributes to a more sustainable and resilient society.

## 1.1.2 What Types of Resources Can Sustainable Work Practices Focus On?

When thinking about sustainable work practices, the term "resources" refers to the materials, energy, and other assets that are used or consumed in the workplace. These resources can be classified into several categories:

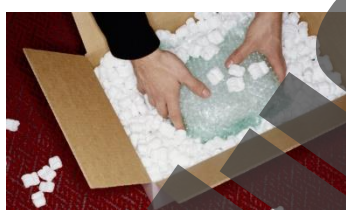
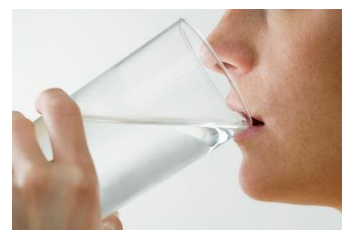


**Natural resources** include raw materials that are extracted from the environment, such as minerals, timber, water, and fossil fuels. Sustainable work practices aim to minimise the use of finite resources, reduce extraction and consumption rates, and promote the use of renewable alternatives.



**Energy resources** encompass the various forms of energy used in the workplace, such as electricity, natural gas, oil, and renewable energy sources like solar, wind, and hydro power. Sustainable work practices focus on optimising energy efficiency, reducing energy consumption, and transitioning to renewable energy sources to minimise the environmental impact.

**Water resources** include the freshwater used for various purposes in the workplace, such as drinking water, sanitation, cleaning, and industrial processes. Sustainable work practices involve efficient water management, water conservation measures, and reducing water waste and pollution.



**Material resources** refer to the physical substances and products used in the workplace, including office supplies, equipment, construction materials, packaging, and finished goods. Sustainable work practices involve minimising material waste, promoting recycling and reuse, and adopting sustainable sourcing and production methods.

While not directly related to physical materials, **human resources** are a vital aspect of sustainable work practices. It involves the well-being, health, and safety of employees, fair and ethical employment practices, training and development opportunities, and promoting work-life balance.

Sustainable work practices focus on managing and utilising these resources in a way that minimises environmental impact, conserves resources, and promotes long-term sustainability.



### 1.1.3 What Are the Advantages of Implementing Sustainable Practices in the Workplace?

The implementation of sustainable work practices can offer several advantages for businesses, individuals, customers, and regulators.

Key advantages for businesses may include:

Key Advantages	Explanation
<b>Cost Savings</b>	Sustainable practices often lead to reduced resource consumption, such as energy and water, resulting in cost savings over time.
<b>Improved Reputation</b>	Adopting sustainable practices enhances a company's image and reputation, attracting environmentally conscious consumers and potential investors.
<b>Risk Mitigation</b>	By addressing environmental and social concerns, businesses can minimise legal and regulatory risks, as well as potential reputational damage.
<b>Innovation and Competitiveness</b>	Embracing sustainability encourages innovation, leading to the development of new products, services, and business models that can enhance a company's competitive advantage.

Key advantages for individuals may include:

Key Advantages	Explanation
<b>Health Benefits</b>	Sustainable practices often promote healthier living environments, such as reducing exposure to harmful chemicals, improving air and water quality, and providing access to healthier food options.
<b>Quality of Life</b>	Sustainable practices contribute to the overall well-being of individuals, creating safer and more sustainable communities with better access to amenities and resources.
<b>Personal Satisfaction</b>	Engaging in sustainable practices allows individuals to contribute to a more sustainable future, leading to a sense of personal fulfillment and purpose.

Key advantages for customers may include:

Key Advantages	Explanation
<b>Environmental Stewardship</b>	Sustainable practices align with the values of environmentally conscious customers, who prefer to support businesses that demonstrate a commitment to sustainability.
<b>Trust and Loyalty</b>	Customers are more likely to trust and remain loyal to companies that prioritise sustainability, as it reflects a genuine concern for social and environmental issues.
<b>Ethical Consumption</b>	Sustainable practices provide customers with the opportunity to make ethical purchasing decisions, supporting products and services that align with their values.

Key advantages for regulators may include:

Key Advantages	Explanation
<b>Environmental Protection</b>	Sustainable work practices help regulators achieve environmental goals, such as reducing carbon emissions, conserving resources, and minimising pollution.
<b>Compliance and Accountability</b>	Businesses adhering to sustainable practices demonstrate compliance with regulations and display a commitment to meeting social and environmental standards.
<b>Collaboration and Partnerships</b>	Regulators can collaborate with businesses to develop and implement sustainable policies and initiatives, fostering a more sustainable economy and society.

Overall, the advantages of applying sustainable work practices extend beyond individual groups, contributing to a healthier environment, stronger communities, and a more sustainable future for all stakeholders involved.

## Review Questions

<b>1.</b>	The implementation of sustainable work practices can offer several advantages. List the key advantages for: <b>a)</b> Businesses. <b>b)</b> Individuals. <b>c)</b> Customers. <b>d)</b> Regulators.	<input type="checkbox"/>
a)		
b)		
c)		
d)		

## 1.2 Identify Sustainable Work Practices

Sustainable work practices are becoming increasingly important across various industries as organisations strive to reduce their environmental impact, conserve resources, and promote social responsibility.



### 1.2.1 Assess Own Work Role to Identify Sustainable Work Practices

Sustainable work practices vary from industry to industry. Here are some examples of the sustainable work practices that can be implemented in different industries:

Industry	Examples of Sustainable Work Practices
<b>Energy and Utilities</b>	<ul style="list-style-type: none"> <li>◆ Adoption of renewable energy sources such as solar, wind, and hydro power.</li> <li>◆ Implementation of energy-efficient technologies and practices to minimise energy consumption.</li> <li>◆ Smart grid systems for better energy management and reduction of energy waste.</li> </ul>
<b>Manufacturing and Production</b>	<ul style="list-style-type: none"> <li>◆ Use of eco-friendly materials and sustainable production processes.</li> <li>◆ Recycling and waste management programs to reduce landfill waste.</li> <li>◆ Implementation of lean manufacturing principles to optimise resource use and minimise waste.</li> </ul>
<b>Transportation and Logistics</b>	<ul style="list-style-type: none"> <li>◆ Transition to electric or hybrid vehicles to reduce carbon emissions.</li> <li>◆ Optimisation of logistics operations to minimise fuel consumption and transportation distances.</li> <li>◆ Use of alternative fuels, such as biofuels, to reduce environmental impact.</li> </ul>
<b>Agriculture and Food Production</b>	<ul style="list-style-type: none"> <li>◆ Adoption of organic farming practices to minimise the use of pesticides and synthetic fertilizers.</li> <li>◆ Water conservation techniques such as drip irrigation and rainwater harvesting.</li> <li>◆ Promotion of sustainable livestock management practices and reduction of food waste.</li> </ul>
<b>Construction and Real Estate</b>	<ul style="list-style-type: none"> <li>◆ Incorporation of green building practices, such as energy-efficient designs and the use of sustainable materials.</li> <li>◆ Integration of renewable energy systems like solar panels and geothermal heating.</li> <li>◆ Recycling and reuse of construction materials to minimise waste.</li> </ul>



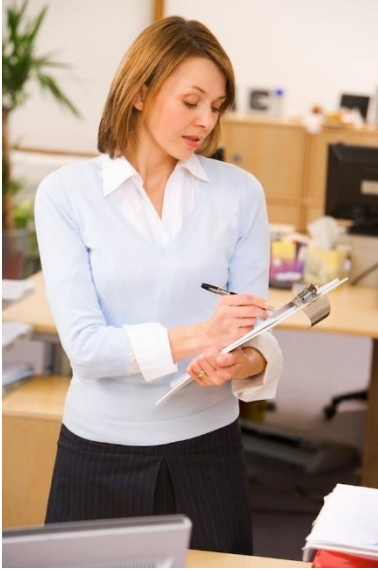
Industry	Examples of Sustainable Work Practices
<b>Information Technology and Electronics</b>	<ul style="list-style-type: none"> <li>◆ Energy-efficient data centers and server consolidation to reduce power consumption.</li> <li>◆ Designing products with extended lifespan, repairability, and recyclability.</li> <li>◆ Proper e-waste management and recycling programs.</li> </ul>
<b>Hospitality and Tourism</b>	<ul style="list-style-type: none"> <li>◆ Implementation of water and energy conservation measures, such as low-flow fixtures and energy-efficient lighting.</li> <li>◆ Use of locally sourced and organic food products in restaurants.</li> <li>◆ Encouraging guests to participate in eco-friendly activities and promoting local culture and sustainability.</li> </ul>
<b>Healthcare and Pharmaceuticals</b>	<ul style="list-style-type: none"> <li>◆ Reduction of medical waste through proper disposal and recycling programs.</li> <li>◆ Implementation of energy-efficient technologies and practices in healthcare facilities.</li> <li>◆ Promotion of sustainable procurement practices for pharmaceuticals and medical supplies.</li> </ul>
<b>Financial Services</b>	<ul style="list-style-type: none"> <li>◆ Integration of Environmental, Social, and Governance (ESG) criteria in investment decision-making.</li> <li>◆ Offering sustainable investment options and promoting responsible finance practices.</li> <li>◆ Implementation of paperless and digital banking solutions to reduce paper waste.</li> </ul>

These examples demonstrate that sustainable work practices can be applied across various industries, with the aim of minimising environmental impact, conserving resources, and promoting a more sustainable future.

You will need to identify and assess the current sustainable work practices within your own work role to identify where improvements could be made. Even though your job role may have its own limitations regarding your scope and ability to implement permanent change, it is still important that you can identify the areas where you do have the capacity to improve.



## 1.2.2 Measure Usage of Resources



When participating in sustainable work practices, it is important to identify, measure, and document the usage of resources.

To measure the current usage of resources in your own work role, you first need to identify the key resources that are used. This can include energy (electricity, fuel), water, raw materials, office supplies, packaging materials, and any other resources relevant to your specific work context.

Next, determine the current usage rate of each identified resource to establish a baseline. You can do this by collecting data on the resource consumption over a defined period, such as a month or a year. This can involve reviewing utility bills, inventory records, or other relevant sources of information.

You will need to define the metrics for measuring the use of resources. This could be in terms of quantities (e.g., kilowatt-hours of electricity, cubic meters of water), costs (e.g., monetary value of resources consumed), or any other relevant unit of measurement. These metrics will help track progress and identify areas for improvement.

Make sure you regularly monitor and track resource consumption. You may implement a system to collect data on resource usage, such as the installation of sub-meters for electricity or water, or a software application to track the use of office supplies. This might involve manual readings, automated monitoring systems, or a combination of both.

It is important that you maintain detailed records of the data you collect. This will include keeping a record of the dates, quantities, and associated costs. You should also document any initiatives or changes that have been implemented to reduce the consumption of resources or to improve efficiency. This documentation will serve as evidence of progress, support decision-making, and help to communicate achievements to stakeholders.

Make sure you have an effective file management system in place, and you update and file all documentation in a timely manner to ensure the information is readily available when needed.

Once you have collected and recorded sufficient data, you will need to analyse and interpret it. By doing this, you will be able to identify patterns, trends, and opportunities for resource conservation. Look for areas of high consumption or wastage and areas where efficiencies can be improved. You could also compare usage data against established benchmarks or industry standards, if available, to assess performance in this area.



## Review Questions

<b>2.</b>	Why should you identify and assess the current sustainable work practices within your own work role?	<input type="checkbox"/>

**3.**

What needs to be identified in order to measure your current resource usage?

**4.**

Once you have identified the key resources used within your work role, how might you determine the current usage rate of each resource?

**5.**

What information should be documented when maintaining detailed records of resource usage data?

**6.**

Why should you update and file all resource usage documentation in a timely manner?

7.

When analysing and interpreting data relating to resource usage, what should you look for?



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## 2.1 Identify and Comply with Workplace Sustainability Procedures

It is essential that organisations identify and comply with workplace sustainability procedures to avoid penalties, and to ensure the best outcomes for the organisation in the long term.



### 2.1.1 Organisational Sustainability Policies and Procedures

Organisational sustainability policies and procedures exist to align business operations with:

#### Environmental Stewardship

Sustainability policies and procedures are developed to demonstrate an organisation's commitment to environmental stewardship. By adopting sustainable practices, organisations can aim to minimise their ecological footprint, reduce resource consumption, and protect natural habitats and ecosystems.



#### Legal Compliance

Many countries, including Australia, have environmental regulations and standards that organisations must comply with. Sustainability policies and procedures ensure that organisations meet their legal requirements, such as reporting greenhouse gas emissions, managing waste, and protecting biodiversity. Compliance with these requirements helps to avoid legal penalties and reputational damage for the organisation.

#### Risk Management

Sustainability policies and procedures help organisations identify and manage sustainability-related risks. This includes risks associated with climate change, resource scarcity, regulatory changes, and stakeholder expectations. By integrating sustainability into their operations, organisations can better anticipate and mitigate these risks.



#### Reputation and Brand Image

Sustainability has become an important factor for customers, investors, and other stakeholders when evaluating organisations. By adopting sustainability policies and procedures, an organisation can enhance their reputation and brand image. It demonstrates responsible business practices, fosters trust, and attracts environmentally conscious customers and investors.



### Cost Savings and Efficiency

Sustainable practices often result in cost savings and improved operational efficiency. Policies and procedures promote energy and resource efficiency, waste reduction, and process optimisation. By minimising resource consumption and waste generation, organisations can reduce the costs associated with utilities, materials, and waste disposal.



### Employee Engagement and Retention

Sustainability policies and procedures engage employees in a meaningful way. When employees understand and participate in sustainability initiatives, they feel a sense of purpose and pride in their work. This can lead to increased employee satisfaction, improved retention rates, and a positive work culture.

### Innovation and Competitive Advantage

Sustainability policies and procedures drive innovation within organisations. By encouraging the adoption of new technologies, processes, and business models, organisations can gain a competitive edge. Sustainability can inspire creativity and the development of environmentally friendly products or services that meet evolving market demands.

### Stakeholder Expectations

Customers, investors, employees, and communities increasingly expect organisations to operate in a socially and environmentally responsible manner. Sustainability policies and procedures help organisations meet these expectations, build trust, and maintain positive relationships with stakeholders.



### Long-term Viability

Sustainability policies and procedures contribute to the long-term viability and resilience of organisations. By considering the social, environmental, and economic aspects of sustainability, organisations are better positioned to adapt to changing market conditions, regulatory requirements, and societal expectations.

These provide a framework for organisations to integrate sustainability into their core practices and contribute to a more sustainable future.

## 2.1.1.1 Examples of Organisational Sustainability Policies and Procedures

Organisational sustainability policies and procedures may include:

Policies and Procedures	Description
<b>National Greenhouse and Energy Reporting (NGER) Compliance</b>	Procedures to ensure compliance with the NGER Act, which requires organisations to report their greenhouse gas emissions, energy consumption, and energy production data. This includes setting up systems for data collection, reporting, and verification.
<b>Carbon Neutrality Commitment</b>	Policies and procedures to achieve carbon neutrality, including setting emissions reduction targets, implementing energy efficiency measures, offsetting emissions through certified projects, and regularly monitoring and reporting progress towards carbon neutrality.
<b>Sustainable Water Management</b>	Procedures to manage water usage efficiently, including monitoring water consumption, implementing water conservation measures, using water-efficient technologies, and adhering to regulations related to water management and discharge.

Policies and Procedures	Description
<b>Waste Reduction and Recycling</b>	Policies and procedures to reduce waste generation, promote recycling, and divert waste from landfills. This may involve implementing waste segregation programs, partnering with waste management providers, and promoting a circular economy approach to waste management.
<b>Sustainable Procurement</b>	Policies and procedures to ensure sustainable procurement practices, such as sourcing from suppliers that adhere to ethical and environmental standards, considering life-cycle assessments of products, and prioritising local suppliers to reduce carbon footprint.
<b>Environmental Management Systems (EMS)</b>	Procedures to establish and maintain an EMS, such as ISO 14001 certification. This involves setting environmental objectives and targets, conducting regular audits and assessments, and implementing corrective actions to improve environmental performance.
<b>Indigenous Engagement and Reconciliation</b>	Policies and procedures to promote engagement with Indigenous communities, respecting their cultural heritage, and supporting Indigenous employment and business opportunities.
<b>Biodiversity Conservation</b>	Procedures to protect and conserve biodiversity, including conducting biodiversity assessments, implementing habitat restoration projects, and mitigating impacts on biodiversity during land development or operational activities.
<b>Sustainable Transport</b>	Policies and procedures to promote sustainable transportation practices, such as encouraging public transportation use, supporting active commuting options like cycling and walking, and providing electric vehicle charging infrastructure.
<b>Stakeholder Engagement and Reporting</b>	Procedures for engaging with stakeholders, including employees, communities, customers, and regulators, to gather input, address concerns, and report on sustainability performance. This may involve preparing sustainability reports aligned with reporting frameworks like the Global Reporting Initiative (GRI) or the Sustainability Accounting Standards Board (SASB).

It is important to note that the specific policies and procedures may vary depending on the industry, organisation size, and sustainability goals. Organisations in Australia may also be influenced by specific state or territory regulations and initiatives related to sustainability. Therefore, it is essential that you identify, understand, and apply the policies, procedures and legislative requirements that are relevant to your organisation, and in particular, to your own work role, to ensure compliance.



## 2.1.2 Australian and International Standards for Corporate Social Sustainability

There are several Australian and international standards and frameworks that guide corporate social sustainability practices. Some examples are:

Australian Standards	Description
<b>ISO 26000</b>	This international standard provides guidance on social responsibility and is widely adopted in Australia. It covers a range of issues, including human rights, labour practices, environmental sustainability, fair operating practices, consumer issues, and community involvement.
<b>Global Reporting Initiative (GRI)</b>	GRI is an international framework widely used in Australia for sustainability reporting. It provides guidelines for organisations to report on their economic, environmental, and social impacts. GRI standards assist in measuring and disclosing sustainability performance.
<b>United Nations Global Compact (UNGC)</b>	The UNGC is a voluntary initiative that encourages businesses to adopt sustainable and socially responsible policies and practices. Many Australian companies have committed to the UNGC's ten principles, which cover areas such as human rights, labour, environment, and anti-corruption.
<b>Ethical Clothing Australia (ECA) Certification</b>	ECA is an accreditation program specific to the Australian garment industry. It ensures that workers in the textile, clothing, and footwear industry receive fair wages and work in safe conditions.

International Standards	Description
<b>ISO 14001</b>	This international standard provides guidelines for environmental management systems. It helps organisations identify, manage, and reduce their environmental impacts through effective environmental management practices.
<b>Carbon Disclosure Project (CDP)</b>	CDP is a global disclosure platform that encourages companies to measure, manage, and disclose their environmental impact, particularly in terms of carbon emissions. It provides a framework for companies to report on their climate-related activities.
<b>Task Force on Climate-related Financial Disclosures (TCFD)</b>	TCFD provides recommendations for companies to disclose climate-related financial risks and opportunities. It assists businesses in assessing and reporting climate-related impacts on their operations, supply chains, and financial performance.
<b>Sustainable Development Goals (SDGs)</b>	The SDGs, adopted by the United Nations, provide a framework for addressing global sustainability challenges. They consist of 17 goals and associated targets, covering a wide range of social, environmental, and economic issues. Many organisations align their sustainability efforts with the SDGs.

These standards and frameworks provide guidance and benchmarks for organisations to enhance their corporate social sustainability practices. Adhering to these standards can help businesses align with global best practices, demonstrate their commitment to sustainability, and improve their overall social and environmental performance.