

## Presentation Instructions

Who is this presentation for?

The trainer and learners.

What is in this Presentation?

- Course information that matches the Learner Guide content.
- Review questions and model answers.
- Slides contain summarised content, with full notes and information for the trainer, visible when the slide show is shown in "Presenter View" (see instructions on next slide).
- Use this presentation to support and reinforce the training information from the Learner Guide.

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

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

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## Instructions for Viewing in Presenter View

**NOTE:** This view is only applicable when the computer is connected to a second screen or a data projector.

Once the second screen/projector is connected make sure that the "Use Presenter View" box is ticked.

This is found in the "SLIDE SHOW" tab as shown below.



**BSBSUS21**

**PARTICIPATE IN SUSTAINABLE  
WORK PRACTICES**



**TRAINING  
PRESENTATION**

**Evaluation ONLY**

## Training Presentation Sections

Click on a box to go to that section.



Section 1: Measure Sustainable Work Practices



Section 2: Support Sustainable Work Practices



Section 3: Seek Opportunities to Improve Sustainable Work Practices

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Section 1:  
Measure Sustainable Work  
Practices



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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.



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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.



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## 1.1.1 What are Sustainable Work Practices?

The key characteristics of sustainable work practices include:

<b>Key Characteristics</b>	<b>Environmental Responsibility</b>
	<b>Social Responsibility</b>
	<b>Economic Viability</b>
	<b>Life Cycle Thinking</b>
	<b>Stakeholder Engagement</b>
	<b>Continuous Improvement</b>

The key characteristics of sustainable work practices include:

### Key Characteristics and Explanation

#### **Environmental Responsibility**

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.

#### **Social Responsibility**

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.

#### **Economic Viability**

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.

#### **Life Cycle Thinking**



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.

### **Stakeholder Engagement**

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.

### **Continuous Improvement**

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.

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### 1.1.1 What are Sustainable Work 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.

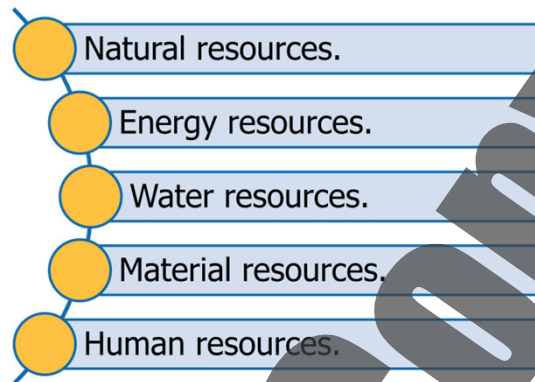


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## 1.1.2 What Types of Resources Can Sustainable Work Practices Focus On?

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:



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- ◆ Natural resources.
- ◆ Energy resources.
- ◆ Water resources.
- ◆ Material resources.
- ◆ Human resources.

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

**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.



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

**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.



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

**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.



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

**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.



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

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.



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### 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.

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#### Key Advantages and Explanation

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*Continued...*

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

Key Advantages	Explanation
<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.

#### Key Advantages and Explanation ... *Continued*

##### **Improved Reputation**

Adopting sustainable practices enhances a company's image and reputation, attracting environmentally conscious consumers and potential investors.

##### **Risk Mitigation**

By addressing environmental and social concerns, businesses can minimise legal and regulatory risks, as well as potential reputational damage.

*Continued...*

## Section 1 Review Questions

1. The implementation of sustainable work practices can offer several advantages. List the key advantages for:

- a) Businesses.
- b) Individuals.
- c) Customers.
- d) Regulators.



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- a) Businesses.
- b) Individuals.
- c) Customers.
- d) Regulators.

Answer may include:

- a) Businesses: Cost savings, improved reputation, risk mitigation, innovation and competitiveness.
- b) Individuals: Health benefits, quality of life, personal satisfaction.

*Continued...*



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