

Unit 17: Manage the impact of work activities on the environment

Unit reference number: J/506/2907

QCF level: 4

Credit value: 4

Guided learning hours: 30

Unit summary

The high volume of waste, which is generated by businesses each year, may result in additional costs for the business and may impact negatively on the environment. Over the past few years, organisations have been encouraged to implement environmentally friendly processes and to look for efficient ways to conserve and minimise the use of energy, water and resources. Implementing environmentally friendly work activities can result in rewards for both the business and the environment such as the reduction in business costs and a reduction in the organisation's carbon footprint.

In this unit, you will gain an understanding of how work activities can have an adverse effect on the environment and how this can be reduced through the appropriate management of work activities. You will gain an understanding of the specialist advice, which is available to provide guidance and support for your organisation. You will learn how environmentally friendly practices are, or could be, initiated to improve working practices and procedures. You will have the opportunity to evaluate the effectiveness of your organisation's environment policies and procedures and to develop a system, which recommends improvements to make work practices more environmentally friendly.

Learning outcomes and assessment criteria

To pass this unit, the learner needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria outline the requirements the learner is expected to meet to achieve the unit.

Learning outcomes	Assessment criteria
<p>1 Understand how to support environmentally-friendly working practices</p>	<p>1.1 Explain how to carry out an environmental impact analysis</p> <p>1.2 Compare sources of specialist advice on environmentally-friendly working practices</p> <p>1.3 Analyse the business and environmental benefits of effective energy management policies</p> <p>1.4 Explain the health and safety requirements for the use and disposal of resources and waste</p>
<p>2 Be able to organise work so as to minimise the impact on the environment</p>	<p>2.1 Analyse potentially adverse effects on the environment caused by work activities</p> <p>2.2 Evaluate the effectiveness of methods of improving environmental sustainability in an organisation</p> <p>2.3 Implement plans and procedures to adapt work practices to make them more environmentally-friendly</p> <p>2.4 Develop a system for colleagues to recommend improvements to make work practices more environmentally-friendly</p>

Learning outcomes	Assessment criteria
<p>3 Be able to manage the environmental impact of the use of resources</p>	<p>3.1 Explain when to obtain specialist environmental management advice</p> <p>3.2 Explain where to seek specialist environmental management advice</p> <p>3.3 Determine the environmental impact of the use different physical resources</p> <p>3.4 Develop procedures for the disposal of waste and unwanted resources in a way that minimises the impact on the environment</p> <p>3.5 Evaluate the effectiveness of organisational environmental policies and procedures</p> <p>3.6 Adhere to organisational policies and procedures, legal and ethical requirements</p>

Unit amplification

AC1.1: Explain how to carry out an environmental impact analysis

- *The role of the environmental impact analysis:* definition; an information gathering exercise; to identify the impact and effects on the environment; deciding whether the project should proceed, be amended or withdrawn; identifying areas for change; complying with UK and EU legislation and regulations
- *Stages in the analysis:* a description of the work activity, e.g. identifying key factors which will impact on the environment such as air pollution, noise, substantial factors, minimal risks; a review of alternative methods, e.g. use of different resources, reduction in waste products; producing an environmental statement, e.g. description of project, main characteristics of the work processes

AC1.2: Compare sources of specialist advice on environmentally-friendly working practices

- *Government bodies:* e.g. government departments; local government; local councils;; contact through lobbying MPs, public meetings, surgeries, correspondence
- *Statutory policies:* legislation or regulatory policies; copies of White Papers; government or local authority websites; the Health and Safety Executive
- *Government agency:* public sector departments such as the Department for Transport or Health
- *UK Organisations and Pressure Groups:* groups with different views and opinions, e.g. Environmental Change Institute; Friends of The Earth UK; Greenpeace UK

AC1.3: Analyse the business and environmental benefits of effective energy management policies

- *Organisation policies:* energy policy statements; energy audits; monitoring and review of processes; adhering and commitment to policies and procedures; accountability
- *Benefits to business:* improved energy efficiency; preferred by stakeholders; enhanced brand image; reduces risk of adverse publicity; more opportunity of contracts with ethical organisations; reduction in business costs due to reusing resources, implementation of energy saving devices; access to Government green taxes, reliefs and schemes
- *Benefits to environment:* reduction in waste products; reduction in carbon emissions and pollutions; minimising the risk from waste disposal on people and other organisations

AC1.4: Explain the health and safety requirements for the use and disposal of resources and waste

- *Characteristics of waste:* commercial waste; industrial waste; agricultural waste
- *Use of waste:* reuse; recycling of metal, glass, plastic, paper
- *Use of resources:* work activities such as production, machining; impact of work activities on the environment; safety of resources; impact of resources on user health; reducing the use of resources; reduction in waste product
- *Disposal of waste or resources:* waste collection; transportation; classifying waste products for correct transportation and disposal; records of waste production; waste storage; recycling waste products; contamination from landfill; air pollution from incineration; water pollution from drainage seepage
- *Potential problems:* costs; location of recycling facilities; production of methane; odour; pests; fly tipping; land contamination; storing and disposal of hazardous waste; insufficient secure storage facilities; injury and illness
- *Health and safety:* implementation of safe working practices; appropriate policies and procedures; prevention of pollution to the air, water, land; prevention of injury or illness; issue of appropriate PPE; risk assessments
- *Legislation and regulations:* current relevant UK and EU legislation; duty of care; use of resources and waste; safe disposal of waste and resources; procedures for dealing with hazardous waste; transportation of resources and waste, including hazardous waste; procedures for reporting an environment incident