

RIIENV501E IMPLEMENT AND MAINTAIN ENVIRONMENTAL MANAGEMENT PLANS THEORY EXAM

Participant name	
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FOR THE PARTICIPANT

Instructions

- You will complete written questions as outlined on the following page. You must attempt all questions and provide enough detail in your response to demonstrate your knowledge.
- It is anticipated that you should complete this assessment within two (2) hours, but additional time may be allowed upon negotiation with the Assessor.
- You must complete all questions unaided by the Assessor or other personnel but may refer to reference material as needed. All questions must be answered correctly for a 'Satisfactory' assessment to be awarded.
- An oral examination may be allowed under certain circumstances, whereby your answers will be documented by another party.
- Any written questions that are incomplete, or not answered satisfactorily will need to be completed again after further training support.
- If you answer a question incorrectly but modify your response, put your initials next to the written change (or the Assessor must initial a verbal change).

Resources required

Pen

FOR THE ASSESSOR

Instructions

- Where oral examination has occurred, ensure that this is acknowledged in writing (e.g. FT001 and Assessor Comments)
- All questions must be satisfactorily demonstrated by the Participant for a Satisfactory determination (indicated by an Assessor tick to the right of the question).
- Assessors are to complete marking in pen of a different colour to the Participant.
- If the Participant verbally modifies their response, write in the modified response verbatim and put your initials next to the written change.

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

Q1. Identify three (3) levels of environmental law that affect organisations in Australian States and Territories.

Answer

1. Should reflect: Commonwealth government legislation (law);
2. State government legislation (law); local government law;
3. common law.

☐

Q2. The Environmental Protection Act (EP Act) is a key element of Queensland's environmental legal system. Identify four (4) subordinate legislation that support the operation of the EP Act (Qld).

Answer

1. Should reflect: Environmental Protection Regulation 2019;
2. Environmental Protection (Air) Policy 2019;
3. Environmental Protection (Noise) Policy 2019
4. Environmental Protection (Water and Wetland Biodiversity) Policy 2019

☐

Q3. Using one (1) paragraph, describe the purpose of an organisations 'environmental management plan'.

Answer

Should reflect but is not limited to one (1) of: Environmental management plans describe how an action might impact on the natural environment in which it occurs and set out clear commitments from the person taking the action on how those impacts will be avoided, minimised and managed so that they are environmentally acceptable;

A site or project specific plan developed to ensure that appropriate environmental management practices are followed during the construction and/or operation of a project.

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Q4. Why are environmental management systems developed? Respond in one (1) paragraph.

Answer

Should reflect but is not limited to one (1) of: creation of policies, procedures and processes to meet organisational goals such as protecting the environment, lessening harmful environmental impacts, lessen potential adverse effect of environmental conditions on an organisation, to meet compliance obligations, to improve organisational environmental performance, to eliminate or reduce environmental impact, Improve organisation's image.



Q5. Why is it important to read and understand workplace documents when preparing to implement and maintain the site environmental management plans?

Answer

Should reflect but is not limited to: to integrate environmental management into work processes, you must read and understand the work requirements and procedures. From the documents you can determine potential environmental impacts that plant, equipment, materials and processes can have and confirm and/or update procedures to better align with environmental protection compliance and requirements. Integrating environmental management into business and operational processes supports efficiency and cost saving and provides the opportunity to align environmental management systems with risk, quality and occupational health and safety management systems.



Q6. Further to the previous question, which documents would you need to effectively implement and maintain the site environmental management plans? Provide (5).

Answer

1. Should reflect but is not limited to five (5) of: personnel files, training, and
2. development; plans; maps; specifications; risk management processes,
3. methods, tools; information and knowledge management documents; plant,
4. equipment manuals instructions; erosion and sedimentation control plan;
5. plan of operations to comply with environmental authority (EA); Codes of environmental compliance (as applicable); work diary.



Q7. Provide four (4) governmental departments and information they provide, when clarifying environmental objectives relevant to the site.

Answer

Government department	Information
e.g. Qld Government Dept of Environment and Science	e.g. compliance requirements; environmental evaluation; transitional environmental program (TEP); emergency directions; ERA or EA requirements
e.g. Qld Dept of Agriculture and fisheries	e.g. biosecurity issues e.g. fire ants; pests and diseases
e.g. Dept of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships	e.g. protection and conservation of Aboriginal and Torres Strait Islander cultural heritage under the Aboriginal Cultural Heritage Act 2003 and the Torres Strait Islander Cultural Heritage Act 2003. the recognition and protection of native title.
e.g. Local council e.g. dept transport and main roads	e.g. environmental policy and standards; waste management, construction and maintenance works e.g. standards and specifications for road work



Q8. For an environmental management system and plan to be effective, top management must commit to it. Describe how this can be achieved.

Answer

Should reflect but is not limited to: committing to accountability for the system's effectiveness; ensuring environmental policy and objectives are aligned with the organisation's context and strategic direction; ensuring the environmental management system requirements are integrated into the organisation's business processes – environmental care should be incorporated throughout the organisation's structure; ensuring sufficient resources are available for the system; managing communication of the importance of the environmental management system throughout the organisation; fostering continual improvement.

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Q9. Why would you consult with a plant operator when clarifying environmental objectives related to earthworks operations rather than top management?

Answer

Should reflect but is not limited to: top management work at a strategic level. Plant operators would be relevant as they work at the operational level and will have relevant input into the environmental impact caused by the excavator.

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Q10. Name the four (4) issues that the ISO states should be considered in setting environmental objectives.

Answer

1. e.g. organisation's environmental policy
2. e.g. organisation's compliance obligations
3. e.g. organisation's significant environmental aspects
4. e.g. other risks that can affect the organisation's EMP

☐

Q11. Outline the headings you would apply to an environmental aspects and impacts register.

Answer

Should reflect but is not limited to:

| environmental aspect | source of impact /hazard | Impact | risk | mitigation/control measures | Legislation | post control risk | responsibility holder |

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Q12. Where are individual responsibilities for applying the environmental management plan documented?

Answer

Should reflect but is not limited to one (1) of: job descriptions; duty statement; work procedures; RACI chart; according to workplace procedures

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**Q13. (a) What is a JSEA?
(b) What is the importance of the JSEA at the worksite?**

Answer

- (a) Should reflect to the following example: Job Safety & Environmental Analysis. Risk assessment including risk to the environment.
- (b) Environmental aspects are sources of risk. In the case of a negative risk, the environment aspect is a hazard – a risk source related to the environment.

☐

Q14. Describe the environmental impact associated with each of the following hazards.

Answer

Environmental hazard	Environmental impact
Sediment-laden runoff from disturbed areas	e.g. Reduced water quality in nearby waterway
Demolition waste	e.g. Inappropriate disposal of waste.
Noise and vibration	e.g. Disturbs local residents leading to complaints./ damage to local structures

☐

Q15. Provide and describe five (5) types of records that can be used to identify environmental aspects and potential hazards.

Answer

	Record	Description
1	e.g. Environmental aspects and impact registers	e.g. Provide historical information for identifying existing environmental risks and their potential impact.
2	e.g. Environmental information	e.g. Meteorological, geological, hydrological and ecological information, and historical disaster and emergency environmental information about site.
3	e.g. Issues register or incident log	e.g. Record of environmental issues faced and the actions taken to resolve them.
4	e.g. Audit reports	e.g. An independent check of compliance with environmental management procedures.
5	e.g. Internal and external reviews	e.g. reviews performed to check environmental management effectiveness.



Q16. Define the term 'risk matrix'.

Answer

Should reflect but is not limited to the following example:



A risk matrix is a matrix that is used to assess risk by comparing the likelihood of the consequences with the severity of the consequences. This comparison gives us the grade of the risk

Q17. On completion of your JSEA, you identify your current environmental controls are inadequate. Explain how this situation can be rectified. Provide one (1) example.

Answer

Should reflect but is not limited to the following plus example:



Follow documented procedures in EMP. Follow company environmental policy. Conduct an in-depth audit of the situation. Engage the help of a content/environmental expert/professional. e.g. at assessors discretion.

Q18. What are two (2) benefits of integrating environmental management systems with other organisational plans and processes?

Answer

Should reflect: Being more efficient and saving costs by sharing processes and resources;



Delivering increased value by being more closely associated with those processes that the organisation relies upon to operate.

Q19. Identify three (3) roles and subsequent responsibilities that must be considered for the effective implementation of the environmental management plan.

Answer

1. Should reflect but is not limited to three (3) such as:



The person who is responsible for the EMP's implementation and maintenance (project manager or organisation's environmental manager).

2. Every person with tasks and responsibilities for the EMP plus a description

3. of these tasks and responsibilities;

The roles and responsibilities of contractors and subcontractors

Q20. What are three (3) methods used to provide environmental training and awareness and what is shared and discussed using each method?

Answer

	Training	Shared and discussed
1	e.g. Inductions	Project personnel (including all contractors/subcontractors) will undertake site induction prior to commencing on site. Inductions include: purpose, objectives and key issues of EMP environmental licencing, permits and approvals emergency response and reporting procedures responsibilities and key contacts review and maintenance of records, updating when significant changes or within framework
2	Pre-start meeting	Undertaken each day before commencement of works with all project personnel. Specific environmental issues and measures relevant to the day's work to be discussed e.g. working hours, SWMS, JSEA
3	Toolbox meeting	Environmental awareness training provided to site personnel (including contractors) at regular (weekly) toolbox meetings. Toolbox meeting to be recorded appropriately. Discussion to include findings of environmental site inspections or audits



Q21. Provide two (2) techniques you apply to ensure you achieve your work objectives in a timely, cost effective and consistent manner.

Answer

1. Should reflect but is not limited to discussion of techniques such as: Use

SMART objectives; set goals; Diarise requirements; priorities;

2. _____



Q22. Describe how you will communicate the environmental management plan to the following stakeholders.

Answer

	Stakeholders	Communication method
1	Supervisory staff and subcontractors	e.g. may include: management system and environmental control briefings. toolbox talks; display of plans at site offices
2	General workforce	e.g. project communication tools, e.g. newsletters /Toolbox talks / pre starts; display of plans at site offices; on-site flagging and signage; site instructions, if required; site inductions
3	Project management team	e.g. weekly construction meetings and project management meetings



Q23. What are two (2) environmental management skills that may require specialised training?

Answer

1. Should reflect but is not limited to: spill prevention and control; erosion and sediment control.

2. _____



Q24. What is the purpose of an Environmental RACI Chart and how this is useful when communicating changes to the EMP?

Answer

Should reflect but is not limited to: is a valuable tool for documenting responsibilities and will include responsibilities regarding communicating changes to the EMP. Proposed changes to the EMP should be assessed and documented by the project team in order to identify and manage any consequences of the change. This assessment should include a review of environmental risk and compliance with legal requirements, including approvals. Changes to the EMP must be approved and revised in accordance with organisational management and organisational requirements before being communicated to relevant persons.



Q25. How are environmental management plan records and reports tracked and maintained?

Answer

Should reflect but is not limited to: monitoring according to workplace procedures, reporting completed as specified (weekly) and documenting in approved site documents and registers; Self-assessment audits undertaken to verify compliance with project requirements, including EMP, conducted by the Environment Manager. monthly progress reports (and meetings) and the weekly progress meetings. The Environment Manager will be responsible for preparing the environmental information for monthly progress reports. environmental surveillance or audit reports, environmental test results and environmental issues and incidents stored in appropriate registers and reported at meetings. All specific environmental monitoring, reporting and evaluations of environmental controls implemented for the reported period. A table showing the total and monthly waste disposal material and any reports in relation to recycled materials or inappropriate waste management.



Q26. Why is auditing a vital part of the environmental management processes?

Answer

Should reflect but is not limited to: Audits are an independent check of compliance with risk management procedures. Audits are vital to any ISO management system as an independent check that the organisation's achievements meet objectives and conform to organisational, industry and legislated standards. conducted on the project at set pre-determined milestones. Results of audits are documented and brought to the attention of the personnel having responsibility for the area audited and reported to the relevant manager. A vital component in change management and continuous improvement.



Q27. What information should be included in reports following monitoring and review activities?

Answer

Should reflect but is not limited to discussion regarding nonconformities and corrective actions; monitoring and measurement results; fulfilment of compliance obligations; audit results; adequacy of resources, progress of Environmental management system implementation; organisational changes; changes to legislation; environmental obligations and changes; training and awareness.



Q28. Define each step of the general 'Plan, Do, Check, Act (PDCA) cycle.

Answer	Step	Definition	☐
	Plan	e.g. Identify a problem or an opportunity and plan solutions or how to grasp the opportunity.	
	Do	e.g. Implement the change on a small or experimental scale first. This both minimises disruption and tests whether the changes will work or not.	
	Check	e.g. Use data to analyse the results of the change and determine whether it made a difference. The organisation's technology and information systems are vital here to supply timely and accurate data.	
	Act	e.g. Implement it on a wider scale and continuously assess the results. Involve others (other departments, suppliers, or customers) affected by the changes and whose cooperation you need to implement them on a larger scale, or those who benefit from what you have learned.	

Q29. What is the purpose of writing work instructions and procedures?

Answer ☐

Should reflect but is not limited to: provide details on how a task is to be undertaken; provide records and history as part of the quality system;

Work instructions and procedures clarify tasks and procedures to be followed.

Q30. When are negotiation skills needed during the implementation of the environmental management plan?

Answer ☐ Should reflect but is not limited to: during training and awareness information sharing; when dealing with inflexible workers; during consultation with community.

Q31. What is the goal of successful negotiation?

Answer ☐ Should reflect but is not limited to: win-win for both parties.

Q32. Provide four (4) actions to support successful negotiation.

Answer ☐

1. Should reflect but is not limited to four (4) of: plan and prepare; know the
2. subject matter; express facts; speak clearly; show integrity; effective
3. listening skill; consider options; think and talk about possible areas of
4. agreement.

RIIENV501E

IMPLEMENT AND MAINTAIN ENVIRONMENTAL MANAGEMENT PLANS

PRACTICAL ASSESSMENT

Participant name	
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FOR THE PARTICIPANT

Instructions

- The tasks outlined on the following pages will require performance of normal workplace activities, as a result of a structured activity set by an Observer in the workplace or a simulated activity set by your Assessor/Observer.
- The timeframe for these tasks will be established by your Assessor/Observer in consideration of location conditions and industry requirements.
- You must complete all tasks as instructed by the Assessor or other personnel unless the steps note this assistance.
- You must attempt all tasks (and itemised steps) for a 'Satisfactory' assessment outcome to be achieved.
 - For an observation conducted that is incomplete, or without satisfactory performance, the observation will need to be completed again after further training support.

FOR THE ASSESSOR/OBSERVER

Instructions

- The following observation record should be used to judge and record your observations of the Participant as they complete the task(s) set. You must record your observations of the Participant's performance.
 - For each occasion, indicate the task performed and whether it was a simulation or workplace-based task.
 - Any simulated assessment must ensure the Participant still performs under workplace conditions which reflect industry standards.
 - In the comments, provide clear detail regarding the task that the Participant was required to do (e.g. PPE used, materials handled, attachments connected, plant types).
- All steps must be satisfactorily demonstrated by the Participant for a 'Satisfactory' determination (indicated by an Assessor tick to the right of each itemised step, or an Observer tick to the right of each itemised step, and confirmation by an Assessor in the Assessor Comments).
 - Where you have determined that one or more task steps have not been satisfactorily demonstrated, provide the Participant with additional support and outline details of such assistance in the Assessor/Observer Comments. Allow the Participant two (2) further opportunities to demonstrate the task again to allow an opportunity for a 'Satisfactory' assessment outcome to be achieved.
 - If after three (3) attempts the Assessor determines that the Participant cannot demonstrate the required steps, a 'Not Satisfactory' outcome is to be determined.

TASK OUTCOME					
Task	Date	Task Type (Tick)	Location	Task outcome (Tick)	
				Satisfactory	Not Satisfactory
Task 1 (Occasion 1)		☐ Workplace ☐ Simulation		☐	☐
Task 1 (Occasion 2)		☐ Workplace ☐ Simulation		☐	☐

ASSESSOR COMMENTS

As necessary, outline:

- Details on reattempts, alternative arrangements or reasonable adjustments made.
- Where a Participant is deemed 'Not Satisfactory', provide recommendations for future training.

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 1	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Provide detail
1.1B	Specify site related to EMP: e.g. Name of project and site location
1.3B	What resources were made available for operation of the EMP? e.g. Site environmental management training (e.g. erosion and sediment control; spill prevention and control)
1.3E	What method was used to communicate EMP? e.g. Induction
1.3F	Specify changes and who was informed: e.g. Implementation of contingency measures upon discovery of items of cultural heritage value

ASSESSOR COMMENTS: PRACTICAL TASK 1: OCCASION 2	
☐ Individual student (as named on cover page) ☐ Multiple students [☐ All from Attendance Report, ☐ Specific students involved – identify students]	
Task	Provide detail
1.1B	Specify site related to EMP: e.g. Name of project and site location
1.3B	What resources were made available for operation of the EMP? e.g. SWMS, JSEA
1.3E	What method was used to communicate EMP? e.g. Toolbox talk
1.3F	Specify changes and who was informed: e.g. Implementation of new silt retainment system

RIIENV501E IMPLEMENT AND MAINTAIN ENVIRONMENTAL MANAGEMENT PLANS

Practical Task 1 (2X)

Description of task:

The participant must demonstrate the ability to implement and maintain environmental management plans on two (2) occasions, documenting an action plan and reports relation to implementation including:

- meeting with project team to determine and confirm work requirements demonstrating effective communication skills
- locate workplace compliance and quality documents relevant to the implementation and maintenance of the site EMP/CEMP
- consult with relevant personnel to confirm, develop and document environmental objectives and action plan in appropriate workplace documents -alternatively using supplied project EMP implementation documents for the implementation and maintenance of site EMP
- identify existing and potential environmental hazards from inspections and records documenting hazards and treatments using credible sources and expert advice to complete an Environmental Aspect and Impact register or similar workplace document
- allocate and document the responsibilities (from job descriptions/ duty statements) for applying the environmental management according to workplace procedures
- plan, schedule and document how the environmental management plan will be introduced to stakeholders, implemented and maintained including completion of a RACI form or similar.
- locate or develop and provide information, resources and support for the effective implementation of the EMP and changes to processes or systems
- produce, process and maintain all records and reports relevant to the EMP
- monitor and review the activities and performance of the environmental management plan, documenting anticipated and actual changes and reasons.

The participant is required to access and use workplace documentation, alternatively, creating their own action plan and associated reports using document templates provided, that meet workplace requirements. Documents completed, or copies of documentation must be provided to the RTO and is stored by the RTO as evidence.

Tasks are at the Assessor's Discretion, but detail should be recorded in the Assessor's Comments.

Resources required:

Worksite, Site Environmental Management Plan and associated documents and templates (Assessment templates as required), job descriptions, duty statements, registers, team, experts, resources including technology, paper.

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
1 Plan and prepare for the implementation and maintenance of environmental management plan		
1.1A. Determine and agree with Environmental Manager/ team own role and work requirements.		
1.1B. Locate, read and discuss documentation needed to implement the environmental management plan for the site.		
1.1C. Develop and document environmental objectives and steps required to apply the EMP, consulting with relevant persons. <i>Assessor – documented environmental objectives to be held as evidence (workplace or supplied forms for each occasion)</i>		
1.1D. Confirm and allocate responsibilities using appropriate workplace HR documentation for applying the environmental management plan, documenting in relevant workplace forms or supplied RACI form. <i>Assessor – documented RACI form or similar workplace document to be held as evidence (workplace or supplied forms for each occasion)</i>		

When completing the task, did the Participant:	Tick if satisfactorily completed. Provide comments if left unticked.	
	1 st Occasion	2 nd Occasion
2 Develop processes to support the environmental management plan		
1.2A. Using historical information such as inspection reports and records identify existing and potential environmental hazards and risks from trends, adhere to workplace risk assessment and risk treatment processes, documenting findings in an Environmental Aspect and Impact Register. <i>(workplace or supplied documents for each occasion)</i>		
1.2B. Develop and document the action plan for implementation of EMP making adjustments and changes as required following workplace requirements and expert advice relating to document storing (version control etc). <i>(workplace or designed documents for each occasion)</i>		
3 Prepare and implement the plan		
1.3A. Document how and when the plan will be communicated to others in a training and awareness plan. <i>Assessor – documented training and awareness plan or similar workplace document to be held as evidence (workplace or supplied documents for each occasion)</i>		
1.3B. Confirm and make available resources for the operation of the EMP.		
1.3C. Consistently make available resources in a timely manner.		
1.3D. Provide or arrange awareness training on the EMP to relevant persons as required.		
1.3E. Communicate the EMP to relevant personnel as required.		
1.3F. Communicate known and intended process changes and enhancements to the EMP to relevant persons.		
1.3G. Confirm production, maintenance and storing of all environmental management plan records and reports according to workplace requirements.		
1.3H. Document anticipated and actual changes and reasons.		
4 Monitor, review and update the environmental management processes		
1.4A. Monitor and report on site/project environmental performance.		
1.4B. Focus resources to confirm plan is implemented to requirements.		
1.4C. Review and update the environmental management plan periodically.		