

BSBSUS401 IMPLEMENT AND MONITOR ENVIRONMENTALLY SUSTAINABLE WORK PRACTICES

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
 - Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
 - Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- If a participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
- If a participant changes their response in writing, they must put their initials next to the written change.
 - If a participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name _____

Participant signature _____

Assessor name _____

Assessor signature _____

Date _____

Number of questions	Number of questions answered correctly	Satisfactory?	
43		Yes	No

Lesson 1

- 1 In general, what environmental / sustainable issues do our current laws focus on? Select all that apply.
 - a. Inappropriate land and resource use
 - b. Water contamination controlled and uncontrolled
 - c. Soil / land contamination
 - d. Air contamination
 - e. Waste management
 - f. Noise, dust, odour and visual impact contaminants

- 2 The main purpose of the Hazardous Waste (Regulation of Exports and Imports) Act 1989 is to regulate the export and import of hazardous waste to ensure that hazardous waste is disposed of safely so that human beings and the environment, both within and outside Australia, are protected from the harmful effects of the waste.
 - a. True
 - b. False

- 3 Work health and safety regulations do not require the manufacturer or importer of a hazardous chemical to prepare an SDS for all chemicals. A supplier must provide the manufacturer or supplier's current SDS for the hazardous chemical on first supply to a workplace and upon request.
 - a. True
 - b. False

- 4 When looking at developing an environmentally sustainable workplace it is necessary to collect information and analyse the work practices and resources that we use, to determine the following. Select all that apply.
 - a. Compliance to regulations
 - b. Effectiveness
 - c. Alternatives
 - d. Reusing, recycling, reducing
 - e. Purchasing
 - f. Hazard management
 - g. Sustainability

- 5 Some methods of collecting and sharing information concerning current resource efficiency and organisational procedures include which of the following? Select all that apply.
 - a. Consultation
 - b. Feedback
 - c. Training
 - d. Emails
 - e. Meetings
 - f. Newsletters
 - g. Internet / Intranet Updates

- 6 An environmental audit can also be a complex task involving in depth reviews of each area of the workplace, including: Select all that apply.
- a. Looking at each task and determining if it is being undertaken in the most effective, energy efficient way
 - b. Determining how organisational activities affect the environment
 - c. Assessing significance of the impacts and looking at options to make low cost and no cost improvements
 - d. Identifying and controlling hazards and risks
- 7 When examining how your organisation currently uses resources, and to look for more eco-friendly methods of working, it is important to monitor the use of consumables according to which of the following? Select all that apply.
- a. Department
 - b. Items used
 - c. Frequency of use
 - d. Reasons for use
 - e. Wastage
- 8 Keeping statistics over a number of years will build trends and show peaks and troughs that allow accurate forecasting budgets and resource requirements for the coming year.
- a. True
 - b. False
- 9 Green Purchasing means: Select all that apply.
- a. Inspect potential office equipment for energy saving/environmentally sustainable tags, or eco-labelling
 - b. Think of longevity, reusability, refillable and recyclable when buying office equipment such as printers, scanners and photocopiers
 - c. Ensure that all equipment conforms at least to ENERGY STAR* requirements
 - d. Buy recycled where possible
 - e. Buy what you need only
- 10 Documenting resources means counting every piece of paper.
- a. True
 - b. False
- 11 An environmental sustainability audit is an examination of the nature and scope of current environmentally-sustainable work practices. They usually take two forms. Select two (2) that apply.
- a. Desktop
 - b. Physical
 - c. Safety

- 12 Environmentally-sustainable work practices help to protect or reduce harm to the environment and reduce wastage of resources. They can be the actions that people at work take to improve the organisation's environmental performance such as: Select all that apply.

- a. Identifying key sustainability issues,
- b. Implement identified procedures,
- c. Monitor and report on procedures to ensure they continually improve,
- d. Review the procedures to ensure continuous improvement

Lesson 2

- 13 When collecting information for improvement of environmental sustainability in the workplace you should consider which of the following? Select all that apply.

- a. Key stakeholders
- b. Management only
- c. The government
- d. Organisational plans and goals

- 14 It is important to communicate with and seek input regarding improvements from a range of people both inside and outside of organisation. People with an interest in the project could include: Select all that apply.

- a. Customers
- b. Employees
- c. Government Departments
- d. Specialist Consultants
- e. Investors or Sponsors
- f. Local Community
- g. Suppliers

- 15 In developing targets and goals for your organisation it can be useful to access a range of documents that outline sustainability goals and programs on a larger scale. These can offer insight into where environmental policies are going on a state, national and even a global scale.

- a. True
- b. False

- 16 The International Standards Organisation (ISO) also provide information on sustainability on a global scale.

- a. True
- b. False

- 17 Some useful alternative activities that could be used to contribute toward sustainability and workplace environmental issues might include: Select all that apply.

- a. Reduce
- b. Reuse
- c. Recycle
- d. Recreate
- e. Repair
- f. Rectangle

- 18 Modern technology and a competitive market place mean that many companies can produce excellent quality materials for less money and with a better ecological footprint.
- a. True
 - b. False
- 19 An organisation should develop a set of performance targets for achieving environmental sustainability in order to reduce its carbon footprint. They can do this by: Select all that apply.
- a. Identifying resource use
 - b. Conducting an environmental audit
 - c. Looking for opportunities to improve
 - d. Conducting general research
- 20 Performance (efficiency) targets could include which of the following: Select all that apply.
- a. Energy consumption
 - b. Materials consumption
 - c. Waste generation
 - d. Water consumption
 - e. Transportation impacts
 - f. Environmental conditions

Lesson 3

- 21 There are a number of techniques and tools you can use to keep control of your sustainability policies and check whether targets have been achieved including: Select all that apply.
- a. Examination of invoices from suppliers
 - b. Examination of relevant information and data kept on how resources are used
 - c. Measurements made under different conditions
- 22 Which of these steps can you take to improve the environmental impact in relation to lighting within your organisation? Select all that apply.
- a. Use natural light wherever possible
 - b. Turn off the lights even if it gets a bit dim in the office
 - c. Replace traditional incandescent bulbs with fluorescent bulbs
 - d. Install the lowest wattage bulbs you can to give a similar lighting effect using less energy
 - e. Remove all lighting in areas such as store rooms that are not going to be used for very long
 - f. Avoid misuse of lights
 - g. Install movement sensors or timer switches in areas such as store rooms, meeting rooms and photocopy rooms to reduce light usage
- 23 Contributing suggestions, working with colleagues and stakeholders to ensure targets are met, and working with suppliers to encourage better outcomes for your purchasing are all continuous improvement strategies that you could use to contribute to your organisation.
- a. True
 - b. False

- 24 What could you turn off during closing hours? Select all that apply.
- a. All computers, monitors and machines
 - b. The kitchen fridge
 - c. Lights
 - d. Climate control systems
- 25 If you were to implement the above environmental initiatives as a workplace policy and procedure, who would you need to notify? Select all that apply.
- a. Work group
 - b. Management
 - c. Anyone who uses the building/facility such as cleaners, security, contractors etc.
- 26 The development of an environmental and resource efficiency plan is necessary In order to properly make a workplace truly sustainable.
- a. True
 - b. False
- 27 By asking for comments and suggestions from your staff: Select all that apply.
- a. All staff are shown respect
 - b. Staff are aware of issues involving their work area
 - c. Staff are able to contribute to the process by making useful suggestions
 - d. Management can move forward with their plans in a more positive way
- 28 You should be consistent and fair with staff (demonstrate integrity) and follow through with information in order for the conversation on sustainability to gain momentum.
- a. True
 - b. False
- 29 When looking at your organisation's purchasing strategies to choose a new supplier, it is a good idea to ask a few questions of that new supplier. Which of these questions would be relevant? Select all that apply.
- a. Is it essential to buy the product - can it be borrowed?
 - b. Does the product cause ecological damage, such as loss of habitat or damage to threatened species?
 - c. Can the product be re-used, refilled, recharged or reconditioned to extend its life?
 - d. Can the item be easily upgraded by adding or replacing a part?
 - e. Does the product have a recycled content?
 - f. Can the product be recycled easily (in the workplace and/or local community)?
 - g. Is packaging made of recycled material(s)?
 - h. Can packaging be re-used, recycled or returned?
 - i. Is the product locally manufactured and/or locally supplied?
 - j. Does the supplier have a Green Transport Plan for their operations?
- 30 An environmental asset is considered to be an asset of the natural environment.
- a. True
 - b. False

31 Which of the following are examples of environmental assets? Select all that apply.

- a. Land
- b. Water areas and their ecosystems
- c. Subsoil
- d. Air
- e. Biological assets produced or natural

Lesson 4

32 Methods for regular data collection and tracking of indicators to assess actual progress against intended targets could include which of the following? Select all that apply.

- a. Conducting visual observations of the workplace to monitor participation by staff and ensure required equipment modifications or installations have been completed,
- b. Ensuring scheduled counting and/or calculating using checklists is undertaken,
- c. Interviewing or surveying staff and other stakeholders,
- d. Checking and analysing purchase orders and supplier invoices,
- e. Conducting audits, using the same tools, technology that was used for evaluation from the beginning,
- f. Using reports generated from independent environmental consultations that have been appointed to conduct audits

33 Tools and technology that will assist in monitoring and ensure appropriate recordkeeping might be: Select all that apply.

- a. Tracking templates;
- b. Checklists
- c. Tally sheets
- d. Spreadsheets
- e. Environmental Management System (EMS)
- f. Facebook

34 Future plans could include replacing current business equipment and machinery with more energy efficient models when these are worn out, or are due for replacement within the regular update schedule of the organisation.

- a. True
- b. False

35 Reporting outcomes of efficiency targets can be communicated in the form of: Select all that apply.

- a. Email
- b. Intranet updates
- c. Internet updates
- d. Meetings
- e. Presentations
- f. Newsletters
- g. Annual Reports

36 To be effective, communications should: Select all that apply.

- a. Be transparent
- b. Be accessible
- c. Be current
- d. Link data and information to the original targets;
- e. Include a relevant data and meaningful information
- f. Present information clearly

37. The organisation's or workplace's environmental performance must be reviewed post-implementation to determine the outcome of planned initiatives.
- a. True
 - b. False
38. Continuous improvement programs work best when: Select all that apply.
- a. Outcomes are properly documented and reported to relevant staff and stakeholders
 - b. Outcomes are regularly reviewed and evaluated
 - c. Conclusions are drawn from the documented evidence of resource usage and how new procedures are working (or not)
 - d. Staff are advised of success or failure in reaching objectives so that amendments can be made and they can be encouraged to make improvements
 - e. New targets are set for continued improvement
39. Key indicators that are indicative of the level of awareness and engagement to use and improve initiatives may include: Select all that apply.
- a. The amount of improvement suggestions or ideas
 - b. The number of enquiries regarding the initiative
 - c. The amount of feedback (positive or negative), or compliments and complaints
40. Which of the following is not a strategy for promoting success to the team? Select your response.
- a. How much the demand for electricity has dropped
 - b. The resulting financial savings over the year
 - c. National statistics on greenhouse gas emissions
 - d. How much less CO2 has been produced
 - e. How much paper, aluminium has been recycled or water saved
41. The NABERS five star rating system stands for _____ and is a national _____ to help minimise environmental impact for the building industry. Select your response to fill in the blanks.
- a. National Australian Best Environment Rating System, quality insurance scheme
 - b. National Australian Built Environment Rating System, quality assurance system
 - c. National Australian Built Energy Rating System, quality program
 - d. New Australian Built Environment Rating System, quick assurance scheme
42. Which of the following are examples of the current environmental legislation? Select all that apply.
- a. Environment Protection and Best Conservation Act 1999
 - b. Environment Protection (Sea Dumping) Act 1981 (Cth)
 - c. Hazardous Waste (Regulation of Exports and Imports) Act 1989 (Cth)
 - d. Environment Protection and Biodiversity Conservation Act 1999

- 43 Legislation and regulation plays an important part in the management of the environment. In Queensland alone, there are over 25 legislative Acts in place to manage the health of the environment in that state. When considering environmental compliance which of the following Acts could apply to your planning? Select all that apply.

- a. Coastal Protection and Management Act 1995
- b. Waste Reduction and Recycling Act 2011
- c. Environmental Protection Act 1994
- d. Nature Conservation Act 1992
- e. Sustainable Planning Act 2009
- f. Water Act 2000
- g. Environment Protection and Biodiversity Conservation Act 1999