



Textile Chemical Processing

NTQF Level –II

Learning Guide#10

Unit of Competence: Participate in Environmental Sustainable Works Practices

Module Title: Participating in Environmental Sustainable Works Practices

LG Code: IND CHP2 MO4 LO1-LG10

TTLM Code: IND CHP2 TTLM4 0919v1

LO1. Identify current resource use

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Version :1	revision : 0	Author : federal TVET agency	



Instruction Sheet	Learning Guide #10
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

1.1 Identifying workplace environmental and resource efficiency issues

1.2 Identifying own work role resources

1.3 Techniques of Measuring and recording resources

1.3.1 Consuming Materials

1.3.2 Plant meters and gauges

1.3.3 Job cards including kanbans

1.3.4 Examination of invoices

1.3.5 Making Measurements

1.3.6 Examination of relevant information and data

1.4 Identifying and reporting workplace hazards

This guide will also assist you to attain the learning outcome stated in the cover page.

Specifically, upon completion of this Learning Guide, you will be able to –

- Identify workplace environmental and resource efficiency issues.
- Use Identify resources own work role
- Measure and record current usage of resources
- Identify and report workplace environmental hazards

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 7.
3. Read the information written in the “Information Sheets 1-9 Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
4. Accomplish the “Self-check ” **in page -.**
5. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).

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6. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
7. Submit your accomplished Self-check. This will form part of your training portfolio

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Information Sheet: 1

Identifying workplace environmental and resource efficiency issues

Introduction

Environmental practice is critical issues in all manufacturing and service provider companies. Now a day in order to build sustainable and conducive environment textile sectors play a great roles by reducing pollutant chemicals and waste products/materials the work place environment in a majority of industry is unsafe and unhealthy. These includes poorly designed workstations, unsuitable furniture, lack of ventilation, inappropriate lighting, excessive noise, insufficient safety measures in fire emergencies and lack of personal protective equipment. People working in such environment are prone to occupational disease and it impacts on employee's performance. Thus productivity is decreased due to the workplace environment.

Working environment is abroad term and means all your surrounding s when working . your physical working environment is for example, your work tools as well as air, noise and light

Definitions Environmentally sustainable work practices are those which reduce harm on the environment and reduce wastage of resources.

Procedure

General guidelines for sustainable environmental work practices

All employees can help protect the environment by following the guidelines below:

Reduce;- Use goods which stop waste being generated. Reduce waste by choosing products that have minimal packaging and can be used productively and then recycled.

Re-use;- Re-use containers, packaging or waste products, wherever possible.

Recycle;- Recycle waste material into useable products, wherever possible.

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1.1 workplace environmental and resource efficiency issues

Environmental and resource efficiency issues revolve around an organization's efforts to maximize its performance while minimizing its waste and environmental impact. Improving environmental performance may be done as part of good business practice (since it often reduces costs), from a desire to improve the environment or to improve relations with employees, customers, local communities and the general public. Here are some ways organizations may seek to improve business environmental performance

Environmental issues in the workplace are a growing concern for companies, especially as it relates to employee health and safety. Bad air quality and ventilation as well as broken asbestos structures can lead to sick building syndrome, which can compromise the health and comfort of your employees. Not only can poor workplace environments reduce productivity, but research has shown they may be linked to asthma, lung cancer and other medical problems

Ways for organizations to improve business environmental performance

- **Comply with relevant laws and regulations**, such as how to dispose of waste.
- **reduce environmental footprint** – the amount of land that must be regenerated to make up for the resources consumed to carry out the organization's activities.
- **reduce greenhouse gas emissions** – emissions of gases such as carbon dioxide that are a by-product of energy and fuel used in our daily activities

1.2 Resource efficiency issues

Discover the environmental issues behind the resources you use at work.



Energy



water



pollution



waste



chemicals

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Energy

- Energy is essential to virtually every aspect of personal and business activity .
- Electricity and gas are used in offices for lighting, heating and cooling, air conditioning, and operating equipment such as textile chemical processing machine , computers, printers, fax machines, cordless phones and photocopiers.
- Energy is also essential for transport, and services and products we use that require energy to be created and supplied.

Water

Three key issues associated with water are:

- scarcity
- water quality
- waste and disposal

Pollution

Sources of pollution include:

- Water pollution ;- damage our water system: Pathogens, Nutrients, Toxicants & Litter.
- Noise pollution ;- is defined as unwanted noise that unreasonably intrudes on daily activities
- Air pollution; - Air quality has a significant effect on the health of the community. This relates to both indoor air quality and outdoor air quality.

Wast

Every business generates rubbish. Some goes into the bin, some into the recycling.

Chemicals

Many chemicals have been introduced into the environment by humans. Many are the products of waste from industry and agriculture. These chemicals are toxic and pose significant health and environmental risks.

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Self-Check 1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. What mean working environment?
2. List Ways for organizations to improve business environmental?
3. What are Resource efficiency issues?

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Information Sheet: 2

Identifying own work role resources

2.1 Resource Identification in own work role

Environmental sustainability is the result of using resources so they satisfy the needs and wants of society, but are not damaged or depleted, and are available to future generations.

What are the current environmental issues?

- Sustainability
- Waste management
- Energy use and efficiency
- Resource use and efficiency
- Water resource management
- Recycling and re-use

Sustainability

Sustainability can be thought about in three contexts:

1. **Social sustainability** looks at the way we can meet the needs of our current generation without depleting or degrading the resources available for future generations.
2. **Economic sustainability** is achieved when an organization has adapted ways in which to use their resources more efficiently and effectively to reduce the impact on the environment. This includes practices such as using renewable energy sources, reducing waste, increasing the recycling and reuse of products and using water more efficiently.
3. **Environmental sustainability** is a combination of resource management by society and the ability of an ecosystem to sustain itself and maintain its normal processes, biodiversity and productivity.

Waste management

Waste management is an important issue within a Business setting. There are many sectors of the industry that can use strategies to improve their waste management. Australia is estimated to have at least 1 billion tones of landfill produced per capita each year and

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disposes of an estimated \$5.2 billion tones per year of waste. A good waste management plan should incorporate all elements of waste control including collection, transportation, processing, recycling and/or disposal of materials.

Energy use and efficiency

The reduction in the use of energy is another way you can practice sustainability. Simple tasks such as changing from traditional light bulbs to energy efficient light bulbs, turning off lights and computers at the end of the day and turning off appliances when not in use can all reduce the amount of electricity the industry uses. Switching to environmentally sustainable energy sources such as solar or wind-generated power will help reduce the amount of coal-fuelled energy the businesses consumes.

Resource use and efficiency

Resources such as plastic, paper and wood should be maximized to improve environmental sustainability.

Water resource management

Water is a precious commodity in Australia which should be used appropriately. Employing water saving techniques such as installing low flow taps, and dual flush toilet systems are becoming a more common practice.

Recycling and re-use

Recycling has become a common practice in both Australian businesses and households. Recycling is the practice of collecting and sorting materials such as paper, plastic and glass and then the processing of these materials into new products. This preserves the raw materials that may have been used to make new products and thus helps with sustainability and resource management. Re-using involves the reuse of materials you would otherwise throw away, such as containers, boxes or bottles.

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Self-Check 2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Choose the best answer

1,is achieved when an organization has adapted ways in which to use their resources more efficiently and effectively to reduce the impact on the environment.

- A. Social sustainability
- B. Environmental sustainability
- C. Economic sustainability
- D. all

4. is an important issue within a Business setting

- A. Energy use and efficiency
- B. Resource use and efficiency
- c. A and B
- D. Waste management

Short answer Questions

1. Define Environmental sustainability?

2. What are the current environmental issues?

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Information Sheet: 3

Techniques of Measuring and recording resources

Introduction

Techniques of Measuring and recording resources Consuming Materials organizations record information create documents and file them for future use as part of daily business activity. Filing can be one of the most frustrating jobs for any employee, but when it is done in a structured way it can be done quickly and save a lot of time when a document is required in the future. You need to select the most appropriate method for recording information based on what you are recording, the nature of your organization and any particular procedures and guidelines that already exist. You need to ensure you familiarize yourself with your organization's requirements.



Why record and file documents?

The previous section explained the importance of measuring resource usage. This is because it helps provide information on how effectively an environmental initiative has reduced resource usage, identifies opportunities for improvement and helps us understand any cost savings.

Record usage

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How often you collect resource usage data will depend on the type of document you use to record your information. Generally, if you are collecting data regularly, it is most useful to record that data in a database format, whether in a spreadsheet or a database. It is helpful, though not necessary, to name date columns with numbers, rather than text, as this helps keep them in order in some applications. For example, if you sorted months alphabetically your list would start with April, August, December – and end with September. Putting the year before the month means that it is easier to compare the same month in different years without confusion.

How you structure your table will depend on how you wish to present your data. For future analysis, it is helpful to keep one master table that summarizes the key information and then select different fields to create any graphs or diagrams. If data is stored in several places, it's much harder to analyse results.

Example: database sample

Resource	2016 01	2016 02	2016 03	2016 04	2016 05
Electricity usage (kilowatts)					
Water usage (mega litter)					
Paper usage (no. of reams)					
Chemical usage					
Row materials { fiber , yarn , fabric}					

Techniques of Measuring and recording resources

1.3.1 Consuming Materials

Consumption is the way that consumers and markets exchange, and use and destroy goods and services. **Consumption** is the vital foundation for economics, as well as the boarder economy. Our whole system of reward and progresses is based on consuming and producing ever more goods and services. Consuming material means the amount of textile material { fibers, yarn, fabrics }, chemicals, water, energy that machine or textile machines used or how mach of those goods and services machine use.

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1.3.2 Plant meters and gauges

Gauge definition is - a measurement (as of linear dimension) according to the fineness of a knitted *fabric* expressed by the number of loops per unit width

A **gauge** or **gage**, in science and engineering, is a device used to make measurements or in order to display certain dimensional information. A wide variety of tools exist which serve such functions, ranging from simple pieces of material against which sizes can be measured to complex pieces of machinery. Depending on usage, a gauge can be described as "a device for measuring a physical quantity. for example "to determine thickness, gap in space, diameter of materials, or pressure of flow" or "a device that displays the measurement of a monitored system by the use of a needle or pointer that moves along a calibrated scale"

1.3.3 Job cards including kanbans

a record card relating to a job and giving details of the time taken to do a piece of work and the materials used. This is used to allocate direct labor and materials costs. It leaves a record of daily tasks that can be later audited gives information about time taken, material used and cost A card that includes all the working documents. job card or job ticket is issued to each workman for each job. job card is used to keep a close watch on the time spent by a worker on each job. job card is usually a detailed description of a specific job for a given work order. My understanding is, a job card is used in monitoring a job to be done within a specified time frame

Example

Kanban is a method for managing the creation of products with an emphasis on continual delivery while not overburdening the development team. Like Scrum, Kanban is a process designed to help teams work together more effectively.

Kanban is based on 3 basic principles:

- **Visualize what you do today (workflow):** seeing all the items in context of each other can be very informative
- **Limit the amount of work in progress (WIP):** this helps balance the flow-based approach so teams don't start and commit to too much work at once

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- ### Benefits:

- Shorter cycle times can deliver features faster.
- Responsiveness to Change:
- When priorities change very frequently, Kanban is ideal.
- Reducing waste and removing activities that don't add value to the team/department/organization
- Rapid feedback loops improve the chances of more motivated, empowered and higher-performing team members

[illegible]

1.3.4 Examination of invoices

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A supplier invoice is the bill issued by a *vendor* for goods delivered or services rendered to a customer. The recipient of a supplier invoice issues its own invoices to its customers, and so may refer to supplier invoices as vendor invoices to more clearly differentiate them.

vendor invoice is a document listing the amounts owed to a supplier by the recipient. When a customer orders goods and services on credit, the supplier prepares an invoice and issues it to the customer. This vendor invoice contains not only a listing of the amounts owed, but also any sales taxes and freight charges, as well as the date by which payment should be made, and where to send payment. Upon receipt, the customer enters the invoice into its accounting software, and schedules it for payment. No vendor invoice is issued if a customer pays in cash; in this case, a receipt is prepared for the customer, or an invoice that is stamped "paid".

1. How to Invoice?

Information that must be contained on an invoice

1. To provide Purchase Order Number / Contract number along with Bill to & Ship to detail Reference based on which the designated invoice is raised. This is for easy reference. (Refer Cognizant Facility address & legal entity information)
2. Payment terms: Approved payment terms by Cognizant Global Procurement team to be specified on the invoice. Example: net 15, net 30, advance payment terms.
3. Invoice Number: Each invoice should contain a proper numeric reference no. This should be a unique reference that would be used for all future queries / references including payment advices. Example: Invoice number (Invoice #1234) there should be no duplication of this number in your previous or future invoices.
4. Invoice date: Upon shipment of products, or services performed as requested on the official purchase order, the supplier is required to submit all corresponding invoices in a timely manner directly to Accounts Payable (within 7 business days from shipment or service completion) as instructed on the P.O
5. Remit to. Example: Supplier Name, PO Box, City, State, Zip Code. 2 | P a g e
6. Quantity invoiced, must equal the quantity shipped and cannot exceed the quantity ordered. The unit or Unique Quantity Code should also be mentioned.
7. HSN code of goods or Accounting Code of services
8. Product part number, if applicable.

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9. Pricing & Currency - Pricing and unit price. Example: INR 900.60 each. The currency of the invoice should be categorically mentioned
10. Other charges must be separate item entries on the invoice and as noted on the purchase order.
11. Taxes (CGST/SGST/IGST/UTGST/Cess) should be listed as a separate item in the body of the invoice along with their respective rates.
12. Whether the tax is payable on reverse charge basis.
13. Arithmetical accuracy should be ensured (invoice total, tax calculations, etc.)
14. When billing for freight, freight backup is required.
15. Invoices related to employees should contain the 6 digit associate ID details

When to invoice?

Upon shipment of products, or services performed as requested on the official purchase order, the supplier is required to submit all corresponding invoices in a timely manner directly to Accounts Payable within 7 business days from shipment or service completion as instructed on the purchase order. In order to be processed by Accounts Payable, the supplier invoice must reference the same supplier information contained on the purchase order, a unique invoice number, the invoice date, and the appropriate Cognizant purchase order number.

Whom to invoice?

Invoice is to be addressed to the correct & complete legal entity, which may be one of the following, depending upon which entity has initiated for the service / supply. The Purchase Order/Contract refers to the legal entity name along with its address and respective GSTIN of the procuring business unit. Refer attached file Full name of the relevant entity as it appears in the Purchase Order or Contract should be mentioned on the face of the Invoice. The most critical information on the actual “Ship To / Service to Location” details with address and the Place of Supply as determined under Chapter V of the IGST Bill should be provided imperatively on the invoice. In case the invoice is raised for supplies / services rendered to a single location, the invoice could then be addressed to that respective location.

1.3.5 Making Measurements

A key tool in resource efficiency is measuring different aspects of resource use (e.g. carbon footprint, water footprint, land footprint or material use), then identifying 'hot spots' where the

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most resources are used or where there are the best opportunities to reduce this resource use. For example, WRAP has published information on hotspots for 50 grocery products likely to contribute most to the environmental impacts associated with UK household consumption. WRAP have created a range of tools and guides to help improve business resource efficiency .

1.3.6 Examination of relevant information and data

Relevant information is data that can be applied to solve a problem. This is a particular issue when determining the format and content of an entity's financial statements, since the proper layout and level of detail of information can adjust the opinions of users regarding the future direction of a business. For example, the controller of a business chooses to add information to the financial statement disclosures regarding the cash flows being generated by its newest retail stores. This information is relevant to the decisions of the investment community, because it clarifies for them how well the entity is performing.

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Self-Check 3	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Choose the best answer

1, the way that consumers and markets exchange ,and use and destroy goods and services.

- A. Plant meters and gauges
- B. Consuming Materials
- C. Job cards
- D. Consuming Materials

4. which of the following is not the benefit of Kanban

- A. Shorter cycle times can deliver features faster
- B. Reducing waste and removing activities
- c. Responsiveness to Change
- D. None

Short answer questions

1. What are techniques of Measuring and recording resources

2. Write the basic principles Kanban

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3. Define a supplier invoice

4. What is relevant information

Information Sheet:4

Identifying and reporting workplace hazards

4.1 Workplace environmental hazards

Workplace environmental hazards include noise pollution, air pollution, chemicals, dust, fumes and disposal hazards. When considering what environmental hazards might exist in a workplace, think about what might happen if things go wrong. For example, storing chemicals may not be a significant environmental hazard, but a leak or spill can create a more significant hazard. Therefore, when assessing environmental hazards, you should think about all possibilities, not just what happens in daily business.

Workplace environmental hazards

Noise pollution

Prolonged periods in a noisy environment can cause damage to hearing such as tinnitus (ringing in the ears) or permanent hearing loss. This can occur in manufacturing environments, for example. If you work in such an environment, you may be required to use protective equipment such as ear plugs or ear muffs to protect your hearing.

Air pollution

Air pollution can come from many sources, the most common being general smog levels, vehicle emissions and industrial emissions. Air pollution can cause a range of health problems including eye and throat irritations or more severe conditions such as bronchitis.

Chemicals

There are many potentially hazardous chemicals used in workplaces. These include corrosives such as sulphuric acid and caustic soda, irritants such as ammonia, and

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sensitizing agents. Exposure can cause skin disease, poisoning or respiratory illness. These chemicals must be handled using the appropriate procedures and protective equipment.

Dust and fumes

Dust and fume hazards can be created in a variety of ways and may result in respiratory concerns. Most people are aware of the risks when handling lead or asbestos but some timbers, other building materials, paints and cement can also potentially affect your health and the environment. Be sure to use the appropriate protective equipment.

Disposal hazards

There are regulations for the correct disposal of many chemicals and other potentially hazardous materials. It is not appropriate to pour some chemicals down the sink or to throw some things, like batteries, into general rubbish. These materials are usually clearly marked and you should follow the instructions carefully.

Report workplace environmental hazards

Report is a document prepared by individual or group of persons who are entrusted with the task of collecting information, facts or data on a given subject.

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Environmental hazard report form

Environmental hazard forms will differ according to the organization and their internal structure. Here is an example of an environmental hazard form for your reference.

ENVIRONMENTAL HAZARD REPORT FORM

Environmental officer to complete

Grade: -----

Incident no; -----

Date entered:-----

Name:-----

This section is to be completed by the employee involved and handed to the manager or supervisor within 24 hours.

Employer: Sustainable Workplace, 123 Safety First Street, Metropolis

This is an: Incident Accident ----- Near miss ----- Minor injury ----- major injury-----

Property damage ----- Other -----

Time of occurrence: am/pm Date of occurrence: -----

Location/address of occurrence:-----

Postcode: -----

Details of occurrence:-----

Describe what happened and include: exact location of the occurrence within the workplace (for example, desk, stairs, plant room); details of any plant and equipment involved; the process or substance involved. Attach separate sheet if insufficient space.

Name of person/s involved in the incident or injured, incapacitated:

First name: ----- Surname:-----

Position:-----

(if more than one person attach a separate sheet)

Risks or potential risks identified: -----

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Witnesses:-----



Self-Check 4

Written Test

Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Choose the best answer the following questions

1, which of the following is not include Workplace environmental hazards

- A, noise pollution
- B, air pollution
- C, chemical
- D, All
- E, none

2, which of the following Workplace environmental hazards can cause damage to hearing

- A, air pollution
- B, noise pollution
- C, chemicals
- D, A and B

Short answer question

1, define reporting?

2, list all workplace environmental hazards?

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Textile Chemical Processing

NTQF Level -II

Learning Guide#11

Unit of Competence: Participate in Environmental Sustainable Works Practices

Module Title: Participating in Environmental Sustainable Works Practices

LG Code: IND CHP2 MO4 LO2-LG11

TTLM Code: IND CHP2 TTLM4 0919v1

LO2. Comply with environmental regulations

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Instruction Sheet	Learning Guide #11
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

2.1 Following compliance procedures

2.1.1 Meeting relevant federal state

2.1.2 Local government laws

2.1.3 By-laws and regulations.

2.2 Reporting environmental incidents

2.2.1 Potential breaches regulations

2.2.2 Occurrences outside standard procedure

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Follow procedures to ensure compliance.
- Report environmental incidents to appropriate personnel.

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described in number 3 to 7.
3. Read the information written in the “Information Sheets 1-9 Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
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Information Sheet: 1

Following compliance procedures

INTRODUCTION

What is Compliance? Compliance is acting in accordance with rules or standards.

What is an act? An act is a written law passed by Parliament.

What is a regulation? A regulation is a rule or directive made and maintained by an authority.

What is a code of practice? A code of practice is a set of rules or standards which have been designed in accordance with legislation and regulations, and are enforced by local government agencies.

Environmental compliance means conforming to environmental laws, regulations, standards and other requirements such as site permits to operate. In recent years, environmental concerns have led to a significant increase in the number and scope of compliance imperatives across all global regulatory environments. Being closely related, environmental concerns and compliance activities are increasingly being aligned with corporate performance goals and being integrated to some extent to avoid conflicts, wasteful overlaps and gaps.

Compliance with the above requirements and obligations requires meeting certain conditions.

Typically, these include:

- Managing monitoring programmes or schedules, ensuring that the monitoring required in the permit has been done, at the correct location, for the correct parameters, and at the correct frequency
- Pre-processing, performing calculations and validating the data for compliance with any alert or reporting levels
- Generating routine compliance reports for authorities.

The management of the above can be complex and time-consuming, leading to an increasing uptake of software systems designed to manage environmental compliance

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Following policies and procedure

Policies and procedure are an essential part of any organization. Together, policies and procedures provide a roadmap for day to day operations. they ensure compliance with laws and regulations, give guidance for decision-making, and streamline internal processes.

The importance of following policies and procedure

➤ Consistent processes and structures

Policies and procedure keep operations from developing in to complete chaos. When everyone is following Policies and procedure, your organization can run smoothly. Consistency in practices is also right for employees individually. They know what they are responsible for , what expected of them, and what they can expect from their supervisors and co-workers

➤ Better quality service

When your staff is follow Policies and procedure , they perform tasks correctly and provide consistent customer service. This enhances the quality of your organization products and services. And turn, improve your company reputation.employees can know they are fulfilling their roles and take pride in their work.

➤ Safer workplace

When your staff is following Policies and procedure workplace accidents and incidents are less likely to occur. This reduces liability risk for your organization and limits interruptions in Operation and your employees can feel safe and comfortable in the workplace.

Compliance procedures

2.1.1 Meeting relevant federal state

Federal state is one where there are two or more levels of government, one at the national/country level and more at the sub-national level.

Example

US is federal state ,since it has the national government in DC and the individual state government and Canada, brazil, France, Germany, Russia, china and India, etc.

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2.1.2 Local government laws

Local laws are statutory instruments made by local governments to regulate a broad range of issues within their communities.

Establish several types of local law including

- Local law – developed independently by an individual local government tailored to meet the specific needs of its community.
- Interim local laws – effective for up to six months to enable local governments to quickly adopt a local law to address a particular issue
- Subordinate local law- made under a head of power contained in a local law to provide for the detailed implementation of the broader principles contained in the local law
- Model local law – a local law approved by the minister for local government as suitable for adoption by local governments, if required.

Power of local governments

Section 28 of the local government Act 2009 and section 29 of the city of Brisbane Act 2010 provides the power for local governments to make and enforce local laws that are necessary or convenient for the good rule and government of their local area. The local government Acts empower local government to make local laws that are suitable to their particular needs and resource and that achieve the purpose and principles of local government.

2.1.3 By-laws and regulations

What is law and regulation?

Law is one of the most important types of regulation. Laws are rules govern behaviour, backed by coercive force and made by a legitimately constituted nation state. Laws can be made by a legislature, resulting in primary legislation.

Legislation is a catch – all phrase to cover the different types of laws made by a country's legislature or other law making body.

The term regulation is commonly used in two ways.

It is a narrow sense to describe a category of delegated decision-making involving the use of secondary legislation.

Importance of law and regulation

- **National health planning processes:-** law and regulation set the ground rules for the health planning processes.

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- **National health policy/strategy/plan implementation:-** law and regulation are key implementation mechanisms for translating major health policy objectives in to action through the setting of standards and requirements and the use of sanctions and incentives to exert leverage over the health system

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Self-Check 1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Short answer question

1, what is Compliance

2, what is Environmental compliance

3, what are The importance of following policies and procedure

4, list compliance procedures

5, write the Importance of law and regulation

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Information Sheet: 2	Reporting environmental incidents
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An environmental incident is an event that may cause harm or potential harm to an environmental receptor e.g air, water, land, wildlife or local habitat.

2.2.1 Potential breaches regulations

Once you have identified a breach or potential breach, you should report it to the appropriate personnel. This can be difficult when you have identified a breach or potential breach performed by another employee. Most people do not like to feel like they are creating trouble for their peers or colleagues. However, you must remember that breaches can put you, other employees or the environment at risk. In some cases, they may also affect the organization's compliance with external laws and regulations.

Who to report to

How you should report the breach or potential breach will depend on your organization's structure. You should find out who in your organization is responsible for managing breaches or potential breaches of workplace procedure, particularly those relating to environmental regulations. Your organization may have an environment officer who has responsibility for the whole organization or there may be a representative in each department who reports to the environment officer. The person responsible for workplace health and safety may also have responsibility for environmental hazards and breaches. In smaller organizations, this role may not be specifically assigned, requiring you to report it to the owner or manager. Different breaches may need to be reported to different people, particularly in larger organizations. Your supervisor should be able to advise who a breach is reported to. Even if you report it to another supervisor or manager, you should still inform your supervisor.

2.2.2 Occurrences outside standard procedure

Safety occurrence reporting aims to improve safety of machine operations by timely detection of operational hazards and system deficiencies. It play an essential role in accident prevention enabling the identification of appropriate remedial actions by prompt analysis of safty data and the exchange of safety information.

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Self-Check 2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Short answer questions

1. Define environmental incidents
2. List example of Environmental incidents
3. Write the aims of Safety occurrence reporting

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Textile Chemical Processing

NTQF Level -II

Learning Guide#12

Unit of Competence: Participate in Environmental Sustainable Works Practices

Module Title: Participating in Environmental Sustainable Works Practices

LG Code: IND CHP2 MO4 LO3-LG12

TTLM Code: IND CHP2 TTLM4 0919v1

LO3. Seek opportunities to improve resource efficiency

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Instruction Sheet	Learning Guide #12
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- 3.1 Following enterprise plans
- 3.2 Making improvements suggestions

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Follow enterprise plans to improve environmental practices and resource efficiency.
- Make suggestions for improvements to workplace practices in own work area.

Learning Instructions:

8. Read the specific objectives of this Learning Guide.
9. Follow the instructions described in number 3 to 7.
10. Read the information written in the “Information Sheets 1-9 Try to understand what are being discussed. Ask you teacher for assistance if you have hard time understanding them.
11. Accomplish the “Self-check ” **in page -**.
12. Ask from your teacher the key to correction (key answers) or you can request your teacher to correct your work. (You are to get the key answer only after you finished answering the Self-check 1).
13. If you earned a satisfactory evaluation proceed to “Information Sheet 2”. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity #1.
14. Submit your accomplished Self-check. This will form part of your training portfolio

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Information Sheet: 1 Following enterprise plans

Many of the most effective changes to improve environmental practices and resource efficiency are simple changes that can be made with little or no financial investment. Those that do require investment are often paid back by savings from reducing use of the resources required. You should continually look for opportunities to improve environmental work practices and resource efficiency in your home, school or workplace. Identifying these opportunities gives you and your colleagues the chance to implement them and help reduce the environmental impact of your daily activities.



Work practice improvement opportunities

Most workplaces, schools and homes have a number of opportunities for improvement in environmental work practices and resource efficiency. This can be for various reasons, including that:

- current practices have been in place for a long time and have not been reviewed with the objective of reducing the environmental footprint
- staff changes have meant that procedures designed to reduce environmental impact are not being followed thoroughly

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- existing procedures for reducing environmental impact have been successfully introduced, but further refinement will increase their success
- other changes in the organization have created additional opportunities for
- reducing environmental impact
- there has not previously been a focus on improving environmental work
- practices or resource efficiency.

3.1 Following enterprise plans

An important part of achieving any objective is to develop a plan for achieving it. When a business has an objective such as improving resource use or reducing their environmental footprint, they must develop a detailed plan to help them achieve it. In fact, in a business where there may be many people involved in achieving an objective, it is even more important to have a clear plan with supporting procedures, schedules and work plans, so that all employees know what is expected of them. This is called an organisational plan. An organizational plan is a detailed outline of the work that must be completed for a business to achieve its objectives. Some organizations refer to this as the business plan.



Develop organisational plans

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Some organisational or business plans are developed and updated annually, as part of the regular business planning process. Often, organisational plans are developed in such a way that the work being done throughout the organization is in line with the key objectives.

There are usually several steps to developing the plan:

1. Develop key objectives
2. Develop departmental objectives
3. Develop team objectives
4. Develop individual objectives

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Self-Check -1	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. Explain the opportunities of Work practice improvement
2. What is the objective of enterprise plan?

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Information Sheet: 2	Making improvements suggestions
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3.1 Making improvements suggestions

Suggestion is the psychological process by which one person guides the thoughts, feelings, or behavior of another person.

The previous section explained how to identify opportunities to improve environmental performance and resource efficiency. Making suggestions for improvement can benefit the whole workplace, as well as the environment. How you make a suggestion can affect how successful you are in persuading your team or supervisor to participate. This section provides some information about how to make suggestions. Making suggestions for improvement is part of your role as a member of a team or work group. If you have thought of something that makes your work easier or reduces the amount of resources used, then you should share it so that other members of the team benefit. Your suggestions may help other people in the team and, in turn, they may also make suggestions that can help you.



How to make suggestions

How you make suggestions will depend on several things, including the type of suggestion, the nature of your work group, the size of your work group and your supervisor's preferences. In a relaxed, relatively informal work group, it may be appropriate to offer verbal suggestions during team meetings, without prior notice. This may work for simple

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suggestions, with little or no funding required; for example, suggesting that everyone use a cardboard box at their desk for recycling office paper to make it easier than walking to the recycling bin several times a day. Written suggestions may be appropriate for more-complex suggestions, which may require either a significant set-up effort or initial funding. In this case, you may develop a short proposal to present to your supervisor. Your proposal may include the objective, background, outline, funding, advantages, risks and Recommendations. These are described in detail here.

Risks

Identify any risks, inconveniences or possible disadvantages with the suggestion. When identifying them, explain how these risks will be minimised. For example, the risk that people will not use the

duplex function on a new printer will be minimised by asking the IT department to set it as a default for everyone's computer.

Recommendations

Briefly recommend implementing the suggestion, with some persuasive comments about the advantages. Use brief, clear sentences and bullet points where possible. A short proposal that

generates interest and further discussion is often more effective than a longer, more informative one that is put aside until your supervisor has time to read it. Written suggestions may also be appropriate if you work in a more formal environment, or if you do not have regular team meetings where suggestions can be raised. Even if you have prepared a written document, it is usually more effective to arrange a meeting where you review the document with your supervisor, so that you can address any questions or concerns.

When to make suggestions for improvements

Deciding how to present a suggestion will depend on your judgment. For example, think about how your supervisor behaves in team meetings. Do they respond favourably to new ideas? Or are they in a hurry to complete the agenda and finish the meeting? Does your supervisor like time to process an idea before deciding

what to do?

For complex suggestions or those that may require substantial set-up effort or funding, you should generally try to raise the idea with your supervisor privately, before suggesting it to a

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group. You may still choose your time carefully; for example, don't make a suggestion if your supervisor seems rushed or under pressure. Wait until they have time to listen properly and consider the suggestion

carefully. If you have a regular private meeting with your supervisor, this is a good time to discuss suggestions. You may choose to raise it briefly with them and then offer to develop a written proposal that gives full details for their approval. Employees who make well-considered suggestions for improvement and follow them through are considered highly by their supervisors and managers.

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Self-Check -2	Written Test
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Directions: Answer all the questions listed below. Use the Answer sheet provided in the next page:

Answer the following questions

1. What is suggestion
2. Write the benefit of making improvements suggestions

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List of Reference Materials

1. <https://www.fda.gov/ICECI/Inspections/InspectionGuides/ucm114934.htm>
2. www.ei2texas.com
3. <https://charlesbrand.com>

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