

top 10 workplace tips

A CARBON CUTTING, COST SAVING SURVIVAL GUIDE FOR BUSINESS

1 Develop a plan

- Plan to reduce, re-use and recycle
- Get everyone in the company involved
- Set targets and rewards for achievement

2 Reduce energy

- Turn off computers at the end of the working day
- Turn off power to lights and equipment when not in use
- Turn off screensavers and install stand by (sleep mode) on computer monitors
- Install energy efficient fluorescent bulbs

3 Save water

- Fix leaking taps or pipes
- Install flow restrictors on taps
- Review and adapt cleaning methods to conserve water

4 Reduce waste

- Re-use or recycle waste paper, cardboard or packaging
- Sell your excess waste to companies who want it
- Buy remanufactured printer cartridges and recycle used cartridges
- Use mugs, glasses and cutlery instead of plastic, paper or styrofoam

5 Adjust air conditioning

- Use natural ventilation and fans wherever possible
- Close all windows and doors when air conditioning is on
- Switch off heating and cooling after hours
- Set air conditioning systems between 24°C–28°C in summer

6 Cut down on transport

- Source goods and services locally
- Use public transport or car pooling
- Form workplace cycling or walking groups
- Use phone/video conferencing
- Co-ordinate company despatch/receipt procedures

7 Monitor your progress

- Track progress against agreed targets
- Measure and evaluate results on a regular basis
- Modify or expand the program to meet new targets

8 Seek up-to-date information

- Get up-to-date information from government departments
- Department of Environment and Resource Management www.derm.qld.gov.au
- Office of Climate Change www.climatechange.qld.gov.au
- Check local council information and services
- Use industry associations for industry specific information

9 Get assistance to get started

- Participate in business partnership programs
- DERM ecobiz www.derm.qld.gov.au/ecobiz

10 Network to connect with suppliers and services

- Find local recycling companies and services
- Establish a business leaders forum
- Attend environmentally focussed business forums
- QWESTnet www.derm.qld.gov.au/qwestnet