

FACT SHEET

TOP 10 WORKPLACE TIPS



Cut resources costs across your business.

1. DEVELOP A PLAN

Plan to reduce, reuse and recycle by getting everyone in the company involved. Set targets and reward achievements.

2. REDUCE ENERGY

Start by making simple changes like these.

- Turn off computers at the end of the day.
- Turn off power to equipment and lights when not in use.
- Turn off screensavers and install standby on computer equipment.
- Install energy-efficient fluorescent bulbs.

3. SAVE WATER

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

4. REDUCE WASTE

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

5. ADJUST YOUR 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 between 24°C and 28°C in summer.

6. CUT DOWN ON TRANSPORT

- Source local goods and services.
- Use public transport or car-pooling.
- Form workplace cycling or walking groups.
- Use phone/video conferencing.
- Coordinate company dispatch and 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 business sustainability organisations in Australia and overseas.
- Check local council information and services.
- Use industry associations for industry-specific information.

9. GET HELP TO GET STARTED

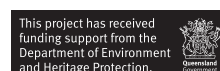
Participating in business partnership programs like CCIQ ecoBiz is a great way to build knowledge and support.

10. CONNECT WITH SUPPLIERS AND SERVICES

- Find local recycling companies and services.
- Establish a business leaders' forum.
- Attend environmentally focused business forums.

THE ECOBIZ TEAM IS ALWAYS AVAILABLE TO HELP YOU.

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