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Business Services

Question 21

2010 HSC - Business Services
Band 1/2
Sample 1 Question 21

A business aims to become compliant with the protection of the Environment Operations Act 1997 (NSW) by becoming more environmentally sustainable.

a) Define environmentally sustainable work practices

Well in every environment sustainable work practice it is be to always keep your work Business environment clean as possible.

b) Describe how negative environmental impacts can be minimised when producing documents?

If you minimise producing documents be careful that the important piece of the document doesn't mislead because if it does then that's a bad thing to do.

c) Draft an office policy that outlines the responsibilities of management in complying with the protection of the Environment Operations Act 1997 (NSW).

In the office policy there are lots of rules that people have to follow if they don't follow and it is simple that they get kick out. Also keep the Environment clean at all times.

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