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## Section IV

### Question 21

2010 HSC - Business Services

Band 2/3

Sample 1 Question 21

a) Environmentally sustainable work practices is a procedure that ensures that a business is looking after the environment and its not riskfull to work at this place.

b) Negative environmental impacts can be minimised when producing documents by RRRS renew, reuse, recycle services. For example most companies have a certain procedure of how much paper could be waisted in a year a month or per day adding to a year.

Most of them allow the employees to print back to back as saving paper. Also they can reuse it as a scrub or add information if the back side is blank, or depending on the workplace reuse it to decorate, and recycle as its usually done.

c) A policy with responsibilities of management in complying with the Protection of the Environment Operations Act 1997 (NSW):

- \* RRRS renew, reuse and recycle services.
- always try to minimise the use of paper,
- try to use both sides.
- depending on the workplace reuse it to decorate for example →

if you are a teacher children could colour the paper and cut out what they need instead of ~~print~~ wasting ink and print something by mistake etc.

\* Save energy of electronic equipment.

- turn the computer off after finishing.

- turn radio or TV off.

- fax machine & printer usually stay on at all times.

\* desk organisation.

- keep desk neat, no food lying around as it can cause health problem (allergies).

- make your chair comfortably the way it suits you for no further back problems.

- leave everything not too close to you but not too far for easy reach and allow more space.. etc.

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