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Sample 3 Question 21

In every organisation employees & employers have the right to STAY & feel safe. All organisations have to follow rules & legislations to keep their company safe & in good ~~work~~ condition. It is important that all organisations follow OHS legislations & importantly Environment Operation Act 1997 (NSW). This Act will help organisations become more environmentally sustainable.

Environmentally sustainable work practices are rules that clients have to follow when working. It is the way that people use their resources & treat it into environment. Environmental sustainability is when you use less resource efficiency in your workplace. By following environmental sustainability it helps your company dramatically by cost savings, ~~energy~~ & energy savings.

It doesn't only help you & your organisation it helps the environment by you & your company using less carbon efficient products. When following environmental sustainability legislation there can be negative about it but your company can turn them into positives.

When producing documents it is essential you use recycled paper. You can make sure of this by putting recycle bins in your office. It is important to also RE-USE & RECYCLE to save your company from money & to protect your environment. Also you have to follow waste management, keeping your office areas clean & waste free. With waste building up on your desk it will harm you physically, ~~ergonomics~~ ergonomics. If you ~~can~~ recycle & re-use when you produce documents it can help you save a lot of money.

In every office there should be a chart or Environmental Sustainable Program stuck on to every door. Organisations need these rules so workplace workers can know & understand & help your company be ~~an~~ environment friendly. The policies & the responsibilities of management in complying with the protection of the environment Operations Act 1997 (NSW) is that if any things such as equipment like computers, printers, FAX machines

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Or even At the end of the day you see ANY lights or electricity turned on & is unattended to turn them off this will help you save a lot of money & do your organization good. Also time management is a big thing for your company without it your company will be dead. Make sure you prioritise your work or even set up what you will do the following day.

Training is the best part to help in environmental sustainable act. Changing printer cartridges if you get trained in doing that it will help save your organization in cost & time management you can also recycle & re-fill your printer cartridge. Allocate your clients in doing different things such as cleanings, ~~making~~ making sure there is no waste around your organization. All organizations ~~want~~ want to be the green organization the clean & the organization that helps with the environment.

You may ask for an extra Writing Booklet if you need more space.

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Why use A lot when you can use less &
you can help make your organisation
ex environment a better place.