

Start here.

a). Environmentally Sustainable Work practices means that people should be reducing the amount of waste, reusing products, and recycling.

b) Environmental impacts can be minimised when producing documents by instead of printing it out emailing it to clients, if it is a email sent to the business by all staff instead of printing ~~the~~ the email out and handing it to all employees email it to all employees to ~~use paper~~. reduce the amount of paper being used. Making sure that the things that are getting recycled are able to be recycled.

c) As a business we are here to help the environment and and to make the environment a healthy place to live. we are able to do this by simply doing 3 (three) simple tasks - Reducing, Reusing and Recycling.

The responsibilities that all employees must do to Make our business environmentally friendly is to:

Reduce - Making sure that as a team we reduce the amount of paper and materials that we use and we use alternative options such

as emailing or only printing out on copy of a memo and posting it on the information board so all staff are able to access.

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Sample 1 Question 21

Reuse - making sure that if there is paper that has only been used on one side and isn't needed any more that we don't just throw it out we reuse it for scrap paper.

Recycle - ~~once~~ once the paper or materials are no longer in use ~~or~~ or unable to be used we recycle it, if it confidential make sure you shred it first before recycling it. When recycling make sure that the object/material is able to be recycled if not put in the normal bin.

Additional writing space on back page.