

Start here.

a) Environmentally sustainable work practices are strategies that are put in place to reduce the impact of businesses on the environment eg. global warming.

b) When producing documents you should always proof read the soft copy more than once. This will avoid having to print something out twice, if there is a mistake on it. This will reduce the use of both paper^{ink} and power.

Another way to reduce paper usage causing more trees to be pulled down is double sided documents. It is also important that you be sure that you need to print a document as most can be electronically filed rather than by paper.

c) Draft of office ~~policy~~ policy.
complying with Protection of the Environment
Operations Act 1997 (NSW)

The responsibility of management to comply by the Protection of the Environment is to set a good example as role models to all employees

by abiding by environmentally sustainable work practices.

Responsibilities of management are as follows.

- Regularly update staff on events such as walk to work day, clean up australia day etc. that help preserve the environment
- Provide information on notice boards via email etc on practices that can be followed to produce a more environmentally sustainable workplace.
- Provide 2 types of bins recycling and non-recycling. Send the recycling ones away regularly to be recycled.
- Update reports on how much energy the workplace is saving to keep the employees interested on preserving the environment.
- Don't provide paper towel in bathroom.
- Ensure all power is turned off every night or when not being used.
- Provide a bus that can take workers to and from work and encourage them to use it. - use solar energy

Management must abide by this policy to make their environment

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sustainable. It will protect the environment by not having use as much trees or energy. It will also help reduce pollution to the air, producing global warming. If management does not implement these procedures they employees will not follow them.

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