

Start here

a) Environmentally sustainable work practices are ~~are~~ beneficial to the environment by reducing the workplace's ~~print~~^{negative} impact. These include decreasing electricity usage by turning appliances off at the power point ^{when} not in use and using recycled items where possible.

b) When producing a document, there are ways in which a negative environmental impact can be reduced. These include not printing draft copies - emailing them instead, aiming to fill an entire page with text rather than use half pages, ~~and~~ if possible use both sides of a page when printing and recycle paper by re-using it only printed on one side. These strategies alone assist in minimising ^{the} negative environmental impact.

c) Responsibilities of management in complying with the Protection of the Environment Operations Act 1997 (NSW)

2010 HSC - Business Services
Band 4/5

Sample 3 Question 21

OFFICE POLICIES.

• The management team is the highest level in this organisation, and have the most influence over all employees.

• Keeping this in mind, management staff must ensure that their actions consistently ~~represent~~ ~~comply with~~ comply with this Act.

• This includes ensuring their actions throughout the work place are environmentally friendly and working towards more sustainability in our organisation.

• Whilst ensuring your own work practices are environmentally friendly, it is your responsibility as manager of your department to ensure your employees are adhering to the ~~the~~ Protection of the Environment Operations Act.

• The ^{practices} ~~strategies~~ which you should undertake and ~~and~~ reinforce on your departments are:

- Turning appliances off at powerpoint when not in use

- ~~Use~~ Use of personal coffee mugs rather than paper cups

Additional writing space on back page.

- Ensuring all documents are printed double-sided ~~and filled~~ and have been filled with text.
- Air-conditioning is used as least as possible. When required, use on a low setting to reduce electricity usage.

2010 HSC - Business Services
Band 4/5
Sample 3 Question 21

These practices are just a starting point. As the management of this organisation, it is partly up to you to be able to identify any other areas which you feel could be changed to comply with this Act. Your assistance in following this policy is much appreciated.

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