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a) Environmentally sustainable work practices

refers to those actions within a business that promote an 'environmentally friendly' approach to performing business tasks.

Work practices which are environmentally sustainable help to reduce harm to the Earth and its environment, e.g. switching off all computers, lights and air conditioners when leaving the office at the end of the day reduces the amount of electricity used and carbon emissions released into the atmosphere. This is considered an environmentally sustainable work practice.

b) When producing documents, there are a few negative environmentally impacts which can be minimised.

Producing documents involves using a computer, printer ^{and} photocopier ^{and} all use electricity and release carbon emissions.

In order to reduce such negative impacts the following can be done:

- o ~~the~~ Proof-read the document for mistakes so there will be no need to reprint and use extra paper.
- o use double-sided printing to reduce

paper usage.

- o only photocopy documents if necessary.
- o Any ~~paper~~ ^{printed} paper which may no longer be used should be recycled.
- o And always switch off all these devices when the office is closed at the end of the day.

e) Keepsakes Office Policy

Protection of the Environment 1997 (NSW)

Management is responsible for the workplace procedures and policies with relate to promoting an 'environmentally friendly' workplace.

Management is responsible for ^{enforcing and} ensuring the following:

- All electronic appliances are either switched off or set to power save when closing the office at the end of the day.
- Used paper which is to be recycled is put out for collection at the end of each day so it is recycled properly.

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- All printers are to be default set to double-sided printing.
- All toner and printer cartridges ^{are} put in the correct disposable boxes and ^{put} out for collection.
- Litter is to be disposed of in the correctly labeled bins.
- Air-conditioners, lights, computers and other appropriate appliances are maintained properly and regularly checked for problems.

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