

Start here.

a) Environmentally sustainable work practices can be defined as work practices that have no or minimal impact on the environment so that future generations can experience ~~that the world has~~ the beauty of the environment. So this means that business's who meet the needs of today's society without endangering the needs of future generations.

b) When producing documents there are many things a business can do to minimise the negative impact on the environment. These may include the following:

- * Using recycled materials such as recycled paper - this minimises the impact of pollution & waste, and it allows for materials such as paper to be recycled & reused.

- * Proofreading the soft copy - ~~this is~~ An example of this could be using proofreading & checking for mistakes on the computer before printing it out. This minimises the waste & pollution that is caused by printing out copies of paper & then realising there are mistakes, which then wastes paper & also wastes money. ~~So~~ So proofreading the soft copy & also checking the alignment of the document before printing can minimise the negative impact on the environment.

- * Reduce, Reuse, Recycle - Reducing the amount of paper that is used when producing documents, for eg making documents back to back instead of single sided. Reusing paper that has only been used on one side. Recycling old documents so they can be made into new sheets of paper. There are all ~~things that~~ strategies on minimising the negative impact on the environment.

c) Under the Protection of the Environment Operations Act 1997 (NSW), management of all business's have the responsibilities of:

- * Implementing the Reduce, Reuse, Recycle strategy, so that workplace

practices will have minimal impact on the environment.

* the correct disposal of chemical waste, this means that chemicals must be disposed off in special containers that are sent out to companies that dispose of chemical wastes. This means chemicals must not be tipped down the drain or sink because this may cause precious marine life to die.

* ~~Using environmentally friendly~~ Using equipment with ~~eco~~ eco power saving energy, this means that equipment purchased gives off low CO₂ emissions & has a low power ~~save~~ energy saving mode that can be applied when the equipment is not in use.

* ~~maintaining~~ monitoring employees & making sure they are following the procedures & rules set out under the Protection of the environment operations act 1997 (NSW).

If employers or employees are found disobeying these rules & regulations a penalty of \$5000 will be imposed.

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