

A Green Workplace

The aim of this short guide is to provide you with a number of sustainable practices which can be easily integrated into the workplace. In order to combat today's environmental issues it is imperative that offices, schools and other facilities make an effort to reduce energy consumption and waste, use eco-friendly products and offer incentives for green practices.

EASY WAYS TO SAVE ENERGY

1. Turn off all lights when not in use, especially at night and over the weekends.
2. Turn heating and air conditioning down at night and weekends.
3. Unplug items such as coffee makers, toasters overnight.

WAYS TO CONSERVE, RECYCLE AND REUSE

1. Recycle batteries and toner cartridges; provide a facility for their disposal.
2. Provide mugs and glasses for staff—reduce paper and plastic products.
3. Recycle bins should be provided with clear signage and placed in key positions to encourage their use—appoint Green Wardens!

ECO FRIENDLY CLEANING PRODUCTS

1. Only buy or have provided green cleaning products—better for the environment and the health of employees.

WAYS TO REDUCE YOUR IMPACT ON THE ENVIRONMENT

1. Bring your own coffee mug to work—ditch the plastic cups.
2. Set the room thermostat a few degrees lower.
3. Consider car sharing or use public transport—walk or cycle!
4. Buy local food products, generally more appealing and healthier.
5. Monitor paper and ink, use recycled paper and print on both sides.
6. Turn off equipment at night and do not leave on over the weekend.

By “greening” a workplace less damage is done to the environment and employees become more educated and benefit from healthier living!



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