

Fact sheet: key green tips

ASU Clean & Green guide

A CASE FOR CHANGE

■ There is much scientific evidence to suggest that we now have about 10 years to stop rising carbon dioxide emissions.

■ Many people don't realise that operating office equipment can cost much more than the initial outlay for the equipment. For example, a photocopier that costs \$4000 to buy, and that is left on continuously for seven years over its "two-million copies" lifespan, may consume \$1500 worth of electricity, \$24,000 of paper and \$15,000 of toner.

■ Using recycled paper saves trees. Every 100 reams of recycled office paper that is printed double-sided saves two trees, more than a tonne of greenhouse gas and almost a cubic metre of landfill space compared to 100 reams of paper that is not recycled or printed double-sided.

■ Buying and using energy-efficient equipment saves your company money. It can provide enormous savings in electricity use alone, saving you up to \$180 per 1,000 kilowatt-hours of energy and cutting up to 80 per cent off your organisation's electricity bill.

WHAT OFFICE WORKERS CAN DO TO STAY GREEN

■ Carpool or bike to work.

■ Introduce office-wide recycling policies and limit paper use.

■ Conserve energy by putting equipment on sleep mode, using

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natural lighting as much as possible, and buying energy-star appliances.

■ Form a green committee at work that develops environmentally friendly work policies, and reports back regularly to other staff and management on its progress.

■ Conduct waste and water audits to ascertain your office's level of waste and water usage and identify areas for improvement.

■ Dispose of potentially hazardous waste, such as old batteries, properly.

■ Insist on a company-wide purchasing policy that encourages sustainable purchasing practices in the organisation and helps ensure that green efforts do not fade with employee turnover. Make green practices one of the key criterion in selecting companies for commercial contracts.

■ Make use of online resources, such as resourceSmart (http://www.resourcesmart.vic.gov.au/for_businesses.html).

