

# Priority 1: Climate Change Adaptation

## SEHCP Tips For a Green Workplace

The Climate Change Adaptation - "Tips for a green workplace" tool was initially designed for use in General Practice clinics and has been adapted for use by South East Healthy Community Partners (sehcp) for agencies wishing to improve their workplace environment.

### SEHCP Climate Change Adaptation – Tips for a green workplace

#### 1. Install low energy lighting

- Replace old style incandescent globes with compact fluoro globes or use fluorescent tubes. Avoid halogen down lights. Note: Replacing one incandescent globe with compact fluoro can save 0.5 tonnes of greenhouse gas and save \$70 in energy costs in its lifetime (about 8 years)

#### 2. Turn off computers and appliances to save energy

- Turn off computers and screens when not in use
- Turn off standby power at the end of the day i.e. switch off all appliances at the wall or power board (e.g. photocopiers, printers)

#### 3. Buy "green power" for your agency

- Ask your energy supplier to switch you to agreed green power, or change to another accredited energy supplier. (for list of suppliers visit [www.greenpower.gov.au](http://www.greenpower.gov.au)). Note: Buying 100% green power means that all of your energy will come from wind, solar and renewable sources

#### 4. Energy efficient refridgerators

- Aim to have the most energy efficient refridgerators and smallest refridgerators that you can – when buying a refridgerator, check the star ratings and chose the one that has the lowest energy use per year
- Maintain your refridgerator to be as efficient as possible by:
- Ensuring that the seals are intact and gripping – replace any damaged ones
- Positioning your refridgerator so that it has space around it to expel heat that it generatres –(especially behind and above) and keep it away from the sun

#### 5. Reduce car journeys

- Arrange diary/meetings where possible to minimize the number of journeys
- Consider use of video and teleconferencing where appropriate
- Encourage staff to take public transport or to ride to work – provide bike storage and changing facilities  
Note: reducing petrol usage from car trips reduces greenhouse gases – with every litre of petrol saved 2.5 kg of greenhouse pollution is saved

#### 6. Aim for a paper free office

- Communicate with staff where possible (and clients if appropriate)
- Send client referrals/information using electronic systems that comply to privacy laws (such as InfoXchange S2S and Argus)
- Request that client referrals/information are sent to your service using electronic systems that comply to privacy laws (such as InfoXchange S2S and Argus)
- Manage client files and records on computer to avoid the need for printed documents
- When using paper for printing, reduce printing by using both sides and only print the page/s that you need

#### 7. Recycle paper and plastics

- Arrange for a regular paper and plastics recycling collection
- Have a shredder for shredding client information before recycling
- Have recycling bins available for both staff and clients (which are clearly labelled)

#### 8. Buy recycled paper, stationery, and toilet tissue

- Try to buy 50-100% recycled office paper
- Look for other stationary made from recyclable materials ie post-it notes, toners, pens and pencils
- Buy recycled toilet paper, kitchen paper and tissues
- Arrange for your toner cartridges to be collected for recycling and refill

#### 9. Save water in bathroom and kitchen

- Fit aerators to all taps to reduce water usage by up to 50%
- Fix all leaking taps or toilets immediately
- Convert all old style single flush toilets to dual flush toilets or install a cistern regulator (allows the user to determine the flush length)
- Install a low flow showerheads if you have showers

#### 10. Reduce junk mail

- Put a "no junk mail" sticker on your letterbox/mail box
- Ask to be taken off direct mail lists of companies/businesses that you do not want  
Note: This checklist has been sourced and adapted from the Australian Family Physican Vol. 35. No 11, November 2006, P909