



ECOLLABORATION
RESILIENT LANDSCAPES - RESILIENT COMMUNITIES

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ENVIRONMENT PROCEDURE

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Procedure

ECollaboration Ltd will develop clear guidelines for staff, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out.

ECollaboration will act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will report any such incidents to the relevant authorities promptly and inform affected parties as appropriate.

ECollaboration will, where feasible, reduce consumption, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials.

Transport:

Car pool to events where possible in the smallest (but suitable vehicle)
Encourage the use of public transport and/or walking to offices and meetings outside of office.

Water:

Have hot water service set to 55 deg celcius
Attach tap aerators if not already done.
Minimise water use for cleaning field equipment and the plant holding area.
Notify church office if taps or toilets systems are leaking

Provide Uniting Church with information as it comes to hand on grants for solar power and water tanks

Plants from Community Nurseries available for landscaping around the centre's grounds. Explore signage opportunities over time. Provide landlord with information on upcoming events for community catchment care and biodiversity education.

General Waste:

Use paper to line rubbish bin in kitchen

Use non-disposable plates and cutlery at office functions where possible to reduce the amount of waste generated when using disposable items. If this is not possible, only paper plates will be used and any plastic cup and cutlery will be washed and kept for re-use.

Ensure cigarette butts are disposed of in general rubbish bin at office and kept in containers for later disposal in the field.

Paper use:

Print and copy only when necessary
Purchase recycled printer/copy paper
Photocopy and print using double sided function where possible
Reuse paper used on one side only for printing drafts, note pads etc
When paper has been used both sides, put in recycling bin
Set margins of documents to a minimum width to reduce number of pages generated

Recycling:

Ensure office waste is separated into separate bins to ensure full potential of recycling. Ensure all people are aware of what can and can't be recycled.

Food scraps:

Set up compost system, worm farm or worm tube for food scraps or take home to compost

Toilet paper & Paper towels:

Purchase and use Safe brand or similar toilet paper and paper towels made from recycled paper.

Energy:

Upon induction give staff members the 'Top 10 office Tips' and have it prominently displayed in every room (see below):

- Avoid using appliances and turning on a light if possible.
- Make the most of natural lighting – arrange furniture so your work area is well lit, if using lights in meeting rooms- consider installing a motion sensor.
- Turn off the light when you leave the room
- Replace incandescent lights with Compact Fluorescent Lights
- Set your printer to print on both sides of the paper
- Paint internal walls a light colour to reduce the need for artificial lighting
- Use a desk lamp instead of lighting the whole room
- Switch off your computer monitor when not in use for longer than 10 minutes. A monitor in standby mode uses more energy than a computer processor.
- Make sure Energy Star is enabled on your computer.
- When buying new equipment, look for energy-efficient options.

Computers:

When computers are not in use the recommended times for turning off computer components after a period of inactivity is:

Component	Time period
Monitor	20 minutes
System standby or hibernation	30 minutes

(Computers set up to do this automatically – via Control Panel – Power Options settings)

Reducing the brightness of your screen display can also help to reduce energy usage by 10%.

Other electrical items:

Turn off lights and all electrical appliances, eg computers, printers, photocopiers, phones, fans, lights at the wall (power point) at the end of each day and when not in use.

Only boil as much water as needed in the electric kettle

ECollaboration will ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely.

ECollaboration will in its operations minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly.

ECollaboration will in its operations conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible.

ECollaboration will, where appropriate, utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods.

ECollaboration will contribute to the maintenance and increase of biodiversity through its management of its landholdings.

ECollaboration will meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will in addition adhere to the more stringent requirements of its own environmental policy.

In order to continually improve its environmental management system ECollaboration will conduct rigorous audits and self-assessments of its compliance with this policy, measure its progress against its environmental goals, and report its success periodically in its annual reports and elsewhere.

ECollaboration will maintain an open and honest dialogue with staff, volunteers, stakeholders, and the public about the environmental, health and safety performance of our operations and services.

ECollaboration will ensure that every employee and every contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken.

ECollaboration will encourage the landlord to be compliant with current technologies and actions that reduce their ecological footprint. Using 'Green power'?

ECollaboration will include in its criteria for selection of suppliers and contractors their environmental performance.

ECollaboration will not invest in companies whose business operations conflict with, or detract from, the environmental objectives of this policy.

Related Documents

- Occupational Health and Safety Policy