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| Description: Description: Description: cid:image001.jpg@01CB5F1D.A4AD4420 | **STAFF HANDBOOK**  **ENVIRONMENTAL RESPONSIBILITIES** | Doc: SH-024 |
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Please read our [*Environmental Policy*](file:///I:\Procedures\Policy%20Statements\Environmental%20Policy%20Statement.doc). We aim to:

* Maintain a conscious regard and value for the natural environment
* Reduce our negative environmental impact
* Use sustainable resources

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* Re-use and recycle
* Buy locally
* Reduce waste
* Reduce use of energy
* Prevent pollution and reduce the release of emissions from our workplace.

**Printing & Office Supplies**

* Buy "greener" paper, packaging, plastic and ink products and services in the local community. (The further supplies or service providers have to travel, the more energy is used.)
* Use paper with maximum available recycled content
* Only print if necessary
* Send emails instead of faxes
* Use computerized filing systems
* Format documents to avoid printing unnecessary pages
* proofread on screen
* Re-use single side printed paper
* Have a paper-recycling box – and separate bins for organic waste and recyclable containers.

**Re-use and Recycle**

We recycle:

* paper
* cardboard
* glass
* tin
* plastic
* aluminium
* factory off cuts
* packaging material
* Waste bins and containers are clearly marked
* Re-use shredded paper for packing
* Refill printer cartridges and photocopier toners if possible.

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**Air Quality, Ventilation & Air-Conditioning**

* Use natural ventilation and fans where possible
* If air-conditioning is used, close windows and doors to reduce the escape of cool air
* Switch off heating and cooling after hours.
* Set air-conditioner systems to a minimum of 24°
* Report air-conditioning units if noisy or inefficient.

**Kitchen & washrooms**

* Use dishwashers only when they are fully loaded
* Use the economy cycle
* Scrape rather than rinse before placing items in the dishwasher
* Use mugs, glasses and metal cutlery rather than disposable cups, cutlery or stirrers
* Use green cleaning products
* Use the waste and recycle bins
* Conserve use of water and paper in the washrooms.

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**Water**

* Wash vehicles offsite where recycled water is used and collected
* Hand wash plant and machinery only when necessary
* Don’t leave taps and hoses running
* Report leaks
* Avoid runoff into drains.

**Chemicals and Spills**

* Use green products
* Follow instructions for use and storage of chemicals
* Report leaks or bund problems
* Use minimum quantities
* Paint and hazardous chemicals must not enter drains
* Know how to use spill kits
* Clean up minor spillages or contamination immediately refuel machinery or vehicles away from drainage paths or watercourses.

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**Vehicles and Transport**

* Plan trips to avoid unnecessary use of vehicles
* Share vehicles if possible
* Transport –reduce our travel and use of carriers where possible.

**Good Neighbours**

* Minimise dust and noise
* Cover material which gives off dust
* Turn off noisy equipment when not in use
* Inform neighbours of temporary disruption to traffic or services
* Collaborate with our client in relevant community engagement and meetings
* Respond quickly to queries and concerns of the community.

**Lighting, Energy and Equipment**

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* Turn off equipment when not in use – including computers
* Use screen savers
* Use cold water in stead of hot if possible
* Turn off lights when leaving a room
* Report damaged lights fittings and flickering fluoro tubes.

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