

# OHSE 030–Environmental Action

## ENVIRONMENTAL OBJECTIVES

1. To reduce our carbon footprint and greenhouse gas emission
2. To reduce and recycle the amount of waste we create
3. Use less water

We achieve our objectives by, and through the initiatives outlined below:

## ENVIRONMENTAL ACTION

### Energy

**Flexible working conditions:** All employees may work from home. This action initiative significantly reduces carbon emissions by eliminating the need to commute to and from the office.

- Management: Both the Director of PSG Security Pty Ltd and the Customer Service Manager work from home.
- Operations: 100% of security guards deploy to client sites from home; and return direct to home at the end of their shift

**Eliminate the need for an office:** By 2020, the company will eliminate the need for office space by making full use of available technology to allow staff to work from home and to communicate with colleagues and customers by electronic means. All systems to be cloud based to eliminate the need for an office based server.

### Energy Action/Waste Management Action/ Greenhouse Gas Action

**Minimise paper waste (reduce procurement of non-renewable goods):** This will not only help the environment but it will also save money by reducing use of the office printer.

All company records are to be received, where available, and stored electronically:

- Contracts are sent to clients electronically. The Company's Adobe subscription allows it to send contracts to clients for electronic signatures
- Financial and Tax Records. The Company's accountants have been instructed to supply us with soft copies of financial and tax records. No printed copies are to be made and sent to PSG.
- Bank records: Our bank has been instructed to provide statements in only in electronic format
- No paper cups are used. Only reusable glass and cups are kept in the office for use by employees and visitors.

These paper waste minimisation strategies also lead to a reduction in carbon emissions of couriers needed to deliver paper documents, and throughout the paper and printing supplies supply chain.

### Energy Action/Greenhouse Gas

#### Lighting

- Office lighting changed to energy efficient
- Fit motion sensors to control lighting in low traffic areas such as the kitchen and toilets

### Energy Action/Greenhouse Gas Action

The energy consumed by office equipment is controlled by turning off equipment overnight, and complete shut downs during weekends and holiday periods. Air-conditioning systems are controlled

by thermostats that regulate the temperature at a constant 25° Celsius in summer when the offices are occupied.

- Setting the thermostat at 25° C in summer is 18% more energy efficient than a setting of 22° C

### **Greenhouse Gas**

**Public Transport:** To eliminate travel to/from client sites by private transport, PSG Security does not provide for car parking at client sites. All security guards must make use of public transport to & from home and their place of work (client site). Guards may travel directly from home to site and return to home without attending at the company's offices to sign on/off.

To further reduce the need to use private transport and carbon emissions, PSG Security will no longer hold training sessions for security guards at the PSG offices. All training will take place at or near the site in the form of tool box talks.

### **Greenhouse Gas**

#### **Shared Shopping Trips**

To reduce carbon emissions, and to support local businesses, the director purchases office supplies at the same time as he does his shopping for home. The local stores are within walking distance of the director's home so commuting to and from the shops by car is eliminated. In addition, commuting from the office to the shops for small quantities of supplies is also eliminated and adds to the reduction in carbon emissions.

### **Waste Management**

#### **Recycling**

- Waste is separated into recyclable waste and general waste. Two separate waste disposal bins – one for general waste and one for recyclable waste - are provided at the office (company supplied) and at each employee's home (local council supplied). Waste is separated by employees and all recyclable waste is properly sorted
- Office furniture is to be sold when no longer required rather than sent to landfill
- All paper that has been printed on one side only is to be reused as note paper when it is no longer needed for its original purpose
- Sanitary bins: The female toilet is supplied with a sanitary bin

### **Water**

Each office toilet is fitted with a full and half flush option. The full flush option has been disconnected to reduce the amount of water being used with every flush of the toilet. The half flush is more than adequate for the purpose.