



Business Sustainability Modules

Creating an effective procedure or checklist

Things to remember

- Include a brief description of the purpose of the procedure or checklist e.g. *Last One Out Checklist* to save energy, *Waste Recycling Procedure* on how to segregate different types of office waste into different recycling streams to reduce waste to landfill.
- Indicate who is to be familiar with the procedure e.g., all office staff, cleaning staff, maintenance.
- Keep it as short as possible whilst making sure you provide enough information to ensure staff can undertake the desired action.
- Keep it as simple and clear as possible. Consider using imagery, simple flow diagrams or dot points to help convey information quickly whilst also making it visually appealing.
- Use an active voice. This is where you put the action you want as the first word e.g. Place confidential paper waste in the blue Endeavour Foundation bin in the copy room.
- Provide contact details for staff to follow up enquires and a date when the procedure or checklist was last updated.

Example Last-One-Out Checklist



Last one out of the office?

Have you checked:

 <p>1. All the computers and monitors are off?</p>	 <p>2. Air-conditioner is off? (control panel in reception)</p>	 <p>3. Photocopier in the print room is off?</p>
 <p>4. Coffee maker in the kitchen is off?</p>	 <p>5. All lights turned off? (master switch in front foyer)</p>	 <p>6. Reported any plumbing issues (1300 487 382)?</p>

A checklist template is available in the staff engagement module's resources



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Example waste recycling procedure



Waste and Recycling Procedures

If followed, these procedures will result in a reduction in waste production and waste to landfill, thus reducing our environmental, social and economic impacts in relation to waste.

All staff should be familiar with the procedures that are relevant to their work environment.

General waste	Paper	Electronics
General recyclables	Cardboard	Batteries
Soft plastics	Food waste	Stationary
Fluorescent lighting	Green waste	Furniture

Any queries should be directed to waste@ecoefficiencygroup.com.au, or for urgent waste related enquires please contact 1111 222 333.

Paper Waste

<p>Paper waste that can be recycled</p> <ul style="list-style-type: none"> • clean or printed paper (no need to remove staples) • white, coloured and glossy paper • magazines, newspapers and books • envelopes (including those with plastic windows) • paper with a small amount of food residue <p>Place in your floor's recycling station yellow lidded co-mingle bin</p> <p>Cleaners will empty the recycling station bin into a larger skip on Mon, Wed & Fri</p>	<p>Confidential paper waste</p> <ul style="list-style-type: none"> • business records • personnel records • medical or health records • contracts and tenders <p>Place in the blue Endeavour Foundation wheellie bin located in the print room.</p> <p>The bin will be emptied when full.</p>	<p>Paper waste that cannot be recycled</p> <ul style="list-style-type: none"> • Absorbable paper e.g. paper towels, tissues & napkins • Wax paper <p>Place in your floor's recycling station red lidded general waste bin</p> <p>Cleaners will empty the recycling station bin into a larger skip every work day</p>
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