Good morning

With the current initiative to improve our organisation’s environmental standing we need to ensure our staff have a broad understanding of what environmental sustainability is and why we are endeavouring to enhance this within our group. For the past fortnight, staff have been able to submit questions to the director on this topic.

The director is preparing a response to be distributed to all staff. As well, the answers to these questions will form a Frequently Asked Questions (FAQ) page on our company’s Intranet site.

The director has asked that you prepare her response to each of the questions. The questions are attached. Ensure your response is clear, concise and accurate as it will inform our staff. A short paragraph for each questions should be sufficient. You could dot points if this approach works in some answers.

After you have conducted your research, prepare the draft response for the director and email it to me.

Thanks

**Frequently Asked Questions**

1. What do you mean by environmental and resource efficiency issues? Can you give us four examples of this? What benefits does this give to our company?
2. What are three (3) documents that can be collected and analysed to help us measure resource usage?
3. Can you give us four (4) examples or suggestions on how we, as individuals, can improve the sustainable workplace practices in our workplace?
4. What organisational documents can help staff in improving environmental practices and resource efficiency. Give us three examples.
5. How can we check what the current resource usage is in the workplace? List any four (4) existing documents we could use.
6. What software are we to use to record and file documents related to the use of resources in our workplace.
7. What are three (3) different ways we can report an environmental hazard in our workplace?
8. Who do we report breaches and potential breaches to? Can you give us four (4) suitable people/positions we report to?
9. Explain the importance of teamwork in identifying improvements that can be made in work areas?
10. Explain why we must follow workplace procedures to maintain compliance.
11. Where can we find further information on environmental sustainability and ways to achieve this?
12. What is the environmental legislation for our Australian state?
13. What are two environmental or sustainable codes of practice that affect us?