

Simple changes to make your workplace resource efficient

Save paper

- avoid unnecessary printing
- photocopy and print double-sided
- edit documents on screen
- buy recycled paper

Did you know...

- Paper is the largest component of waste in an office.
- It takes 24 trees to create just one tonne of virgin office paper.

Every Australian office worker uses about 10,000 sheets of A4 paper each year – most of which comes from native forests.¹

Each tonne of paper that is recycled saves 13 trees, 2.5 barrels of oil, 4100 kWh of electricity, 4 cubic metres of landfill and 31,780 litres of water.²

By printing double-sided you can halve paper costs and save over 1 tonne of greenhouse gases for every 100 reams.³ Reduced printing, photocopying and posting also saves time and energy.

Save paper actions

Reduce and reuse

- Halve your workload and print double-sided wherever possible.
- Reuse paper that has only been printed on one side.
- Switch to electronic communications whenever possible.
- Substitute paper communications with emails and consider using only soft copy versions for filing and record keeping purposes.
- Take your computer to meetings and use PowerPoint for presentations and reports instead of printing out handouts for attendees.
- Electronic invoicing and archiving will further reduce paper consumption.

- Request suppliers to print documents double-sided.
- Specify recycled content paper in design briefs for professional communication materials.
- Use paper with recycled content for office printing and photocopying – buying recycled helps to 'close the loop'.
- Share newspapers and magazines or provide office copies so people don't have to bring their own.
- Print directly on to envelopes instead of using labels.
- Provide staff with 'internal mail' envelopes that can be reused.
- Introduce a printing policy that aims to minimise paper consumption.

Implement new procedures

- Reduce your default font size by one point. The difference will be barely noticeable but over time it will save a huge amount of paper and printer toner.
- Cut your paper use and costs by 50 per cent and set the default on all computers and photocopiers to double-sided printing.
- Dedicate one printer or printer tray to reuse paper already printed on one side.
- Place paper that has been used on one side next to the printer so it can be used next time the paper tray is loaded.
- Invest in multi-function printers, with options such as 'print to mailbox' or similar. Such features allow the user to send and store a print job in the printer rather than printing straight away. This feature is useful as you have the option to delete the print job if it is no longer required.
- Submit time sheets, leave forms and rosters via email instead of printing copies.
- Email payslips.

Spread the word

Keep your message simple and communicate regularly. Be creative and make sure your message gets through.

- Introduce a “think before you print” campaign – is there a reason you need a printout of that document?
- Print your Annual Business Plan and Report on recycled content paper and ensure you highlight it in the document.
- Provide people with information for ordering recycled products.
- Teach people how to default the printer/photocopier to double-sided settings.
- Communicate the environmental and financial costs for copying and printing.

Keep the message fresh

Reinforce the message regularly. Use prompts and reminders to keep actions top of mind.

- Have a print free hour or day each week.
- Place posters with recycling messages and images above the printer and photocopier.
- Place paper use signs in areas to encourage collection and reuse of paper.
- Add a ‘think before you print’ note to each person’s email signature.

Reward and recognise

People are more likely to do something if there’s something in it for them. Positive reinforcement is a great way to get support for a new initiative.

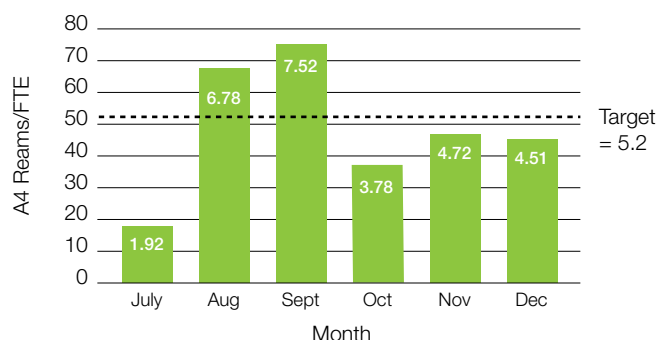
- Assign each department or employee a ‘paper budget’. Give a percentage of the savings back to workers to encourage them to save more.
- Put a chocolate frog on the desk of people who regularly print documents double sided or reuse one sided paper.
- Provide all staff with their own labelled paper reuse tray to collect and reuse paper.

Keep track of success

Evaluate your initiatives to see what is working, what isn’t and where you can improve. Set a time frame for targets, such as 6 or 12 months and stick to it.

- Measure how much paper is being purchased and used compared to previous months.
- Conduct an audit of the paper recycling stream to measure the amount of single sided paper compared to printed double sided.
- Keep a track of orphan print jobs – those that are never collected from the printer or photocopier.
- Track the paper usage of each major department and publicise the results. A bit of friendly competition will help to progress the cause.

Paper consumption



- 1 Green Office Guide 2001 www.environment.gov.au
- 2 Green Office Guide 2001 www.environment.gov.au
- 3 Green Office Guide 2001 www.environment.gov.au

Save paper © Sustainability Victoria 2012

While reasonable efforts have been made to ensure that the contents of this publication are factually correct, Sustainability Victoria gives no warranty regarding its accuracy, completeness, currency or suitability for any particular purpose and to the extent permitted by law, does not accept any liability for loss or damages incurred as a result of reliance placed upon the content of this publication. This publication is provided on the basis that all persons accessing it undertake responsibility for assessing the relevance and accuracy of its content.

Save paper should be attributed to Sustainability Victoria.

Save paper copyright material is licensed under a Creative Commons Attribution 3.0 Australia licence. In essence, you are free to copy, distribute and adapt the work, as long as you attribute the work and abide by the other licence terms. To view a copy of this licence, visit: <http://creativecommons.org/licenses/by/3.0/au/>