

# Less means more to our environment



our environment

*it's a living thing*

## Reducing waste at work.

By using less paper, water and energy, and throwing away less at work, you can help save the valuable natural resources that sustain our environment.

- 1 Reuse and recycle** as much as you can. Use both sides of the paper, refill toner cartridges, repair or donate good equipment, and recycle paper, cardboard and drink containers. Reusing and recycling is an easy way to help the environment by reducing the consumption of virgin materials.
- 2 Save energy.** Turn off equipment, appliances and lights when not in use and at the end of the day. Choose equipment with a high Energy Star Rating and use the energy saving features. Saving energy means less

coal is burned to make electricity and that means cleaner air.

- 3 Buy green.** Ask your suppliers for products that have recycled content, are easily recyclable and have minimal packaging. Buy equipment that's designed to last and can be easily upgraded, repaired or recycled – you'll create less waste and save money.
  - 4 Save water.** Fix leaks immediately and don't leave taps running. Install efficient triple-A rated fittings.
- Reducing waste at work is an everyday living thing you can do to protect our environment.

For more information visit  
[www.livingthing.net.au](http://www.livingthing.net.au)