



**Business
Chamber**
QUEENSLAND

TOP 10

WORKPLACE COST REDUCTION TIPS

Cut resources costs across your business.

1) DEVELOP A PLAN

Plan to reduce, reuse and recycle by getting everyone in the company involved. Set targets and reward achievements.

2) REDUCE ENERGY

Start by making simple changes like these.

- Turn off computers at the end of the day.
- Turn off power to equipment and lights when not in use.
- Turn off screensavers and install standby on computer equipment.
- Install energy-efficient fluorescent bulbs.

3) SAVE WATER

- Fix leaking taps or pipes.
- Install flow restrictors on taps.
- Review and adapt cleaning methods to save water.

4) REDUCE WASTE

- Reuse or recycle cardboard, waste paper or packaging.
- Sell your excess waste to companies that want it.
- Buy remanufactured printer cartridges and recycle used cartridges.
- Use reusable mugs, glasses, and cutlery instead of single use plastic, paper or styrofoam.

5) ADJUST YOUR AIR-CONDITIONING

- Use natural ventilation and fans wherever possible.
- Close all windows and doors when air-conditioning is on.
- Switch off heating and cooling after hours.
- Set air-conditioning between 24°C and 28°C in summer.

6) CUT DOWN ON TRANSPORT

- Source local goods and services.
- Use public transport or car-pooling.
- Form workplace cycling or walking groups.
- Use phone/video conferencing.
- Coordinate company dispatch and receipt procedures.

7) MONITOR YOUR PROGRESS

- Track progress against agreed targets.
- Measure and evaluate results on a regular basis.
- Modify or expand the program to meet new targets.

8) SEEK UP-TO-DATE INFORMATION

- Get up-to-date information from business sustainability organisations in Australia and overseas.
- Check local council information and services.
- Use industry associations for industry-specific information.

9) GET HELP TO GET STARTED

Participating in business partnership programs like Business Chamber Queensland's ecoBiz is a great way to build knowledge and support.

10) CONNECT WITH SUPPLIERS AND SERVICES

- Find local recycling companies and services.
- Establish a business leaders' forum.
- Attend environmentally focused business forums.