

SURVEY

WORKPLACE ASSESSMENT



This is a quick survey to help the Climate Heroes Team at QPSU assess how we can best help you, in our quest to achieve more sustainable workplaces.

You can either complete this survey in hard-copy and fax it back to (07) 3017 6233 or complete it online at the Climate Heroes Website www.qpsu.org.au/climate

You should be able to complete most of the survey at your desk, but some questions might require a walk around the office, or a quick conversation with some of your workmates about their environmental practices. Take it as an opportunity to let them know about the Climate Heroes campaign and to get them interested in taking personal action to help stop climate change.

Not all questions will be applicable to all workplaces. Just leave out any questions that are irrelevant.

Workplace overview

What is the workplace location that you are assessing? Eg. Dept of Employment & Industrial Relations, Neville Bonner Bldg, Lvl 3&4

How many employees use this location?

Does your workplace have an environment, climate, or sustainability policy, or a group of workers who form a sustainability committee? YES NO

If yes, please briefly describe:

Is your workplace electricity supplied by 100% accredited GreenPower? YES NO Unsure

Does your workplace have a well-known water management and/or energy conservation protocol in place?

ENERGY: YES NO

WATER: YES NO

Computers and Printers

Approximately how many desktop computers and/or laptops are used in your workplace?

Desktops:

Laptops:

Are all computers shut down (not left on standby or hibernate) overnight? YES NO

Are all computer monitors also switched off overnight? YES NO

Are computer **monitors** switched off (not just screensaver) when workers **leave their desks**? YES NO

Do **office printers & photocopiers** have a 'power save' mode when not in active use? YES NO

Are printers switched off overnight? YES NO

Lights

What percentage of lights in your workplace are energy-efficient fluorescent bulbs or tubes?

None 1-20% 21-40% 41-60%
61-80% 81-100%

Are separate areas of your workplace lit by lights on separate switches, or must a whole floor be lit even if only one person is at work?

Separate switches Whole floor switches only

For occasionally used areas of the workplace, such as kitchenettes and bathrooms, are lights turned off when these areas are not in use? YES NO

Other energy, including heating and cooling

If your workplace has air conditioning, at what temperature is it set? °C

Does your workplace kitchenette use an individual kettle instead of a constantly-boiling urn? YES NO

If your workplace has air conditioning, a hot water urn, cold drink dispensers or cooled vending machines, do these use timer switches, which automatically switch off overnight? YES NO

Are appliances which are only occasionally used, such as microwaves, kettles, coffee machines and document shredders routinely turned off at the wall? YES NO

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Paper

Does your workplace have a well-known 'paper usage reduction policy' or similar in place?
YES NO

Do the printers in your workplace print on both sides of the paper as default?
YES NO Printers cannot print double-sided

Does your workplace print on 100% post-consumer recycled paper? YES NO

Are unwanted one-sided printouts re-used for further printing or as notebooks? YES NO

Waste

Does your workplace have paper recycling bins easily accessible to all workers? YES NO

Approximately what percentage of paper waste in the workplace is recycled?
None 1-20% 21-40% 41-60%
61-80% 81-100%

Does your workplace have recycling bins for non-paper recyclables, such as milk cartons, easily accessible to all workers? YES NO

Does your workplace have washable mugs/cups and crockery available for workers to use? YES NO

Does your workplace have reuseable bags available for trips to get office supplies, groceries or lunches?
YES NO

Do most of your workmates take a re-useable mug to and from work for their take-away coffee?
YES NO

Does your workplace have a system for recycling of printer toner cartridges? YES NO

Water

Does your workplace have dual-flush, water efficient toilets? YES NO

Does your workplace have water-efficient devices fitted to taps in bathrooms and kitchenettes?
YES NO

Transport

If your workplace has a fleet of company cars, what percentage of the car fleet are efficient or hybrid vehicles?

None 1-20% 21-40% 41-60%
61-80% 81-100%

What percentage of your workmates take public and/or active transport (walking, cycling, skateboarding) to work each day?

None 1-20% 21-40% 41-60%

61-80% 81-100%

Does your workplace have a car-pooling policy?
YES NO

Does your employer buy carbon offsets for all employee flights? YES NO

Does your workplace have bicycle/shower/change room facilities? YES NO

Any other suggestions?

If you have any other suggestions or comments about the environmental and energy practices of your workplace, please let us know here:

Now that you're finished the survey, please count the number of 'Yes' results on this form:

'Yesses' =

While it is not a comprehensive assessment of all environmental impacts, it gives a good indication of how well-established positive environmental behaviours are in your workplace.

Greater than 23 Yesses = You're Captain Planet! Keep up the amazing work! Climate Heroes can help you spread the good work further, to your homes and communities.

15-22 = Your workplace is doing really well, but there is some room for improvement, and Climate Heroes can help you make those small changes a reality!

8-15 = Average workplace. Like most workplaces, this one needs a helping hand to reduce its environmental impact, and as a Climate Hero, you will make a big difference!

Less than 8 = Serious room for improvement!



SUPPORTED BY



Please fax back to 3017 6199.