



## Info-organiser Tips on being “green” in the workplace

### *BECOMING PAPER FREE*

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- ☀ Scan all your paper documents and store them in your computer as electronic files, immediately at your fingertips with one mouse click.
- ☀ Recycle your paper into your company recycle system (Set one up if you don't have one.)
- ☀ Use a paper shredder for sensitive documents or for all your paper.  
Ways to reuse shredded paper:
  - as packaging for outgoing goods instead of foam or bubble wrap
  - return it to where it came from – the earth!! Take it home and mulch the garden or put it in your compost bin (shredded paper will break down within the month and feed your plants).
- ☀ Use both sides of paper. Keep a tray of scrap paper to use for printing or scribbling on the blank side.
- ☀ Use recycled paper pads for taking manual notes and envelopes made from recycled paper.
- ☀ Learn to use a portable dictaphone to take notes.
- ☀ Take old manila folders to local schools or creches for crafts. Or take them home for your own kids – they are great for making masks or to decorate to make ‘frames’ for their artwork to give as Christmas presents.
- ☀ Think about ways to use your computer more effectively instead of using paper:
  - Use email to send scanned documents rather than photocopying and mailing them.
  - Use an internal modem for faxing instead of a desktop fax machine.
  - Use the Microsoft post-it note feature to place notes on your desktop rather than using paper post-it notes.
  - Send invoices and statements by email.
  - Set up internet banking to pay your accounts rather than using paper cheques – not only does it save paper, it also saves transaction fees and postage.
  - With Internet banking you can view your bank statements on your screen and get issued paper bank statements less frequently.
  - Ask your suppliers to go paper less and send you their invoices by email.
  - Ask customers to pay you electronically rather by cheque – the funds are available instantly and it saves you a trip to the bank where you have to fill out more forms and use even more paper.
- ☀ Send your first month's estimated savings on paper costs to an environmental organisation such as Australian Conservation Foundation, Planet Ark or Greenpeace as a donation – remember it's also tax deductible.
- ☀ Use environmentally preferred photocopy paper such as\*:
  - Canon-100 made from 100% post-consumer waste content with no bleach or halogens.
  - Green Wrap (Fuji Xerox) contains 50% post-consumer waste paper, 15% waste from cottonseed and 35% from eucalyptus plantations.
  - Triotec that is bleached for when white paper is required but has a 50% post consumer recycled content.
  - \*Source; The University of NSW
- ☀ Send us your own tips or let us know if any of the above suggestions have benefited your company.