

## ENVIRONMENTAL CHECKLIST FOR WORKPLACES



This short checklist allows members and reps to check whether their workplace is meeting its responsibilities to ensure it is working in an environmentally sustainable way.

The branch suggests that members in unionised workplaces speak to their reps about this checklist and request that it be raised in workplace negotiation meetings as a standing item. In non-unionised workplaces, the branch suggests members raise this checklist with whatever appropriate forums exist, such as a staff council, 'green champion' or other bodies or individuals.

### **Strategy**

- Does your employer have a sustainability policy and a sustainable procurement policy that discusses what steps the company takes to mitigate climate change?
- Is there a strategy for improving the company's environmental sustainability and does it conform to SMART principles?
- Is there a senior staff member who holds overall responsibility for ensuring the implementation of company policy and strategy
- Has the company calculated its carbon footprint e.g. via Carbonfootprint.com and recorded the results?

### **Rights at work**

- Is there an environmental rep and if so do they have facility time?
- Is there training provided for staff and managers on issues related to climate change and environmental sustainability?
- Are bike shelters provided and do staff have access to private changing rooms/shower facilities / or are staff given free public transport passes?

- Are staff able to leave the workplace if temperatures rise to a temperature that is threatening to health
- Are there flexible working hours to enable more off-peak travel or to work from home?

#### Energy and materials

- Does the company use sustainable heating system e.g. smart controls, Heat Pumps etc. across their properties, and are they properly insulated, including with double glazing?
- Do all lights in company premises and properties use LED or other energy efficient bulbs?
- Does all office electrical equipment (PCs, printers, scanners etc.) turn off automatically e.g. via smart power strips, or automatically return to 'standby' when not in use?
- Has the company installed low flow toilets and taps across its properties to reduce water usage?
- Are there separate bins for recycling, waste and compost in all properties and they are properly sign-posted?
- Does the company use non-toxic cleaning materials in all its properties and offices?
- Does the company have targets to reduce use of paper and packaging?
- If there is a workplace campaign, has it eliminated the use of over-packaged foods or food in packaging that is not recyclable, and does it stock Fairtrade produce?