Resource Efficiency Policies and Procedure

HiFlex Physio

The following policy and procedures are maintained in the interests of continual improvement:

Policies

1. HiFlex Physio employees will be trained in resource efficiency strategies to reduce the consumption of resources.

2. Management endeavours to create better resource efficiency through use of sustainable practices in each of the HiFlex Physio centres nationally.

Legislation

HiFlex Physio is to comply with the following legislation below to enhance resource efficiency.

- Waste Reduction and Recycling Act 2011

  HiFlex Physio promotes reduction of waste generation and encourages recycling in the work environment. Employees are required to:

  - Reduce paper usage and switch to online forms
  - Avoid using plastic disposable utensils and plastic water bottles
  - Use wooden utensils
  - Reuse binders and file folders

- Water Efficiency Labelling and Standards Act 2005

  HiFlex Physio regulates water usage by conserving water supplies and using water-saving products. Employees are expected to contribute to HiFlex Physio's water conservation by:

  - Turning off the tap after use
  - Using fans and natural ventilation when possible
  - Switching off heating and cooling for air conditioning after hours

Procedures

Quarterly assessment

HiFlex Physio conducts research quarterly to identify the latest sustainable practices and strategies to enhance resource efficiency.

Current ‘Resource Efficiency’ practices and strategies include:

1. Installing energy efficient bulbs and sensor lights

2. Installing water saving taps

3. Replacing single-use materials with re-usable materials or finding alternative more sustainable options.

4. Reviewing Sustainability practices on an annual basis to continuously improve by finding more sustainable options in all areas of the business.

5. Adopting the ‘paperless workplace’ concept to create better resource efficiency of ink and paper within the business.

6. Printing double-sided and recycling if paper needs to be utilised.

7. Utilising the recycling bins around the office for all recyclable materials.

8. Using of iPads in place of printing members files, contracts and other information accessed for members and customers of HiFlex Physio.

9. Emailing information, contracts and receipts to members rather than printing these documents.

10. Using power saving options on electrical office equipment if they are available.

Reporting Environmental Breaches

HiFlex Physio takes environmental breaches seriously. Breaching environmental regulations and standards is a serious offence and can carry substantial punishments.

If a HiFlex Physio employee identifies an environmental breach, the following procedures must be followed:

1. Record the details using the using the Environmental Breach Report form. Details include:

a. Employee Information

b. Description of the environmental breach

c. Nature of the breach

2. Report the environmental breach to the Assistant Centre Manager by submitting your report. Management shall identify and implement the proper corrective actions for the breaches accordingly.

Computing Resource Usage

Together with the quarterly research for sustainable practices, HiFlex Physio employees will be required to record their daily resource usage while conducting work tasks.

1. Electricity

HiFlex Physio employees are to compute their own daily energy consumption using the procedures below:

a. Check the wattage in the electric device/equipment's details in the inventory documents. Wattage should be indicated by the amount with the unit of measurement watts (W).

For example, the wattage of the typical computer unit for receptionists is 200W.

b. Multiply the wattage with the number of hours it is used in a day. The product of this should then be divided by 1000. This is the computation for the estimated energy consumption of a device, which is measured in kilowatt hours (kWh)

The formula is as shown below:

$$\frac{\textbf{wattage x hours of use}}{\textbf{1000}} = \textbf{Energy consumption (kilowatt hours)}$$

Recommended Daily Energy Consumption

The ideal estimated energy consumption for work tasks is as listed below:

Work tasks	Ideal daily energy consumption
General computer usage	1.8 kilowatt hours
HiFlex Physio audio-visual presentation (AVP) through television	2.4 kilowatt hours
Sound system usage	1.8 kilowatt hours
iPad charging	0.2 kilowatt hours

Version Control & Document History

Date	Summary of modifications	Version
01 October 2020	Version 1 final produced	1.0
03 November 2020	Major modifications throughout the document. Added the following sections: Computing Resource Usage, Reporting Environmental Breaches, and Recommended Daily Consumption sections	2.0