



## HSE ALERT # 173

### TIPS OF REDUCING PAPER WASTE AT WORK

Paper is an integral part of the modern office. It is used every day as a form of communication and a hard copy of ideas and information. However, just as paper is a big part of the office, “**paper wastage**” is one of the biggest issues. Paper may not be expensive, but massive consumption can drain resources, both financially and environmentally.

Cutting back on the amount of paper that used in the office is a great way to start making a positive impact on the environment.



#### Save Paper:

34% of documents printed are used for less than 5 minutes, while 22% are never used. Nearly 9 out of 10 sheets of office paper are being thrown away. Because people have always felt more comfortable reading a document in their hands, rather than on a screen. Despite the comfort of people, it is not environmentally efficient. By Following these tips below to begin to reduce the amount and type of paper waste we generate.

- Print and photocopy on both sides of the paper
- Use both sides of paper while printing
- Use e-mail whenever you can and only print out if absolutely necessary
- Review drafts and include comments on screen, and return them electronically
- Print draft at a smaller scale (more than one page per side)
- Use overhead projectors and white boards in meetings instead of paper handouts
- Order supplies by e-mail
- Order all supplies in bulk to minimise packaging waste
- Explore use of recycled paper. Check with equipment manufacturers if this is possible on their machines
- Good quality white office paper is extremely valuable and should be recovered where possible
- Audit how your department/office use and dispose of its paper
- Reuse paper printed on one side for staff note pads
- Reuse envelopes for internal mail
- Do not ruin paper for recycling by mixing it with other materials keep it separate

#### Conclusion:

If we all make an effort to cut paper waste, we will be acting to care about our environment both now and in the future and we will be using resources more wisely and properly.

*Save Paper save the Planet*

