



# SAVING POWER AT WORK

## FAST FACTS FOR WORKPLACES

### INDIVIDUAL ACTIONS MAKE A BIG DIFFERENCE

There are simple actions you can do at work to save power. Many of us are at work for eight hours a day using lights, computers, and the elevator and making hot drinks. Taking action to save power at work, as well as at home, can make a big difference.

Small changes in behaviour can achieve big energy savings. It's easy for you to take a few simple steps each day at work to cut your power use. You may even want to discuss it with colleagues and set yourselves a workplace power saving challenge or plan.

#### DID YOU KNOW?

Around two-thirds of electricity in NSW is used by the commercial and industrial sectors.

Electricity is usually the largest resource cost a business has to manage compared with gas, water and waste.

### SAVING POWER THROUGH LIGHTING EFFICIENTLY

Every office uses lighting and it can account for up to 20 per cent of the power used in offices.

**DID YOU KNOW?** Switching from 50W low voltage halogen to 11W compact fluorescent or high efficiency luminaires can reduce lighting electricity use by 75 per cent\*.

Workplaces can make power savings by upgrading lighting or taking advantage of natural light. Simple things you can do include:

- Check whether the company you work for is using [energy efficient lighting](#). Traditional incandescent or halogen lights use much more power than new compact fluorescent lights and cost more to run over the long term.

- Turn off lights that are not being used, such as in meeting rooms and break rooms. A sensor system is a great idea as lights only come on when someone enters the room and automatically switch off when they leave.

**DID YOU KNOW?** If a meeting room or office is occupied only 80 per cent of the time, you could save 20 per cent of its electricity use by switching lights off or installing sensors?

### SAVING POWER WHEN USING YOUR COMPUTER

If you use a computer at work, there is a range of ways you can save power:

- Get the settings right. Set your computer to a power saving mode. Turn the screen off when you go to lunch and shutdown when you are finished for the day.
- You can also set your computer to go to sleep by:
  - switching off the monitor after 15 minutes of no activity
  - switching the system to standby after 30 minutes of no activity
  - hibernating after two hours of no activity
  - deactivating your screensaver
  - setting the monitor to turn off or switching it off yourself.

### SAVING POWER WITH HEATING AND COOLING

Setting the work thermostat a few degrees cooler or warmer at work can reduce the heating or cooling bills by 15 per cent per degree.

- In summer, open a window and let in some fresh air or turn on a fan instead of using the air conditioning. A fan uses much less power than an air conditioner and will still keep you cool.



There are simple things we can all do that will lower power bills and reduce our impact on the environment.

- Ask if your workplace temperature controls can be set at a comfortable 18°C–21°C in winter and 23°C–26°C in summer. If you do have access to controls, be sure to maintain temperatures at these levels.
- Dress appropriately for the season. This means you won't need to rely as much on air conditioning in summer and heating in winter.

## SAVING POWER WHEN MOVING AROUND

Taking the stairs instead of using the elevator can help to save power and keep you in shape. Elevators use a lot of power to operate, so if you can, take the stairs and improve your fitness too.

You should also consider how you get to work each day. Cars can be convenient, but they can have a negative impact on the environment. Public transport is much better for the environment and is often faster than taking a car. You could also consider walking (even part of the way) or riding a bike to work. It's healthier too. For more information visit [www.cleartheair.nsw.gov.au](http://www.cleartheair.nsw.gov.au)

## EDUCATE YOUR WORKMATES

Sharing what you know about saving energy with your workmates can make a real difference. After all, the more people saving power, the better.

The Save Power website has free [resources](#) such as [posters](#) and [fact sheets](#) that you can put up around the office to remind people to save power.

One of the best ways to educate colleagues is to lead by example. Actions often speak louder than words and by demonstrating power saving actions others may follow.

Appointing a power saving champion in your workplace is another way to engage people at work. A power saving champion can help identify power saving opportunities and keep people updated with the latest tips and progress in saving power.

## FREE HELP FOR YOUR ORGANISATION TO SAVE POWER

Your organisation can save money by reducing energy costs and build its reputation for contributing to a healthier environment. To help you identify opportunities for saving power (as well as water and waste) in your office, refer to the [Sustainable Office Checklist](#).

If you want to measure how much energy or water your building is using compared to other buildings, visit [www.nabers.com.au](http://www.nabers.com.au). NABERS rates the environmental performance of your building and lets you know how well you are managing your building's impact on the environment compared to others.

Getting involved in an energy efficiency business program is another way to encourage everyone in your office to save power. The [Energy Efficiency for Small Business Program](#) offers up to \$5,000 and four hours free help to buy and install energy efficient equipment in businesses in NSW. You will get a tailored energy assessment and Energy Action Plan to help you save power and money.

If you are a medium to large company, the [Sustainability Advantage Program](#) might be the right option for you. The Program helps NSW businesses to operate more sustainably, save money and add value to your business. The Program can help you with practical projects around resource efficiency, supply chain, staff engagement and carbon management.

Auditing your energy use is a good way to identify savings in your business. Subsidised audits are offered to medium and larger businesses as part of the [Energy Saver Program](#). You may audit an entire site, a number of sites, or a technology such as lighting, heating, ventilation and cooling or industrial refrigeration.

Learning how to save energy in your workplace can help, too. Through the [Energy Efficiency Training Program](#), you can build the knowledge and skills of tradespeople and professionals in energy efficiency practices, products and services.

Whether you belong to a small business with few staff or a medium to large business employing hundreds, everything you do to save power contributes to helping our environment and saving money.

Find out how you can save power and money, and help our environment.

Visit [savepower.nsw.gov.au](http://savepower.nsw.gov.au)

\* Savings based on electricity price July 2011.