

Document Information and Revision History			
Document Owner		Community Connections Incorporated	
Approved By		Community Connection Incorporated Manager	
Distribution List		Community Connection Incorporated Staff, Individuals and Families/Nominees and by email and/or mail as appropriate	
Review Frequency		At a time specified by the owner of this procedure, not exceeding 3 years; or when triggered by an event or finding(s) that identify improvement and/or changes of legislation necessitate an amendment	
Document location		Governance	
Date of Document	Review Date	Review Team	Nature of amendment
September 2014	September 2014	CCI Management Team	Initial Issue
February 2018	February 2021	Marie and Peggy	Updated to include all employees not just Lifestyle Assistants and reworded

1. Purpose:

To establish a procedure which will minimize electrical costs and mitigate the effects of Global Warming.

- Electricity costs have increased considerably and all employees are encouraged to adopt a conservative approach around electrical use.
- Global Warming is a dramatically urgent and serious problem. Everyone can make a difference by adopting a more responsible lifestyle; starting from little, everyday things.

2. Responsibilities of all Employee's:

Employees are requested to follow the energy recommendations below:

- **Do not leave Fans /Air-conditioners on when no one is home.** (Air-conditioners consume more energy than most other appliances so it is not appropriate to leave them on when there is no one in the building. It is also important to ensure that doors and windows are closed properly when the air-conditioner is on.
- **Ensure the fridge / freezer door is always closed properly.** Not only does this save on energy costs but it will ensure that food does not perish.
- **Do not leave appliances on standby.**
Use the "on/off" function on the machine itself. Consult the 'User Manual' of the appliance in the home / workplace to establish the most efficient use of energy for that particular model. Where possible, switch phone chargers off at the wall to prevent the chord from over-heating once the phone has been charged.
- **Defrost old fridges and freezers regularly**
Newer models of fridges and freezers, have automatic defrost cycles and are generally up to two times more energy-efficient than their predecessors.

- **Take a shower instead of a bath (where appropriate to the support needs of the individual)**
A shower takes up to four times less energy than a bath.
- **Use less hot water**
Wash clothes in cold water as often as you can. Heating water is one of the more costly methods of using electricity.
- **Use the washing machine or dishwasher only when they are full**
If you need to use it when it is half full, then use the half-load or economy setting. There is also no need to set the temperatures on high. Nowadays detergents are so efficient that they get your clothes and dishes clean at low temperatures.
- **Use a clothesline instead of a dryer whenever possible**
Where possible utilise a clothes rail indoors on rainy days
- **Cover your pots while cooking**
Doing so can save a lot of the energy needed for preparing the dish. Even better are pressure cookers and steamers: they can save around 70%!
- **Switching Lights off:**
Lights should always be switched off when they are not in use.