



**UNISON GREEN WORKPLACE INSPECTION PRO FORMA**

GENERAL INFORMATION	
Employer Name:	
Inspection Date:	
Inspector Name:	
Department/Area Being Inspected:	
Employee Contact (optional):	
Does the organisation have a carbon/environmental/just transition management plan?	
If yes have the recognised trade unions had any involvement in its development?	

## ENERGY USAGE AND EFFICIENCY

### 1. Lighting:

Are energy-efficient bulbs (e.g., LED) used?	
Are lights turned off in unoccupied areas?	
Are natural light sources utilised effectively?	

### 2. Office Equipment:

Are computers, monitors, and other office equipment set to energy-saving modes?	
Are devices turned off or unplugged when not in use?	
Are employees encouraged to use energy-efficient settings on equipment?	

### 3. Heating, Ventilation, and Air Conditioning (HVAC):

Are HVAC systems regularly maintained and serviced?	
Are thermostats set at appropriate temperatures for comfort and energy efficiency?	
Are doors and windows properly sealed to prevent energy waste?	

<b>WASTE MANAGEMENT</b>	
<b>1. Recycling:</b>	
Are recycling bins available and clearly labelled for varied materials (paper, plastic, glass, etc.)?	
Are employees educated about recycling practices?	
Are recycled materials collected and sent to appropriate facilities?	
<b>2. Waste Reduction:</b>	
Are efforts made to minimize single-use items (e.g., cups, cutlery, etc.)?	
Is there a policy to reduce paper usage (e.g., double-sided printing, digital communications)?	
Are alternatives to hazardous materials considered?	
<b>3. Electronic Waste:</b>	
Is there a process in place for proper disposal of electronic waste (e-waste)?	
Are old electronics recycled or refurbished if possible?	

<b>WATER CONSERVATION</b>	
<b>1. Fixtures and Appliances:</b>	
Are water-efficient faucets, toilets, and appliances installed?	
Are there any leaks in plumbing or fixtures that need repair?	
<b>2. Water Usage Awareness:</b>	
Are employees encouraged to be mindful of water usage (e.g., turning off taps when not needed)?	
Are water-saving measures communicated to staff?	

<b>TRANSPORTATION AND COMMUTING</b>	
<b>1. Commuting Practices:</b>	
Are alternative commuting options encouraged (e.g., cycling, public transportation, carpooling)?	
Is there any provision for remote work to reduce commuting frequency?	
<b>2. Company Vehicles:</b>	
Are company vehicles well-maintained and tuned for fuel efficiency?	
Is there an effort to use low-emission or electric vehicles where possible?	

<b>ENVIRONMENTAL AWARENESS</b>	
<b>1. Employee Training:</b>	
Are employees educated about the company's green initiatives and practices?	
Is there an active program to promote environmental awareness?	
Does the organisation understand and explain its carbon footprint?	
<b>2. Environmental Impact:</b>	
Does your organisation publish environmental indicators?	
Does your employer map the environmental impact from their supply chains?	
<b>3. Green Certificates:</b>	
Has the company obtained any green certifications (e.g., ISO 14001) or awards?	

## CONCLUSION

Summarize the overall environmental performance of the workplace and highlight any areas for improvement. Include action items and recommendations to enhance the company's sustainability efforts.

Please note that this is a general template, and you may need to modify or expand it based on the specific requirements of your workplace and the nature of your green initiatives. Additionally, it is essential to keep the pro forma updated as new environmental practices and regulations emerge.