



Small Business Sustainability Checklist

AIMS: Minimise your business risks; minimise or stabilise your business costs, minimise your carbon and eco-footprints, inspire and enable yourself, your staff, your customers and your local community

BUSINESS SYSTEMS & OPERATIONS <i>AIM: Effective and efficient business – day-to-day and strategically</i>	Y	N
Do you enjoy or have a passion for the type of business you're in and feel good, inspired or passionate about your product (goods or services)?		
Do you have a practical, living business plan?		
Do you have a strategic/future-oriented plan in place (including product development, financial management, operations, industry development, marketing...?)		
Are all your operational systems in place? <ul style="list-style-type: none"> - Bookkeeping and accounts? - Cash flow management? - Filing and document management? - Internal communications? - Workplace Health and Safety? - Staff induction and training? - Relevant insurances in place and up-to-date? - Regulatory compliance in all areas or underway? 		
Is/are your current 'product/s' well defined, efficient, effective, high quality etc?		

Are you engaged in ongoing product refinement, research and development?		
Do you have a clear and appropriate marketing plan and process in place?		
RESOURCE MANAGEMENT	Y	N
ENERGY <i>AIM: 100% renewable energy used and excellent energy efficiency in place</i>		
Have you replaced regular light bulbs with compact energy efficient fluorescent bulbs?		
Have you implemented energy efficiency measures throughout the business? <ul style="list-style-type: none"> - Turning off equipment when not in use; - At close of business, shutting down equipment where possible, turning off at the switch and pulling out power chords from electrical sockets, or using a powerboard that can be turned off - Minimising electricity use where appropriate – not turning on lights unless necessary, not using air con unless necessary 		
Have you switched to 100% Green Power through your electricity provider? (You can cover the extra cost of green power with the savings you make in energy efficiencies)		
Have you installed solar hot water with a natural gas booster? Or do you have a plan to do so in the near future?		
Have you installed solar panels for general electricity use? (Grid connected or stand-alone are available). Or do you have a plan to do so in the near future?		

Do you use natural gas for cooking (stove/s) and baking (oven/s)?		
Do you open windows and doors to maximise breezes and cross ventilation instead of using air con?		
Do you use fans to help circulate air and cool temperatures before resorting to air con?		
Does your premises have skylights to maximise natural light and minimise electrical lighting?		
Do you line dry washing wherever possible instead of using a machine dryer?		
Do you use your savings from energy efficiency and 5-star equipment to put towards ongoing renewable energy equipment, technology, infrastructure and other sustainability measures?		
WATER <i>AIM: Minimise town water use, use of rainwater and reuse of treated wastewater – closed water loop</i>	Y	N
Is your premises metered for water use (total and where required, specific equipment metering) - Do you regularly monitor your water use and review your use and costs over time?		
Have you installed water efficient equipment? - flow controls on taps - trigger hoses - waterless or water efficient urinals - dual flush toilets - water efficient dishwashers - front loading washing machines - High-quality, low-flow shower roses		

- Non-tamper outside taps		
Do you regularly check for leakage in your premises and when found, do you have leaks repaired asap?		
If you have a swimming pool does it have a cover to reduce evaporation?		
Do you make waterwise signage and information visible?		
Are your gardens waterwise? <ul style="list-style-type: none"> - Local native plants - Garden beds mulched - Dripper irrigation - Reduced grass areas (reduced irrigation and mowing) - Irrigation timers - Moisture detectors 		
Do you capture, treat and re-use water onsite? (A closed-loop system) <ul style="list-style-type: none"> - Toilets - Irrigation 		
Do you have and use one or more rainwater tanks?		
Do you use tap water for drinking at your premises instead of bottled water? There are also water filters which can be installed straight onto your tap if required.		

WASTE <i>AIM: Zero waste export – waste becomes resources that are used and reused onsite – closed waste/resource loop</i>	Y	N
Do you minimise or exclude packaging on your supplies and on your products? - Where packaging is required do you ensure it is reused, recycled or biodegradable?		
Do you maximise electronic documents and communication and minimise paper usage?		
Are all printer cartridges refilled, re-inked, re-manufactured or recycled?		
Do you only buy 100% recycled or maximum post consumer fibre, non bleached (or oxygen bleached) paper, envelopes and business cards?		
Do you ensure all crockery, cutlery, glasses etc are multi-use and not single-use?		
Have all unwanted publications been cancelled and do you recycle junk mail?		
Do you have a compost area, worm farm or chooks onsite? - Are all food scraps composted, worm-farmed or given to the chooks? - Is all compost eventually put on garden beds and worm castings and juice used in the garden?		
Do you capture, treat and re-use all water onsite?		
Do you know about and comply with all relevant air, noise, tradewaste and other regulations?		

TRANSPORT AND TRAVEL <i>AIM: To dramatically reduce use of fossil fuel transportation</i>	Y	N
Where possible, are trusted staff encouraged and enabled to work from home?		
Do you subsidise public transport costs for your staff and encourage staff to travel by public transport?		
Wherever possible, do you purchase your business supplies locally to reduce long-distance travel and support local business?		
Is your business located close to or at your home to reduce your own travel to work?		
Do you use communications technology as much as possible for your business to reduce travel to meetings etc? Phone, email, skype, internet, webcam, conference calls etc.		
PURCHASING <i>AIM: To buy locally and regionally from sustainable suppliers</i>	Y	N
Do you actively seek out local or regional suppliers?		
Do you actively seek out eco-friendly and sustainable products and suppliers (who are also in the local or regional area)?		
Do you have a purchasing policy that specifies local, regional and sustainable products and suppliers? (eg) office supplies, food, equipment, cleaning products etc		
Do you minimise or exclude packaging for your supplies?		

Do you talk to your suppliers (or potential suppliers) about your focus on local, regional and sustainable?		
STAFF <i>AIM: Local, well-informed and trained staff with values alignment and commitment to your business</i>	Y	N
Do you actively seek out and employ staff who live locally to your business?		
Are all staff trained regularly in eco-efficiency – awareness, compliance/regulations and practices?		
Do you give staff regular updates about eco-efficiency and inform them of sustainability wins for the business (eg) cost savings that are reinvested into eco-efficient equipment; staff celebrations etc		

A FEW ECO-FACTS:

It takes 162g of oil and 7 litres of water to manufacture a 1 litre bottle of water

Australians are the second highest producers of waste – per person – in the world. Each of us send almost 690kgs of waste to landfill each year (the US is the highest waste producer)

The amount of waste placed in landfill each year in Australia is enough to cover the state of Victoria

Recycling one tonne of glass saves about 34 litres of fuel oil

For each tonne of paper that is recycled:

- 13 trees are saved
- 2.5 barrels of oil are saved
- 4100kWh of electricity are saved
- 4 cubic metres of landfill are saved
- 31,780 litres of water are saved

Recycling a glass jar saves enough energy to light a bulb for four hours

Each year Australians use 6.9 billion plastic shopping bags. Tied together this amount of bags would stretch around the Earth 37 times

(Facts from Victorian Sustainability Department, Victorian Government)

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