

GREEN WORKPLACES Opportunities Guide



This Guide is a Resource to:

- **Celebrate** the ways your workplace is already improving environmental health and wellness;
- **Understand** where to start and where to focus for those who are just beginning to green your workplaces; and
- **Inspire** those who have made improvements and are wondering “what’s next?”

Resources and Tools in the Guide

- 1) **Green Workplace Checklist** to discover successes and opportunities in your path towards workplace environmental health and wellness
- 2) **Opportunities Prioritization Tool** helps you use the Checklist to identify which areas you and your team would like to focus on
- 3) **Goal Setting and Task List Tables** provide a pathway to achieve your priorities by identifying key actors, actions and timelines.
- 4) **Talking Points and Conversation Guides to engage** with your team around priorities and goals based on the checklist outcomes.

The Big Picture

Green Workplaces are part of Fraser Health, Providence Health Care, Provincial Health Services Authority and Vancouver Coastal Health goals to align our work for human health with the health of the planet.

By implementing this tool, you’re supporting workplace cultures that recognize this important link.

Did you know there are over 60,000 employees in the above four health organizations that Greencare serves? By helping to shift such large organizations, we can have a big impact across the region and our province.

Questions about this tool?

Contact the Green+ Leaders Program Lead nina.akhtar@fraserhealth.ca

Let's Get Started!

Step 1 – Determine what/who you'll include in the guide.

Is it your team? Your department? Multiple groups who work in a geographic area? Whatever you decide, consider starting with a group who you can reach/impact easily.

Step 2 – Get approval/support from Manager(s)

Ideally this includes approval to discuss and work on the guide during work hours, ensuring it does not interfere with work duties.

To help communicate the rationale and benefits of this guide, you can point out that these activities help to:

- Identify opportunities to improve workplace environmental performance, using the resources and tools provided.
- Engage and inspire the team to work together to make a difference. Research in employee engagement shows that engagement and retention is improved when employees can also be “working towards a higher goal” such as improving environmental health. ¹
- Increase efficiencies and reduce costs. Here are some examples:
 - *Green+Leader works with team to Reduce Printing.* [Read more here.](#)
 - *Green+Leader Hero in VGH Medical Device Reprocessing reduces wasteful blue wrap.* [Read more here.](#)
 - *Green+Leader Champion Recycling Success Story at Langley Memorial Hospital.* [Read more here.](#)
 - *Green+Leader Improves Cycling Options Help Staff.* [Read more here.](#)
 - *Check out other stories [here](#)*
- Align with the health organization [Environmental Sustainability Policies.](#)

Step 3 – Complete the Green Workplace Checklist. Involve coworkers in the process.

- Complete the **Green Workplace Checklist** in the resources section to identify successes and opportunities.
- If possible, involve a few coworkers in the process. They may have new information or ideas. Plus it’s often more fun to work together! Here’s a sample email to recruit a few volunteers.
- Share questions, ‘lightbulb moments’ or anything else about your experience through the GreenCare Community site and the Green+Leaders mailing list. Contact nina.akhtar@fraserhealth.ca

Green Workplace Checklist

SMART ENERGY & WATER Page 6 of 14

Scale: 1 = Never, 2 = Sometimes, 3 = Often, 4 = Not applicable
 1 = Always, 2 = Sometimes, 3 = Often, 4 = Not applicable

Please circle the rating number that best corresponds to the actions below.

Item	1	2	3	4	N/A
1. Turn off lights when leaving a room or reduce the light level.					
2. When appropriate, turn off equipment when not in use.					
3. Put equipment on timers that turn off equipment during unoccupied periods.					
4. Install energy efficient lighting or sensors where possible and feasible.					
5. Drive operations schedules such as night temperature setback are coordinated with occupancy schedules to minimize energy consumption after hours.					
6. Control conduct of management meetings and urgent items within one hour of time.					
7. Keep a cleared diameter of at least one foot around refrigerators to reduce the heat load.					
Other (please specify):					
8. Identify leaks and report immediately to building maintenance.					
Other (please specify):					
Other (please specify):					
Other (please specify):					

Calculate Your Results!

Energy & Water Row 1: Add up all circled numbers.

Energy & Water Row 2: Multiply the number of questions where you circled a number "1" by 4.

Energy & Water Row 3: Calculate total percentage Row 1 ÷ Row 2.

Logos: Fraser Health, Providence Health Care, Vancouver Coastal Health.

Email Template: Co-worker Involvement

Subject: Help Create a Healthy Green Workplace

Want to take the next step in greening our workplace, or find out how we measure up against others? We’re looking for 2-3 volunteers to help complete a Green Workplaces Checklist and Opportunities Guide.

This will help us align our work for healthy patients and populations, with the needs for a healthy planet.

If you would be willing to help out, please contact INSERT CONTACT NAME HERE.

Thank you,

Step 4 – Use the Checklist results to complete the Opportunities Prioritization Tool.

The **Opportunities Prioritization Tool** is in the resources section.

- This tool will help you and your coworkers use the results of the checklist to prioritize actions and activities for a specified period of time
- Detailed instructions are included with the Tool.

- Review the Green+Leaders Toolkits for resources that may assist your team with their goals. Toolkits can be found in the *Program Tools* section at the bottom of the Green+Leaders page [on the GreenCare website](#).

Step 5 – Share the Checklist Results and Opportunities Table with your Team. As a group, decided on goals and timelines.

The **Goal Setting and Task List Tools** are in the resources section.

- As you share the results, *make sure to celebrate the successes you have achieved while also highlighting areas for opportunity.*

By including team members in decision making you help build motivation and support. You also access collective creativity, getting results you might never have expected.

Goal Setting and Task List Tools

Goal Setting Table

Outcome	Design Milestone	Key Stakeholders	Strategy	Resource	Action	Success Measure

Tasks and Timeline Table

Task	Key Milestones	Timeline

Talking Points and Conversation Guide: Goal Setting

Here are some key talking points and activities to be completed during the meeting:

- **Review** the high level results of the Green Space Checklist
- **Present** the Opportunities Table you put together which lists up to 10 potential actions to work towards with your team
- **Ask your team if there are any additional actions** not included in the checklist that they would like to undertake
- **Complete the Opportunities Tool with your team** (example in the Resources Section)
- **Select 2-3 actions from the Opportunities Table** that will: have the highest impact, be fairly easy to implement, and that the team is most excited about. These 2-3 actions will be the actions you will focus on for next year.

These questions can help your team identify the goals they want to focus on, along with the steps to achieve them.

- When you look at the outcomes of the Checklist, what do you notice? Patterns? Surprises?
- What actions could we take to improve our score?
- What actions would be most likely to succeed in the short term? And in the longer term?
- What actions are most likely to be supported and succeed? Why is that?
- What action would have the largest impact?
- What are we most excited to work on first?
- For each goal, what is our first step?
- What's one change that would help move us towards our goal(s)?

“People don't resist change. They resist being changed.”
-Peter Senge

- If possible, meet with your team to determine which goals you want to achieve, based on the Opportunities Table. Aim to complete 2-3 goals in the Goal Setting and Task List Tools. **Note:** If you are unable to meet with your team in person, send out a survey asking your team to pick their top 2-3 actions, based on the Opportunities Table you put together. For survey assistance, Contact nina.akhtar@fraserhealth.ca

Step 6 – Jump into Action!

- Use the Goal Setting and Task Lists to determine your immediate next steps.
- Decide who will check in on overall progress and when that will happen.
- Move into action as soon as possible, to maintain momentum.
- Work as a team when you can, to support accountability and fun.

Step 7 – Reflect, Celebrate, and Iterate

- Continue to report back on the progress of each of these goals as you implement them over the next year.
- Don't be afraid to celebrate successes and failures. Learning to do things in new ways won't happen overnight.
- Adapt and change your tactics, as you learn what works and doesn't.
- Celebrate your progress when you reach milestones
- Update the Checklist annually to ensure you are recognizing your progress.

Step 8 – Help Others Learn from Your Experiences

- Sharing your success and your failures/lessons learned with other Green + Leaders and the Green+Leaders program is hugely valuable. It motivates others as they try new tactics and approaches.
- Share your story with us by sending a note to nina.akhtar@fraserhealth.ca. We love bringing this work to life on the [BC GreenCare](#) site.



“What I like most about change is that it's a synonym for 'hope.' If you are taking a risk, what you are really saying is, 'I believe in tomorrow and I will be part of it.' - Linda Ellerbee



Resources

Green Workplace Checklist (Step 3)

Name(s):

Department/
Team:

Worksite:

Introduction

The checklist includes four Focus Areas:

- Energy & Water,
- Transportation,
- Leadership & Innovation, and
- Materials

You may notice that your team has strengths in some categories while growth is needed in others. This is normal. Remember! There are no wrong answers. The checklist is a tool for working together to make improvements, while celebrating successes.

Instructions

- 1) Choose what area(s)/departments/teams you plan to assess. Think about whether or not the outlined actions would be applicable to all or only certain areas of your site. Does it make sense for you to complete the checklist based on your whole floor? Or does it make more sense to complete the checklist for your own team/department?
- 2) Read through the list of actions. In the blank rows at the end of the table, add any additional activities that apply to your assessment area.
- 3) Rate each of the actions on a scale of 1 – 4 or circle n/a. (1 = never, 2 = sometimes, 3 = often, 4 = always, n/a = not applicable). Don't have enough information to rate an action? You might need to put on your detective hat and do some sleuthing! Note that down.
- 4) At the end of each of the four Focus Areas calculate your score by following the instructions at the end of that section.
- 5) Calculate your score and review the Opportunities Summary. Your score for each Focus Area will feed into a table to calculate your overall score.

Checklist: ENERGY & WATER

Scale **1** = Never **3** = Often **n/a** = Not Applicable
 2 = Sometimes **4** = Always

Please circle the number that best describes the actions below.

Energy Actions/Goals	Rating				
1. Lights are turned off when rooms are not in use or natural light is available	1	2	3	4	n/a
2. When appropriate, equipment (computer monitors, etc...) is turned off when not in use	1	2	3	4	n/a
3. Equipment is on timers that turn it off during unused periods	1	2	3	4	n/a
4. Energy efficient lighting or sensors are installed where possible and feasible	1	2	3	4	n/a
5. Operations schedules (such as night temperature setback) are coordinated with occupancy schedule to minimize energy consumption after hours	1	2	3	4	n/a
6. Contents of refrigerators and freezers are combined to reduce numbers needed.	1	2	3	4	n/a
7. Refrigerators and freezers are unplugged when not in use	1	2	3	4	n/a
8. A diameter of at least one foot is cleared around refrigerators to reduce the heat load	1	2	3	4	n/a
9. In summer months, passive heat control is used. Blinds on east-facing windows are lowered in the morning and blinds on west-facing windows are lowered in the afternoon.	1	2	3	4	n/a
Other Ideas of current or potential actions:	1	2	3	4	n/a
	1	2	3	4	n/a
Water Action/Goals					
10. Leaks are identified and reported to building maintenance	1	2	3	4	n/a
Other Ideas of current or potential actions:	1	2	3	4	n/a
	1	2	3	4	n/a

Calculate Your Results!

a) Energy & Water Add up the total of all circled numbers:

b) Energy & Water Multiply the number of questions you answered by 4:

c) Energy & Water Calculate your percentage by dividing the number in **a** by the number in **b** ($a \div b = c$):

Checklist: TRANSPORTATION

Scale 1 = Never 3 = Often n/a = Not applicable
 2 = Sometimes 4 = Always

Please circle the number that best describes the actions below.

Actions/Goals	Rating				
1. At least one team participates in annual Go By Bike Week or Clean Commuter Challenge activities.	1	2	3	4	n/a
2. Employees look for ways to reduce work-related car travel through the use of remote meetings technology, shuttle service, car-pooling, etc...	1	2	3	4	n/a
3. A car-pool signup is available, for those who are interested.	1	2	3	4	n/a
4. Cycling is encouraged at the site through available bike racks/cages, showers, and other amenities.	1	2	3	4	n/a
5. The majority of employees travel to work using some mode of active and/or clean transportation.	1	2	3	4	n/a
6. The employer encourages commuting by bus or skytrain through subsidized transit passes or other incentives.	1	2	3	4	n/a
Other Ideas of current or potential actions:	1	2	3	4	n/a
8.	1	2	3	4	n/a
9.	1	2	3	4	n/a
10.	1	2	3	4	n/a

Calculate Your Results!

- a) **Transportation** Add up the total of all circled numbers:
- b) **Transportation** Multiply the number of questions you answered by 4:
- c) **Transportation** Calculate your percentage by dividing the number in a by the number in b ($a \div b=c$):

LEADERSHIP & INNOVATION

Scale 1 = Never 3 = Often n/a = Not Applicable
 2 = Sometimes 4 = Always

Please circle the number that best describes the actions below.

Actions/Goals	Rating				
1. 'Green' news and information is shared regularly at team meetings or in newsletters.	1	2	3	4	n/a
2. Earth Day activities are celebrated within our team/department/worksite.	1	2	3	4	n/a
3. Lunch and learns on green topics are organized.	1	2	3	4	n/a
4. Managers and senior leaders in our team demonstrate support for and role model 'green' activities.	1	2	3	4	n/a
5. Activities such as recycling, and waste reduction, are shared by the whole team and not only the role of one or two.	1	2	3	4	n/a
6. Ideas for 'green' improvements are received by the team/within the worksite with appreciation and interest.	1	2	3	4	n/a
7. Green+Leaders are supported in their leadership role.	1	2	3	4	n/a
8. New Green+Leaders are encouraged to join the program each year.	1	2	3	4	n/a
Other Ideas of current or potential actions:	1	2	3	4	n/a
10.	1	2	3	4	n/a

Calculate Your Results!

a) **Leadership** Add up the total of all circled numbers:

b) **Leadership** Multiply the number of questions you answered by 4:

c) **Leadership** Calculate your percentage by dividing the number in a by the number in b ($a \div b=c$):

MATERIALS

Scale **1** = Never **3** = Often **n/a** = Not Applicable
 2 = Sometimes **4** = Always **More Info**=Make notes as-needed

Please circle the number that best describes the actions below.

Actions/Goals	Rating	More Info
1. Biomedical waste is disposed of correctly.	1 2 3 4 n/a	
2. Incorrect recycling and biomedical containers and signage are reported immediately.	1 2 3 4 n/a	
3. Mixed paper, mixed containers, cardboard and batteries are consistently recycled in the correct containers.	1 2 3 4 n/a	
4. Documents are printed only when necessary. Systems are introduced to eliminate the need for printing whenever possible.	1 2 3 4 n/a	
5. Documents are printed doubled-sided, in greyscale, if possible.	1 2 3 4 n/a	
6. Reusable mugs, cutlery, containers are used regularly.	1 2 3 4 n/a	
7. Criteria are in place to enable more environmentally friendly purchases, reducing waste and harmful chemicals.	1 2 3 4 n/a	
8. Items for third party reprocessing are segregated correctly.	1 2 3 4 n/a	
9. Hazardous chemicals are handled and disposed of safely.	1 2 3 4 n/a	
10. Systems are in place to engage with colleagues when improvements are needed to recycling and waste disposal.	1 2 3 4 n/a	
<i>Additional current or potential actions:</i>	1 2 3 4 n/a	
12.	1 2 3 4 n/a	

Calculate Your Results!

a) Materials Add up the total of all circled numbers:

b) Materials Multiply the number of questions you answered by 4:

c) Materials Calculate your percentage by dividing the number in a by the number in b ($a \div b=c$):

Checklist Summary

Record the total from Row A and B of each section of the checklist into the table below. Calculate your final percentage. Refer to the sustainability opportunity suggestions below for tips on how you can continue to foster green initiatives in your department when you finish calculating your final percentage.

Energy & Water Row A	Transportation Row A	Leadership Row A	Materials Row A	Total Score						
<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>

Energy & Water Row B	Transportation Row B	Leadership Row B	Materials Row B	Possible Score						
<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	+	<input type="text"/>	=	<input type="text"/>

Final Score (%) = Total Score divided by Possible Score =

Checklist Scores

0 – 40%: Good start. You're on your way!

It looks like your team/department has started to think about, plan, or implement some actions towards health and wellness of our planet, as well as people. Most importantly, by completing the checklist you have a map to take this interest further.

Use the Opportunities Table and Goal Setting Template to plan your next steps.

41 – 80%: Great progress. Build on your momentum!

Your team/department has made great progress. Keep up the good work! Use the checklist as inspiration for new ideas and make sure to celebrate your accomplishments as motivation for future activities.

Use the Opportunities Table and Goal Setting Template to plan your next steps.

81 – 120%: Excellent progress. Consider how you could mentor, take on a larger project as a team and/or share your success to set the bar for others!

Congratulations on all that you and your team have accomplished. Remember to make sure campaigns stay fresh and engaging. How can you build on what you've learned from your success to-date and take it to the next level? What lessons can you share with others (via the Green+Leaders program) to help them learn from you?

Want to talk about other ideas? Contact nina.akhtar@fraserhealth.ca



It may be hard for an egg to turn into a bird: it would be a jolly sight harder for it to learn to fly while remaining an egg. - C.S. Lewis



Opportunities Prioritization Tool (Step 4)

Instructions

1. **Review the results** of the checklist and make note of the actions where you circled a rating of 1 or 2.
2. **Copy and paste the actions with a rating of 1 or 2** into the Opportunities Table
 - If you have more than 10 actions where you circled 1 or 2, narrow this list down to the 5 to 10 actions that you think your team would be most interested in pursuing.
3. **Decide which columns you will complete with your team, and which you will do on your own.**
 - If possible, leave the *impact potential* and *ability to implement* columns blank for now, you will fill those out with your team in Step 5.

Note: If you think your whole team would be more engaged by completing the whole Opportunities Table together, please do so.

Category	Action/Goal	Target Participants	Key Location(s)	Impact Potential (low, medium, high)	Ability to Implement (easy, moderate, difficult)

Example Opportunities Prioritization (Sections to be filled out before meeting are highlighted in yellow)

Category	Goal	Target Participants	Key Location(s)	Impact Potential (low, medium, high)	Ability to Implement (easy, moderate, difficult)
Materials	Documents are printed double-sided	All staff	Two print rooms		
Materials	Criteria for enviro friendly purchases	Administrative staff	NA		
Energy	Turn off lights when not needed	All staff	Staff room, offices		

Goal Setting and Task Timelines (Step 5)

Instructions

Once you've decided which opportunities you'd like to focus on, place each one in the Goal Setting Table. This will help you to identify:

- What you would like to achieve; (What will success look like? Be as specific as possible).
- Who needs to be involved;
- Which actions need to be taken when; and
- How you will identify and measure your success.

****Remember, there are Green+Leader toolkits to help you achieve many of the goals.** Check out our [resources page](#) for a full list of toolkits by topic under “resource type” on the left.

Talking Points and Conversation Guide: Goal Setting

Here are some key talking points and activities to be completed during the meeting:

- **Review** the high level results of the Green Space Checklist
- **Present** the Opportunities Table you put together which lists up to 10 potential actions to work towards with your team
- **Ask your team if there are any additional actions** not included in the checklist that they would like to undertake
- **Complete the Opportunities Table with your team** and fill out the impact potential and ability to implement columns together (example in the Resources Section)
- **Select 2-3 actions from the Opportunities Table** that will: have the highest impact, be fairly easy to implement, and that the team is most excited about. These 2-3 actions will be the actions you will focus on for next year.

These questions can help your team identify the goals they want to focus on, along with the steps to achieve them.

- When you look at the outcomes of the Checklist, what do you notice? Patterns? Surprises?
- What actions could we take to improve our score?
- What actions would be most likely to succeed in the short term? And in the longer term?
- What actions are most likely to be supported and succeed? Why is that?
- What action would have the largest impact?
- What are we most excited to work on first?
- For each goal, what is our first step?
- What's one change that would help move us towards our goal(s)?

Goal Setting Table

Goal	
Target Behaviour	
Who needs to engage in this behaviour	
Key Stakeholders who can help	
Strategy	
G+L Toolkit available	
Success Metric(s) & Measurement	

Task and Timeline Table

Task	Key Actor	Deadline

Example Goal Setting Table

Goal	Documents are printed double-sided, whenever possible
Target Behaviour	Individuals are selecting the double-sided option whenever printing a document and/or it is set as a default on all printers
Who needs to engage in this behaviour	All staff in the 5 th floor of 520 West 6 th office
Key Stakeholders who can help	Managers/directors to inform their teams. Administrative team to access printer settings and /or send out department email
Strategy	If possible, make duplex printing the default option. If not, educate staff.
G+L Toolkit available	Yes
Success Metric(s) & Measurement	Investigate if we can track # of double-sided vs single-sided printing per machine, or other method. Conduct survey and rely on self-reporting.

Example Tasks and Timeline Table

Task	Key Actor	Deadline
Contact director and confirm their support	Nina	Sept 21
Talk to admin staff to learn more about current printing and default options	Sonja	Sept 21
Find out best way to communicate to office staff	Sonja, Marianne, Nina	Oct 1
Write and send campaign email	Nina	Oct 7
Monitor using chosen method	Marianne	Oct 7 – Nov 7
Report to staff on outcomes, using email	Nina	Nov 10
Assess tactics and potential improvements	Marianne, Sonja, Nina	Nov 10 -17

Actions Calendar (Optional)

Instructions

Use the calendar to record when you anticipate working on each of your chosen goals for the next year. You can also use the calendar to record key milestones (meetings, activities, or campaigns) associated with your chosen goals.

January	February	March
April	May	June
July	August	September
October	November	December

Example Actions Calendar

January	February	March
	Lights Off campaign planning	Implement Lights Off campaign <ul style="list-style-type: none"> · Lighting tallies · Put up posters and prompts
April	May	June
Lights Off campaign wrap up and celebration	Go by Bike Week planning and outreach <ul style="list-style-type: none"> · Develop sign-up sheet and post in lunch room 	Go by Bike Week <ul style="list-style-type: none"> · Participate · Celebrate Go by Bike Week participation
July	August	September
		Develop printers policy
October	November	December