

Environmental Inductions

All new members of staff receive a corporate Environmental Induction along with the Health & Safety inductions. The induction gives a general overview of the environmental challenges faced by NTU, how we are managing them and general tips for reducing our impact in the workplace.

Why have an Departmental Environmental Induction?

Encouraging new staff to do their bit right from the beginning of their employment will ensure that your environmental initiatives are successful by eliminating bad habits from the start. You will be able to provide a lot more detailed information specific to your department than the Environment Team can get across in their presentation.

What should we do?

- Decide how you want to conduct your induction – you could include it in your local Health & Safety induction, have a one-to-one session given by nominated team-members, or simply include useful information in your induction pack.
- Decide what to include in your induction – make it relevant to your department. If you have already identified your environmental impacts and completed some of the tasks in your Green Impact workbook this will be relatively easy.
- Key themes to include could be:
 - **Energy management** – which equipment, lights etc should be off/unplugged when not in use
 - **Waste** – what can be recycled in the department and where. Provide guidance to reduce waste in the workplace. More details can be found on [EcoWeb](#).
 - **Transport** – explain different travel options available to staff including cycling, walking and public transport and the various incentives for using sustainable transport.
 - **Heating** – what to do if your workspace is too hot or cold and explain if you have introduced any rules for use of heating and cooling. e.g. setting radiators at their optimum temperature.
 - **Purchasing** – have you implemented a procedure to reduce unnecessary purchases?
 - **Space Utilisation** – when planning meetings, lectures, and events booking a room appropriate to your requirements will help the university to manage space and associated energy use more efficiently.