A message from the
Australian Hotels Association and Tourism Accommodation Australia

The Australian Hotels Association in conjunction with Tourism Accommodation Australia has prepared this Energy Efficiency Induction Manual in order to assist industry participants to induct management and operational staff, and contractors; on the organisations expectations in relation to the management of energy and the energy efficiency in their business.

VERSION CONTROL

Check that this printed document is the most recent version before you use it – the online version of this document is the current version, which can be found at aha.org.au/energy.

HOW TO USE THIS DOCUMENT

The Induction Manual and associated Induction Checklists are structured so that you can tailor them to the needs of your business. The Manual outlines an example position of an organisation that is committed to the achievement of energy efficiency objectives and seeks to ensure that it’s staff are aware of that commitment and their role within it. The Checklists contain a range of specific induction expectations for new managers, staff and contractors/service providers, which highlight responsibilities in relation to their specific role to support the achievement of energy efficiency objectives.

Both the Manual and the Checklists are designed to be adapted to suit the specifics of your business which may see you add or remove references to policies, procedures, accreditations, responsibilities or induction expectations. You may also consider extracting elements of the Manual to add to existing or new policies or procedures.

It is completely up to you to utilise this resource in the best way for your business.
INTRODUCTION

Energy efficiency is the extent to which energy is used effectively in our business to deliver products and services to our customers. Energy management is a proactive approach to optimising the efficient use of energy for that purpose.

Managing energy efficiently within our business reduces energy costs and carbon emissions, and improves business profitability. Not only is energy used directly within our business, it is consumed along our supply chain to supply the materials, services and goods that we use. Our customers and staff use it while they are participating in our business and it is used to process the waste we create. Thinking about energy use and energy efficiency in and as a result of our business is critical to our continued success.

Our business has made a commitment to actively manage and reduce energy use but this commitment won’t be realised without the contribution of all. There are many opportunities to reduce our energy use across all areas of our business and you are encouraged to become an active participant in the pursuit of these opportunities. We welcome the identification of inefficiencies and we are interested in your ideas as to how we might overcome them. Together we can make a real difference!

ORGANISATIONAL COMMITMENTS

Our objectives and commitments are represented both internally and externally through our policies and accreditations.

Policies

Our business has made a commitment to improving our energy efficiency and that commitment is encompassed in the following policies.

- Environment Policy [insert link, delete if not relevant]
- Energy Management Policy [insert link, delete if not relevant]

Accreditation [delete if not relevant as a section, delete irrelevant accreditation(s)]

We strive for recognition of our achievements resulting from these commitments and there are a number of accreditation opportunities for a business like ours that recognise performance against environmental assessment criteria. Improving our energy efficiency will improve our performance and the opportunity to gain recognition for our achievements.

| Green Globe | The Green Globe Standard is a structured assessment of the sustainability performance of travel and tourism businesses and their supply chain partners. Businesses can monitor improvements and document achievements leading to certification of their enterprises’ sustainable operation and management. |

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EarthCheck Certified delivers a holistic approach to sustainability, which covers every aspect of an operation, by providing a framework for environmental and social sustainability.

Eco-Friendly Star accreditation is a AAA Tourism accreditation that is earned on the basis of performance against the assessment criteria of energy efficiency, waste minimisation and management, water minimisation; and guest education. It rewards commitment to simple environmental best practice providing a system for reducing their environmental impact.

ENGAGEMENT

Engagement is critical to a successful approach to improving energy efficiency. It is the responsibility of all staff and contractors to proactively communicate with their managers, with their staff and with their colleagues to:

- Improve the knowledge and understanding of energy efficiency
- Identify barriers to improving energy efficiency
- Develop techniques to overcome those barriers
- Identify energy efficiency improvement opportunities
- Celebrate achievements

Leadership

Leadership is an attribute we encourage staff to demonstrate to improve their energy efficiency. Change is not always easy but solid leadership unites the organisation behind our common objectives, enhances our success and supports us through the challenges.

Leadership is not a quality restricted to managers, although to be effective they must demonstrate it. All staff in any position can show leadership. For example; in relation to energy efficiency, a cleaner demonstrating leadership might reset the thermostats to the required temperature in a vacant room, a maintenance contractor might suggest an alternative way of operating a piece of equipment, kitchen and services staff might suggest an alternative way of preparing food which uses less energy. Leadership at all levels in an organisation is important and organisations that have it at all levels are destined to be successful.

Teamwork

Like leadership, teamwork is critical to achieving the best possible energy efficiency results. The energy efficiency performance of a business, a building or a kitchen is a system and is affected by the actions of everyone involved. We need to work together to get the greatest improvements to the performance of the system. This could mean taking of the role of Energy Champion and leading the Energy Team, it could

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mean being the purchasing representative on the Energy Team, or it could just mean ensuring that the lights are switched off when a conference room is no longer in use. Working together across the business will yield the best outcome and help us to achieve our energy efficiency objectives.

Internal Communication

There are many internal communication channels that we use to engage across our business on opportunities to improve energy efficiency. It is important that the information disseminated is considered and adopted to enable the business to achieve its energy management objectives. These channels may be used by management or staff involved in energy management. Communications channels that may be include: company intranet, meetings, email, staff newsletters, organisational reporting, training and inductions.

External Communication

Communicating energy efficiency objectives and achievements externally is a great way to build engagement with our customers and suppliers around our energy efficiency activities. Recognition is great and we should be proud of our achievements. It is motivating and brings everyone together around these objectives and makes the implementation of future activities more effective. So communicate beyond the boundary of our business, commit yourself to our objectives and be proud of our achievements.

IMPROVING ENERGY EFFICIENCY

Energy use is imbedded in many activities in our the business, however there are also many opportunities to reduce energy use through more efficient equipment and, more importantly, changes to the way we use infrastructure including heating, cooling, lighting and other equipment. To ensure the continuous improvement of our energy efficiency we use an Energy Management System.

Energy Management System

An Energy Management System supports a focus on energy efficiency as part of the core planning for our business. It helps us to understand our energy use, decide on which technologies and operational practices to apply, and to track our improvements in performance. A successful Energy Management System requires an organisational commitment to be effective including management endorsement and engagement, together with engagement, input and ideas from all staff across our organisation. We encourage you to participate in either a formal capacity as a member of our Energy Team or an informal capacity feeding in ideas you have and opportunities you see.


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Heating and Cooling

Heating and cooling is the most significant contributor to our energy use. Reducing heating and cooling energy costs can be as simple as reducing the heat entering the building by keeping doors closed, setting maintaining thermostat temperature settings at an appropriate level, turning off heating or cooling in areas which aren’t in use and reporting equipment that doesn’t seem to be working correctly.

The AHA Energy Efficiency Guide 'Heating, Ventilation and Air Conditioning' has a list of specific actions you can take to reduce heating and cooling energy use.

Lighting

Lighting is also a significant contributor to energy use but is also the easiest area to reduce energy costs. Some of the most valuable changes can be in the use of lights. The first rule of lighting is; if you don’t need it, switch it off. Lighting is unnecessary if there is sufficient natural light or if an area is unoccupied. It may also be that not all the lights in a room are required. Lights that are faulty are also a real contributor to lighting inefficiency so report faulty lamps to maintenance. Finally, if you feel that an area doesn’t require the amount of light that is provided then say so, as this presents an excellent opportunity to reduce lighting energy use.

The AHA Energy Efficiency Guide 'Lighting' has a list of specific actions you can take to reduce lighting energy use.

Infrastructure and Equipment

Infrastructure and equipment includes portable heaters, fans and air conditioners; cold stores, cellars, refrigerators and freezers; kitchen, laundry and office equipment; lifts and escalators; and pool and leisure equipment. Like lighting, the energy used by this infrastructure and equipment can be reduced by using it more efficiently – if it’s not being used then switch it off, if it can’t be switched off then turn it down. If it can be used more efficiently or there is another way of achieving the same outcome using less energy, then explore it.

The AHA Energy Efficiency Guide ‘Other Equipment Energy Efficiencies’ has a list of specific actions you can take to reduce energy use for different equipment.
ROLES & RESPONSIBILITIES [adapt the Roles and Responsibilities as required]

To achieve continuous improvement in our energy efficiency performance and to achieve our energy efficiency objectives we must all understand what we can do as individuals to reduce energy use.

The AHA Energy Efficiency Guide ‘Behaviour Change for Energy Efficiency’ explores how each member of the business from management and staff, to contractors and services providers can contribute to the businesses energy efficiency objectives. There are also a number of other AHA Energy Efficiency Guides that identify the specific actions you can take to understand and reduce our energy use.

Management

The role of management is critical in the achievement of organisational energy efficiency objectives. A genuinely committed manager or management team will drive energy efficiency behaviour change from the top down. Seeing this commitment at the organisational level, backed up by the actions of individual managers, provides the most positive environment for staff behaviour change.

The specific areas of responsibility and accountability for managers include:

☑ Demonstrate commitment to organisational energy efficiency objectives through personal behaviour.

☑ Establish and maintain policies that articulate the organisations strategies and objectives for improving energy efficiency.

☑ Endorsement, resourcing and oversight of the organisation’s Energy Management System and the activities undertaken in support of it.

☑ Establishment of procedures, or the adaptation of existing procedures to articulate the organisation’s operational expectations in support of achieving energy efficiency objectives.

☑ Establishment of training and induction programs to support improved organisational understanding and capability in support of achieving energy efficiency objectives.

☑ Regular inspection of the workplace to ensure the policies and procedures are being enacted effectively and actively seek input from staff with ideas as to how these can be improved to increase efficiency.

☑ Encourage proactive engagement by staff to identify and implement business appropriate energy efficiency opportunities such as changes to procedures, new equipment or changes in the way you do business.

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Operational Staff

Staff have a critical role in the delivery of organisational energy efficiency objectives through the way they approach their role. Significant improvements can be made to the energy efficiency of our business if staff make simple changes to the way they use heating, cooling, lighting and other infrastructure and equipment.

The specific areas of responsibility and accountability for staff include:

☑ Understand where energy is used where you work and how to turn equipment off or down to minimise energy use.

☑ Minimise the amount of energy used by switching off when it’s not in use, turn it down if it must be left on.

☑ Report any equipment that is faulty or appears to be on (using energy) when it isn’t needed.

☑ Proactively engage your colleagues and manager on the opportunities to reduce energy use.

☑ Engage with training and induction materials that assist you to improve your understanding of energy use and how to reduce it in the business.

☑ If you have the appropriate skills, experience or interest, volunteer to participate formally in the Energy Management System by joining the Energy Team or nominating to be the Energy Champion.

Contractors and Service Providers

Contractors and service providers have an important role to play in supporting the delivery of the organisation’s energy efficiency objectives. Contractors and services providers often has a unique perspective on the organisation’s operations and the types of equipment they use – if engaged on the issue, they often have alternative views on how operations could be undertaken or alternative equipment could be used to improve efficiency.

Specific areas where contractors and services providers can help our organisation achieve its energy efficiency objectives include:

☑ Ensuring that equipment is operating at peak efficiency and using as little energy as possible.

☑ Ensuring that faulty equipment is identified and fixed in a timely manner.

☑ Identifying equipment that can be replaced with more efficient equivalent at a cost that provides an appropriate business return on investment.

☑ Suggesting alternative operating approaches that will enhance energy efficiency.

Contractors and service providers should understand the energy efficiency objectives of our business so they can optimise their value add.

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ENERGY EFFICIENCY
INDUCTION CHECKLIST

MANAGEMENT INDUCTION

Line Managers are primarily responsible for induction of new managers and accountable for ensuring that the new manager completes this Energy Efficiency Induction Checklist. Line Managers can delegate responsibility to other staff members for the aspects of the induction process however; the Line Manager remains accountable for ensuring that the new manager completes the process.

Name: ____________________________ Position: ____________________________ Start Date: __________

Please complete all applicable sections of the Checklist below:

ORGANISATIONAL COMMITMENTS

1. Provided with, read and understands the policies that relate to energy efficiency including (list relevant policies):

2. Provided with, read and understands the procedures that relate to energy efficiency including (list relevant procedures):

3. Provided with, read and understands other job specific guidelines (list relevant guidelines):

4. Provided with, read and acknowledges information on the expectations of performance against the relevant accreditation standards.

Comments:

ENERGY MANAGEMENT

Completed energy management orientation with the Energy Champion.

5. Read and understands the following AHA Energy Efficiency Guides:
   - Energy efficiency in business planning
   - Behaviour change for energy efficiency
   - Understanding energy bills and tariffs
   - Heating, ventilation and air conditioning
   - Lighting
   - Other equipment energy efficiencies
   - Renovations and refurbishments
   - Resource use and the supply chain

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6. Provided with and read the Energy Management Action Plan. Aware of responsibilities under the plan allocated to the role.

7. Aware of responsibility to regularly undertake energy efficiency inspections of relevant area to ensure policies and procedures are implemented appropriately.

8. Acknowledges role to demonstrate energy efficient behaviour and actions as a manager and leader.

9. Acknowledges role to encourage ideas and proactive input from staff and contractors that enhances energy efficient operation.

10. Review energy efficiency reporting process and responsibilities allocated to the role under this process.

Comments:

Signed (Line Manager) __________________________ Date ______________

Signed (Staff Member) __________________________ Date ______________

Line Manager to retain all signed originals, with a copy provided to staff member.

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STAFF INDUCTION – FRONT OF HOUSE & ADMINISTRATION

Supervisors are primarily responsible for induction of new staff and accountable for ensuring that the new staff member completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however; the Supervisor remains accountable for ensuring that the new staff member completes the process.

Name: ____________________________________ Position: __________________________ Start Date: __________

Please complete all applicable sections of the Checklist below:

ORGANISATIONAL COMMITMENTS

1. Provided with, read and understands the policies that relate to energy efficiency including (list other relevant policies):

2. Provided with, read and understands the procedures that relate to energy efficiency in their specific operating area including (list relevant procedures):

3. Provided with, read and understands other job specific guidelines (list):

4. Provided with, read and acknowledges information on the expectations of performance against the relevant accreditation standards.

Comments:

ENERGY MANAGEMENT

5. Complete energy management orientation with the Energy Champion, Manager or Supervisor.

6. Read and understands the following AHA Energy Efficiency Guides:
   - Behaviour change for energy efficiency
   - Other equipment energy efficiencies
   - Resource use and the supply chain

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7. Understand where energy is used in area of work and how to minimise the amount of energy used, with a specific focus on:
- Heating and cooling
- Lighting
- Computers and peripheral devices e.g. printers
- Monitors and televisions
- Lifts and escalators

8. In relation to the operation of heating and cooling; aware of:
- How it is controlled and switched on and off.
- The physical location of the controller for the relevant area.
- When the heating and cooling system can be switched off in areas that are not occupied.

9. In relation to the operation of lighting; aware of:
- The physical location of all light switches for the relevant area.
- Which switches control specific lights or groups of lights.
- How to increase natural light in the area.
- When lights can be switched off in areas that are not in use (and lighting is not required for security purposes).
- When light fittings or lamps are dirty and should be changed.

10. In relation to the operation of computers, peripherals, monitors and televisions; aware of:
- The physical location of controls to switch off each device.
- When the equipment should be switched on and off.
- How equipment is left when the station is unoccupied.

11. In relation to the operation of lifts and escalators; aware of:
- The physical location of controls to switch on and off.
- When the equipment should be switched on and off.

12. Acknowledges role to contribute to organisational energy efficiency by:
- Demonstrating energy efficient behaviour to others.
- Contributing ideas and proactive input to managers or supervisors that enhances energy efficient operation.
- Reporting any equipment that is faulty or appears to be on (using energy) when it isn’t needed.

13. Will actively engage with training and induction materials that assist you to improve your understanding of energy use and how to reduce it in the business.

Comments:

Signed (Supervisor) ____________________________ Date ________________

Signed (Staff Member) ____________________________ Date ________________

Supervisor to retain all signed originals, with a copy provided to staff member.

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ENERGY EFFICIENCY
INDUCTION CHECKLIST

STAFF INDUCTION – ROOM SERVICE

Supervisors are primarily responsible for induction of new staff and accountable for ensuring that the new staff member completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however; the Supervisor remains accountable for ensuring that the new staff member completes the process.

Name: _______________ Position: _______________ Start Date: __________

Please complete all applicable sections of the Checklist below:

ORGANISATIONAL COMMITMENTS

1. Provided with, read and understands the policies that relate to energy efficiency including (list other relevant policies):

2. Provided with, read and understands the procedures that relate to energy efficiency in their specific operating area including (list relevant procedures):

3. Provided with, read and understands other job specific guidelines (list):

4. Provided with, read and acknowledges information on the expectations of performance against the relevant accreditation standards.

Comments:

ENERGY MANAGEMENT

5. Complete energy management orientation with the Energy Champion, Manager or Supervisor.

6. Read and understands the following AHA Energy Efficiency Guides:
   ▪ Behaviour change for energy efficiency

7. Understand where energy is used in area of work and how to minimise the amount of energy used, with a specific focus on:
   ▪ Heating, ventilation and air conditioning
   ▪ Lighting

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8. In relation to the operation of *heating and cooling*; aware of:
   - How it is controlled and switched on and off.
   - The physical location of the controller for the relevant area.
   - When the heating and cooling system can be switched off in areas that are not occupied.

9. In relation to the operation of *lighting*; aware of:
   - The physical location of all light switches for the relevant area.
   - Which switches control specific lights or groups of lights.
   - How to increase natural light in the area.
   - When lights can be switched off in general areas that are not in use (and lighting is not required for security purposes)
   - When light fittings or lamps are dirty and should be changed.
   - What lighting should be on and off at the conclusion of room cleaning.

10. Acknowledges role to contribute to organisational energy efficiency by:
   - Demonstrating energy efficient behaviour to others.
   - Contributing ideas and proactive input to managers or supervisors that enhances energy efficient operation.
   - Reporting any equipment that is faulty or appears to be on (using energy) when it isn’t needed.

11. Will actively engage with training and induction materials that assist you to improve your understanding of energy use and how to reduce it in the business.

Comments:

Signed (Supervisor) _________________________________ Date ______________

Signed (Staff Member) _______________________________ Date ______________

Supervisor to retain all signed originals, with a copy provided to staff member.

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STAFF INDUCTION – KITCHEN & SERVICE

Supervisors are primarily responsible for induction of new staff and accountable for ensuring that the new staff member completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however; the Supervisor remains accountable for ensuring that the new staff member completes the process.

Name: ___________________________ Position: ___________________________ Start Date: __________

Please complete all applicable sections of the Checklist below:

ORGANISATIONAL COMMITMENTS

1. Provided with, read and understands the policies that relate to energy efficiency including (list other relevant policies):

2. Provided with, read and understands the procedures that relate to energy efficiency in their specific operating area including (list relevant procedures):

3. Provided with, read and understands other job specific guidelines (list):

4. Provided with, read and acknowledges information on the expectations of performance against the relevant accreditation standards.

Comments:

ENERGY MANAGEMENT

5. Complete energy management orientation with the Energy Champion, Manager or Supervisor.

6. Read and understands the following AHA Energy Efficiency Guides:
   - Behaviour change for energy efficiency
   - Other equipment energy efficiencies
   - Resource use and the supply chain

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7. Understand where energy is used in area of work and how to minimise the amount of energy used, with a specific focus on:
   - Heating and cooling
   - Lighting
   - Hot water
   - Catering and kitchen equipment
   - Cellars and cold stores

8. In relation to the operation of heating and cooling; aware of:
   - How it is controlled and switched on and off.
   - The physical location of the controller for the relevant area.
   - When the heating and cooling system can be switched off in areas that are not occupied.

9. In relation to the operation of lighting; aware of:
   - The physical location of all light switches for the relevant area.
   - Which switches control specific lights or groups of lights.
   - How to increase natural light in the area.
   - When lights can be switched off in general areas that are not in use (and lighting is not required for security purposes).
   - When light fittings or lamps are dirty and should be changed.
   - Which lighting should be on and off when the kitchen is unoccupied.

10. In relation to the operation of hot water; aware of:
    - Limiting the amount of hot water used.

11. In relation to the operation of catering and kitchen equipment; aware of:
    - Using timers to accurately set preheat and cooking durations.
    - Switching off equipment when not in use. If it can’t be switched off, then turn it to its lowest setting.
    - Using correct saucepan sizes and use lids to contain heat.
    - Turn exhaust hoods off when cook top is not in use.
    - Run dishwashers only when they are full.
    - Switch off microwaves at the power point when they're not in use.
    - Keep fridge and freezer doors closed.

12. In relation to the operation of cellars and cold stores; aware of:
    - Keep cold store doors closed.
    - Keep lights switched off unless necessary.

13. Acknowledges role to contribute to organisational energy efficiency by:
    - Demonstrating energy efficient behaviour to others.
    - Contributing ideas and proactive input to managers or supervisors that enhances energy efficient operation.
    - Reporting any equipment that is faulty or appears to be on (using energy) when it isn’t needed.

14. Will actively engage with training and induction materials that assist you to improve your understanding of energy use and how to reduce it in the business.

Comments:
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**ENERGY EFFICIENCY INDUCTION CHECKLIST**

**STAFF INDUCTION – BAR & GAMING**

Supervisors are primarily responsible for induction of new staff and accountable for ensuring that the new staff member completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however; the Supervisor remains accountable for ensuring that the new staff member completes the process.

Name: ___________________________ Position: ___________________________ Start Date: __________

Please complete all applicable sections of the Checklist below:

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<td>4.</td>
<td>Provided with, read and acknowledges information on the expectations of performance against the relevant accreditation standards.</td>
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**ENERGY MANAGEMENT**

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<td>5.</td>
<td>Complete energy management orientation with the Energy Champion, Manager or Supervisor.</td>
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8. In relation to the operation of *heating and cooling*; aware of:
   - How it is controlled and switched on and off.
   - The physical location of the controller for the relevant area.
   - When the heating and cooling system can be switched off in areas that are not occupied.

9. In relation to the operation of *lighting*; aware of:
   - The physical location of all light switches for the relevant area.
   - Which switches control specific lights or groups of lights.
   - How to increase natural light in the area.
   - When lights can be switched off in general areas that are not in use (and lighting is not required for security purposes).
   - When light fittings or lamps are dirty and should be changed.
   - Which lighting should be on and off when the bar and/or gaming is unoccupied.

10. In relation to the operation of *cellars and cold stores*; aware of:
    - Keeping cold store doors closed.
    - Keeping lights switched off unless necessary.

11. Acknowledges role to contribute to organisational energy efficiency by:
    - Demonstrating energy efficient behaviour to others.
    - Contributing ideas and proactive input to managers or supervisors that enhances energy efficient operation.
    - Reporting any equipment that is faulty or appears to be on (using energy) when it isn’t needed.

12. Will actively engage with training and induction materials that assist you to improve your understanding of energy use and how to reduce it in the business.

Comments:

Signed (Supervisor) _______________________________ Date ________________

Signed (Staff Member) _______________________________ Date ________________

Supervisor to retain all signed originals, with a copy provided to staff member.
**ENERGY EFFICIENCY INDUCTION CHECKLIST**

**STAFF INDUCTION – FUNCTIONS**

Supervisors are primarily responsible for induction of new staff and accountable for ensuring that the new staff member completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however; the Supervisor remains accountable for ensuring that the new staff member completes the process.

Name: __________________________ Position: __________________________ Start Date: ______

Please complete all applicable sections of the Checklist below:

### ORGANISATIONAL COMMITMENTS

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<td>☐</td>
<td>2. Provided with, read and understands the procedures that relate to energy efficiency in their specific operating area including (list relevant procedures):</td>
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<td>3. Provided with, read and understands other job specific guidelines (list):</td>
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<td>4. Provided with, read and acknowledges information on the expectations of performance against the relevant accreditation standards.</td>
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<td>Comments:</td>
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### ENERGY MANAGEMENT

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<tr>
<th>Tick</th>
<th>13. Complete energy management orientation with the Energy Champion, Manager or Supervisor.</th>
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<td>☐</td>
<td>14. Read and understands the following AHA Energy Efficiency Guides:</td>
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<td>▪ Behaviour change for energy efficiency</td>
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<td>15. Understand where energy is used in area of work and how to minimise the amount of energy used, with a specific focus on:</td>
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<tr>
<td></td>
<td>▪ Heating and cooling</td>
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<td>▪ Lighting</td>
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16. In relation to the operation of *heating and cooling*; aware of:
   - How it is controlled and switched on and off.
   - The physical location of the controller for the relevant area.
   - When the heating and cooling system can be switched off in areas that are not occupied.

17. In relation to the operation of *lighting*; aware of:
   - The physical location of all light switches for the relevant area.
   - Which switches control specific lights or groups of lights.
   - How to increase natural light in the area.
   - When lights can be switched off in general areas that are not in use (and lighting is not required for security purposes).
   - When light fittings or lamps are dirty and should be changed.
   - Which lighting should be on and off when the function area is unoccupied.

18. Acknowledges role to contribute to organisational energy efficiency by:
   - Demonstrating energy efficient behaviour to others.
   - Contributing ideas and proactive input to managers or supervisors that enhances energy efficient operation.
   - Reporting any equipment that is faulty or appears to be on (using energy) when it isn’t needed.

19. Will actively engage with training and induction materials that assist you to improve your understanding of energy use and how to reduce it in the business.

*Comments:*

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Signed (Supervisor) ___________________________ Date ____________

Signed (Staff Member) _________________________ Date ____________

*Supervisor to retain all signed originals, with a copy provided to staff member.*
**ENERGY EFFICIENCY**

**INDUCTION CHECKLIST**

**STAFF INDUCTION – MAINTENANCE**

Supervisors are primarily responsible for induction of new staff and accountable for ensuring that the new staff member completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however; the Supervisor remains accountable for ensuring that the new staff member completes the process.

Name: __________________ Position: __________________ Start Date: __________

Please complete all applicable sections of the Checklist below:

### ORGANISATIONAL COMMITMENTS

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<tbody>
<tr>
<td>1.</td>
<td>Provided with, read and understands the policies that relate to energy efficiency including (list other relevant policies): ☐</td>
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<td>Provided with, read and understands the procedures that relate to energy efficiency in their specific operating area including (list relevant procedures): ☐</td>
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**Comments:**

### ENERGY MANAGEMENT

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<td>5.</td>
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</table>
| 6. | Read and understands the following AHA Energy Efficiency Guides:

- Energy efficiency in business planning
- Behaviour change for energy efficiency
- Heating, ventilation and air conditioning
- Lighting
- Other equipment energy efficiencies
- Resource use and the supply chain

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# ENERGY EFFICIENCY INDUCTION CHECKLIST

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<td>7.</td>
<td>Understand where energy is used across the different areas of the business and how to minimise the amount of energy used through the application of effective heating and cooling maintenance.</td>
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<td>8.</td>
<td>Understand where energy is used across the different areas of the business and how to minimise the amount of energy used through the application of effective lighting maintenance.</td>
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<td>9.</td>
<td>Understand where energy is used across the different areas of the business and how to minimise the amount of energy used through the application of effective equipment maintenance.</td>
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<td>10.</td>
<td>Develop and manage a proactive maintenance program that ensures optimal energy efficiency performance.</td>
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Signed (Supervisor) ____________________________ Date ________________

Signed (Staff Member) ____________________________ Date ________________

Supervisor to retain all signed originals, with a copy provided to staff member.

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CONTRACTOR & SERVICE PROVIDER INDUCTION

Supervisors are primarily responsible for induction of new contractors and service providers and accountable for ensuring that the new contractor or service provider completes this Energy Efficiency Induction Checklist. Supervisors can delegate responsibility to other staff members for the aspects of the induction process however, the Supervisor remains accountable for ensuring that the new contractor and service provider completes the process.

Name: __________________________ Position: __________________________ Start Date: ________

Please complete all applicable sections of the Checklist below:

ORGANISATIONAL COMMITMENTS

1. Provided with, read and understands the policies that relate to energy efficiency including (list other relevant policies):

2. Provided with, read and understands the procedures that relate to energy efficiency in their specific operating area including (list relevant procedures):

3. Provided with, read and understands other job specific guidelines (list):

Comments:

ENERGY MANAGEMENT

1. Complete energy management orientation with the Energy Champion, Manager or Supervisor.

2. Read and understands the following AHA Energy Efficiency Guides:
   - Energy efficiency in business planning
   - Behaviour change for energy efficiency
   - Heating, ventilation and air conditioning
   - Lighting
   - Other equipment energy efficiencies
   - Resource use and the supply chain

3. Understand where energy is used across the different areas of the business and how to minimise the amount of energy used through the application of effective maintenance.

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## ENERGY EFFICIENCY INDUCTION CHECKLIST

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4. Acknowledges role to contribute to organisational energy efficiency by:
   - Demonstrating energy efficient behaviour to others.
   - Contributing ideas and proactive input to supervisors that enhances energy efficient operation.

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Signed (Supervisor) ___________________________ Date ________________

Signed (Staff Member) ___________________________ Date ________________

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