
	OilTools Services LLP	Effectivity Date: 17/02/2020	
	Document Title: Green Policy Implementation	Document Code: OTS-HSE-GP-0012	
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Act and help us to reduce environmental impact

We OilTools Services LLP are committed to being environmentally aware, and to reducing the company's impact on the environment.

In order to achieve this goal, we intend to implement and maintain the following actions.

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Water

Stop leaks and spills: We will ensure that our pipes are well insulated to protect against frost damage - leaking pipes can waste a lot of water.

Eliminate unnecessary water use: We will evaluate is certain processes or activities are really necessary. Does it make most sense to use water or can we identify an alternative?


Reduce water use: How can we use water more efficiently? Is there an alternative process or activity that would be better?

Re-use water: Can used water be treated or filtered and re-used? How can we recycle water?

Stop dripping taps: Make sure that taps are kept in good repair, dripping taps can waste a lot of water. Often fitting a new washer is all that is needed.

Turn off taps: Everybody will make an effort to ensure that taps are not left open, and that only the required amount of water is used. Taps will only be turned on as much as is necessary.

Plugs and Sinks: Where appropriate, we will always use plugs and only fill the sink as much as is really necessary. We will wash dishes in an efficient manner.

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Boilers

Checks and controls: We will keep our boiler well maintained, and have a professional service provider check the system regularly. We will make certain that there are no leaks or losses.

Heating and Air Conditioning

Temperature: We will keep our winter heating level to between 19 and 21 °C. Thermostats will be used to monitor temperature.

Thermostats: We will set our thermostats and radiator valves correctly, and check they are in a sensible location - not somewhere too draughty or unusually hot or cold.


Obstructed radiators: We will make certain the radiators are not blocked by furniture, as this reduces their output and consumes more energy in warming the room.

Stop draughts: They are uncomfortable and they waste energy, we will draught-proof windows and doors.

Unnecessary heating: We will reduce the heating in areas such as store rooms which need less heat.

Timers: We will make sure that timer systems correspond to the times when our buildings are occupied. We will not heat an empty building, when we are on holiday we will reduce the thermostat temperature to frost protection mode.

Windows and Doors: Opening windows or doors if the heating is on wastes money, we will turn down the heating instead.

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Electricity

Empty rooms: We will encourage staff to turn off lights when they leave a room, and when they go home at the end of the day.

Unused rooms: We will not light unused or locked areas.

Switching off: A fluorescent tube uses over 500 times more energy in 15 minutes than it takes to restart it - switch it off if it's not needed.

Brightness: We will reduce lighting in places such as corridors.


Blocking the light: People often prefer to work in natural light. We will make sure windows and skylights are cleaned at least once a year.

Outside lighting: We will only use outside lighting when it is dark. Even then, we may not need it throughout the night. We will fit timeclocks with photocells to cut costs and fit movement sensors for security lighting.

Light bulbs: Some light bulbs are much more efficient than others, we will make a smart choice of light bulbs and reduce our energy requirements.

Computers: We will switch off our computers at night and weekends. When not being used, at lunchtime for example, we will turn our computer monitors off.

Photocopier: Like our computers, we will switch off our photocopier at night. To avoid our air-conditioning system having to work hard to compensate for the heat from the machine, we will place our photocopier in a naturally ventilated spot.

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Waste and Recycling

Re-use: Before recycling, we will use items as many times as possible.


Recycle: We will recycle what we can after having re-used it as much as possible.

Disposal: We will dispose of waste in a responsible way.

Recycled cartridges: High quality re-manufactured toner cartridges are available with the same performance as new ones. Where possible, we will choose this option.

Return cartridges: We will return our toner cartridges for re-manufacturing by specialist companies.

Coffee time: We will avoid buying disposable cups and catering goods like sugar sachets and paper plates.

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Paper

Only use what we need: We will only print and photo copy where necessary. Where possible, we will print or photocopy using both sides of the paper.

No more junk mail: We will cancel unwanted publications.

Re-use paper: Paper that has only been printed on one side makes great scrap paper pads for notes, and can be used to print draft documents.

Use recycled paper: We will attempt to source locally produced, recycled paper. Paper can be recycled up to 5 times, reducing the environmental impact of paper production.

Envelopes: We will make an attempt to reuse envelopes beginning with internal use in our company.