

Board of Industrial Insurance Appeals Sustainability Plan 2003

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Sustainability Policy Statement:

The Board of Industrial Insurance Appeals (BIIA) is committed to fulfilling its responsibilities under Executive Order 02-03, and will incorporate the principles of sustainability in its operations, procurement, and facilities.

Long Range Goals:

- Raise employee awareness of sustainability in the workplace
- Continue to minimize energy and water use
- Raise awareness and purchase of recycled and remanufactured materials

Current Practices:

Facility Construction, Operation and Maintenance

- The BIIA coordinates with the Department of General Administration (GA) when siting facilities and considering sources for heating, cooling and lighting.
- The BIIA has reduced energy use over the past two years by asking employees to be more energy conscious. Specifically we asked employees to turn off lights, eliminate the use of space heaters, make 2-sided copies and shut down computers when not in use. We also lowered the thermostat settings throughout the agency.

Recycling

- The BIIA recycles paper, cardboard, aluminum cans, printer and toner cartridges.
- The BIIA surpluses equipment to either GA or other agencies on a regular basis. This practice maximizes the life of equipment no longer in use at the agency.

Purchase of Goods and Services

- The BIIA uses approximately 900 cases of paper per year. More than 95% of the paper used is from recycled products.
- The agency purchases energy efficient equipment when feasible.

Transportation

The BIIA does not own any vehicles

- Staff is encouraged to use mass transit options—which the agency subsidizes. Many employees carpool, walk, take public transportation, or ride bikes to work on a regular basis.
- Many employees, approximately 75%, are working a flex- or compressed workweek schedule, thereby reducing the number of drive trips to work.
- The agency provides the use of cellular phones and encourages telephone proceedings, in an effort to allow hearing participants the opportunity to appear for proceedings via phone when not at a BIIA facility.

Communication and Education:

- Sustainability issues will be included in employee publications and posted on the agency intranet site.
- Agency employees will be informed of the Sustainability Plan and asked for their feedback and ideas.

Annual Reporting:

The BIIA will report annually to the Office of Financial Management its progress on implementing the Sustainability Plan.

The agency will review and revise the initial Sustainability Plan and update by September 1, 2005.