

Board of Industrial Insurance Appeals Sustainability Plan Update 2004

Agency Contact Information:

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Sustainability Policy Statement:

The Board of Industrial Insurance Appeals is committed to fulfilling its responsibilities under Executive Order 02-03, and will strive to model the principles of sustainability in its operations, procurement, and facilities. We will review business practices to determine if they are a threat to the economic health and social vitality of our state. We support long range planning for future generations, understanding that sustainability involves continuous learning and improvement.

Long Range Goals:

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

Progress on Objectives for Biennial Plan:

- Institutionalize sustainability as an agency value.
Encourage management and employee accountability and recognition of successful sustainability projects.
Progress: We have added the sustainability report to our management meetings and have used results to assist in our agency self-assessment efforts. Our plan and updates are published on the agency intranet and all staff are encouraged to review our plan.
- Raise employee awareness of sustainability in the workplace.
Develop employee outreach, training and resources plan
Progress: We have continued our efforts to make employees aware of sustainability through employee newsletter articles.

- Continue to minimize energy and water use.
Continue to track energy and water use from monthly invoices to determine year over year reductions. Identify areas where more savings can be realized.
Progress: Over the past year we were successful in reducing energy use by 6% and natural gas use by 13%. We have used more energy efficient lighting and continue to educate employees on the need to conserve.
Challenge: Our water use did not decrease. We plan to work with the building owner in our Olympia office to determine a more efficient way of landscape watering.
- Raise awareness and purchase of recycled and remanufactured materials.
Decrease paper usage in the office, and find new ways for staff to reduce, reuse, and recycle different items.
Progress: We have instituted recycling of batteries and fluorescent light bulbs. We are more aware of what we are throwing in the landfill and continue to use Surplus Property to handle reusable items.

Communication and Education:

We will communicate and educate staff and our clients by:

- Sustainability issues will be included in employee publications and posted on the intranet site.
- The agency will be informed of the Sustainability Plan and asked for their feedback and ideas.
- E-mail will be used to solicit ideas from staff.
- Education materials will be shared by e-mail or posted on the Intranet site.

Progress: The agency sent our coordinator to the three-part "Leadership in sustainability" training. Our agency newsletter has been a valuable tool to inform employees of sustainability.

Revision to Goals and Objectives:

At this point, we are not revising our goals or objectives. Our current goals and objectives will keep us on track through the next plan update period. During the past reporting period we were able to track baseline data and will be able to create more measurable goals for 2005.