# Ministry of Health - 2012 Carbon Neutral Action Report

## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Mobile Fuel Combustion (Fleet and other)** | | | | | |
| **Behaviour change program** | | | | | |
| Provide fleet driver training to reduce fuel use | Not Yet Evaluated | | | | No End Date (Continuous) |
| Introduce anti-idling policy and/or raise anti-idling awareness for fleet drivers (e.g., signs, stickers, messages) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Encourage carpooling in fleet vehicles | Ongoing/In Progress | - MoH Green Team promoted the Target Green Streets initiative and promoted carpooling to Ministry employees<br>- 4 employees have reported that they started carpooling with their co-workers as a result of learning about during this initiative<br>*MoH ranked 1st in participation, with 17.4% participants<br>*MoH ranked 1st in amount of Co2 avoided, 1512.1 kg<br>*MoH ranked 1st in amount of Co2 reduced, 82.9 kg | - Similar engagement activities planning for 2013-2014 | 2008 | No End Date (Continuous) |
| Promote alternatives to fleet vehicle travel where possible (e.g., bicycles, public transit, walking) | Ongoing/In Progress | - MoH Green Team promoted the Target Green Streets initiative that encourages staff to commute by taking public transit, walking, biking, or carpooling at least one day per week.<br>- We taught people about safe biking and walking routes, as well as how to easily use the public transit system.<br>*MoH ranked 1st in participation, with 17.4% participants<br>*MoH ranked 1st in amount of Co2 avoided, 1512.1 kg<br>*MoH ranked 1st in amount of Co2 reduced, 82.9 kg | - Similar initiative as 2012. | 2008 | No End Date (Continuous) |
| **Vehicle fuel efficiency** | | | | | |
| Replace vehicles with more fuel-efficient models | Ongoing/In Progress | - really it started in 2006<br>- 71% of vehicles are more fuel efficient than in 2006 | - discuss the issue with Facilities to see if there is room for improvement. | 2008 | No End Date (Continuous) |
| Perform regular fleet maintenance to improve fuel-efficiency | Ongoing/In Progress | - All vehicles are subject to regular maintenance for fuel-efficiency | - Will continue to subject vehicles to regular maintenance for fuel-efficiency | 2008 | No End Date (Continuous) |
| **Stationary Fuel Combustion, Electricity** | | | | | |
| **Behaviour change program** | | | | | |
| Help staff reduce personal energy use through ""workstation tune-ups"" | Ongoing/In Progress | - power bars available and can be turned off at the end of the day<br>- on Earth Day, WSI and Green Teams handed out free power bars to employees who wore green<br>- during the Hibernation Challenge, Green Teams also handed out free power bars to interested staff. We explained the importance of power bars, and and how unplugging items that are not in use will help reduce energy consumption | - Similar to previous year<br>- Will also explore options to work with IT staff, and perhaps Facilities staff to further reduce energy consumption | 2010 | No End Date (Continuous) |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | - set up a full day lobby display on the first day of the Hibernation Challenge. There was tons of handouts, two display boards, and we had two laptops where staff played the Wastebusters Game and entered to win prizes. Though, after evaluating the day's events, it was evident that running the Wastebusters Game all day was a bit of an energy waster.<br>- We gave out free power bars to staff who were interested and | - Next year we'll do a similar event and participate in the Hibernation Challenge, but we'll make an announcement that we'll play Wastebusters Game during a specific timeframe, rather than having it run throughout the day.<br>- We'll also look to Facilities on other options for reducing our energy consumption in our buildings | 2009 | No End Date (Continuous) |

# Ministry of Health - 2012 Carbon Neutral Action Report

## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| | | wanted to reduce their energy consumption | | | |
| Ask staff to unplug electrical equipment or switch off power bars when not in use | Ongoing/In Progress | - set up a full day lobby display on the first day of the Hibernation Challenge. There was tons of handouts, two display boards, and we had two laptops where staff played the Wastebusters Game and entered to win prizes. Though, after evaluating the day's events, it was evident that running the Wastebusters Game all day was a bit of an energy waster.<br>- We gave out free power bars to staff who were interested and wanted to reduce their energy consumption | - Next year we'll do a similar event and participate in the Hibernation Challenge, but we'll make an announcement that we'll play Wastebusters Game during a specific timeframe, rather than having it run throughout the day.<br>- We'll also look to Facilities on other options for reducing our energy consumption in our buildings | 2009 | No End Date (Continuous) |
| Ask staff to close blinds at end of work day to reduce heating/cooling demands | Ongoing/In Progress | - set up a full day lobby display on the first day of the Hibernation Challenge. There was tons of handouts, two display boards, and the Green Team manned the booth on a rotating schedule. We had information up on the boards about the importance of closing the blinds at the end of the day. This was the biggest talking piece as so many employees did not know the benefits of closing the blinds. | - run a similar initiative but perhaps explore opportunities to focus an initiative on just closing blinds as so many employees did not know the benefits of closing the blinds. | 2009 | No End Date (Continuous) |
| Provide tips to staff on saving energy in the office while working outside of regular business hours | Ongoing/In Progress | - set up a full day lobby display on the first day of the Hibernation Challenge. There was tons of handouts, two display boards, and the Green Team manned the booth on a rotating schedule. We had information up on the boards about the importance of reducing energy consumption both at work, and outside of working hours.<br>- Green Team has contact information on the intranet, as well as helpful tips. We encourage Ministry to contact us with any questions they may have about energy consumption and why it's important to reduce our intake. | - Next year we'll do a similar event and participate in the Hibernation Challenge/<br>- We'll also look to Facilities on other options for reducing our energy consumption in our buildings, and see if they have tips for how staff can make smart energy decisions outside of working hours. | 2009 | No End Date (Continuous) |
| Encourage use of stairs instead of elevators | Ongoing/In Progress | - set up a full day lobby display on the first day of the Hibernation Challenge. There was tons of handouts, two display boards, and the Green Team manned the booth on a rotating schedule. We had information up on the boards about the importance of reducing energy consumption, as well as making the healthy choice, ie, taking the stairs.<br>- There have been signs all over the building for the past several years, encouraging people to take the stairs instead of the elevator | - Next year we'll do a similar event and participate in the Hibernation Challenge, but perhaps we'll try and focus on the connection between the healthy choice being the green choice. Perhaps tailoring these types of initiatives to the healthier choice theme is a better idea?<br>- We'll also look to Facilities on other options for reducing our energy consumption in our buildings | 2009 | No End Date (Continuous) |
| Provide reminders for turning off lights (e.g., signs, stickers, messages) | Ongoing/In Progress | - set up a full day lobby display on the first day of the Hibernation Challenge. There was tons of handouts, two display boards, and the Green Team manned the booth on a rotating schedule. We had information up on the boards about the importance of reducing energy consumption by turning off the lights.<br>- Green Team reps have also stuck "It's the Easiest Thing You'll Do All Day", turn off the lights, stickers around the building (in meeting rooms, in lunch rooms, etc).<br>- Promoted Earth Hour, Day, and Week. For Earth Hour, 1515 Blanshard committed to turning the lights off in the building between 830-930. Communications was sent out to all staff, information was put on the intranet, and in the Weekly Digest. | - Next year we'll do a similar event and participate in the Hibernation Challenge.<br>- Will participate in Earth Hour again and continue to send out communications on the initiative.<br>- Perhaps play the "spot the lights on" game during Earth Week. | 2008 | No End Date (Continuous) |
| Promote hot water conservation | Not Yet Evaluated | | | | No End Date (Continuous) |

# Ministry of Health - 2012 Carbon Neutral Action Report

## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **IT power management** | | | | | |
| Implement server virtualization | In Development | Approximate Stats<br>Total: 123 servers (some are straight retire)<br>In Progress: 56 servers<br>Turned off: 47 servers<br>Still remaining: 14 servers | Will follow up with Stefan Wosilius and David Blumer in System Services/CMO Branch/HSIMT Division to learn the status of this iniative.<br><br>Will also learn more about server virtualization. | 2013 | No End Date (Continuous) |
| Remove stand-alone printers, copiers, and/or fax machines and install multi-function devices as part of a print management strategy | In Development | - In the last year we have gotten rid of some stand-alone printers, for example 33 laser printers were sent to asset disposal in the last year | - The big purging plan will be in the 2013-2014 fiscal year. There is an actual plan to get rid of all our printers this fall (probably) and replace them with multi-function printers.<br>- Once this is set in motion, Green Teams will work with IT and/or Facilities staff to come up with a behaviour change communication plan | 2012 | No End Date (Continuous) |
| Apply auto-sleep settings on printers, fax machines, and/or multi-function devices | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Planning/management** | | | | | |
| Reduce office space (square meters) per employee | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Supplies (Paper)** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff to use collaborative software for electronic editing (e.g. SharePoint, Groove, etc.) | Ongoing/In Progress | - Staff are encouraged to use SharePoint and Live meeting whenever possible<br>- The Green team has information on the intranet and encouraged staff to learn about collaborative software in an effort to reduce travel and paper consumption | - Contine steps taken in the past and perhaps host a lunch and learn explaining the benefits of collaborative software - of course recognizing that in person is sometimes better, as well as printing and working with a hard copy. | 2009 | No End Date (Continuous) |
| Encourage staff to hold paperless meetings or presentations (i.e., no handouts) | Ongoing/In Progress | - Developed the Green Team intranet site where information about:<br>- paperless meetings<br>- sustainable purchasing<br>- how to use scrap paper<br>- etc,<br>was posted to the site.<br>- The Green Habits Development Challenge also informed and encouraged staff about the uses of scrap paper | - Promote the use of scrap paper more regularly, perhaps start a dialogue on divisional SharePoint sites, under discussions<br>- Work on sustainable procurement and encourage purchasers to always make the greener choice | 2009 | No End Date (Continuous) |
| **Electronic media in place of paper** | | | | | |
| Use electronic document library for filing common documents | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Paper Type** | | | | | |
| Purchase 30% post-consumer recycled paper | Ongoing/In Progress | - improved awareness and launched the Green Habits Development Challenge to encourage staff to reuse paper. Every 2 days employees were prompted to fill in a survey answering questions like, did you use scrap paper today to write notes?<br>- We also gave instructions on how to make little note pads by using scrap paper.<br>- 15% of paper purchased is contains 30% recycled content | - Promote the use of scrap paper more regularly, perhaps start a dialogue on divisional SharePoint sites, under discussions<br>- Work on sustainable procurement and encourage purchasers to always make the greener choice | 2009 | No End Date (Continuous) |

# Ministry of Health - 2012 Carbon Neutral Action Report

## Actions Towards Carbon Neutrality

The actions listed below contribute to a reduction in greenhouse gas emissions from sources for which public sector organizations are responsible under the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act.

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| Purchase 40% post-consumer recycled paper | Ongoing/In Progress | - improved awareness and launched the Green Habits Development Challenge to encourage staff to reuse paper. Everyd 2 days employees were prompted to fill in a survey answering questions like, did you use scrap paper today to write notes?<br>- We also gave instructions on how to make little note pads by using scrap paper.<br>- 0% of paper purchased is contains 40% recycled content | - Promote the use of scrap paper more regularly, perhaps start a dialogue on divisional SharePoint sites, under discussions<br>- Work on sustainable procurement and encourage purchasers to always make the greener choice | 2009 | No End Date (Continuous) |
| Purchase 100% post-consumer recycled paper | Ongoing/In Progress | - improved awareness and launched the Green Habits Development Challenge to encourage staff to reuse paper. Everyd 2 days employees were prompted to fill in a survey answering questions like, did you use scrap paper today to write notes?<br>- We also gave instructions on how to make little note pads by using scrap paper.<br>- 83% of paper purchased is contains 100% recycled content | - Promote the use of scrap paper more regularly, perhaps start a dialogue on divisional SharePoint sites, under discussions<br>- Work on sustainable procurement and encourage purchasers to always make the greener choice | 2009 | No End Date (Continuous) |
| **Printer/document settings** | | | | | |
| Switch networked printers and photocopiers to automatic double-sided | Completed (in Previous Year) | | | | No End Date (Continuous) |

## Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| **Business Travel** | | | | | |
| **Behaviour change program** | | | | | |
| Train staff in web-conferencing | Ongoing/In Progress | -Staff are regularly encouraged to use web-conferencing technology and ask for training if needed. | -Continue to encourage staff to use web-conferencing technology and ask for training if needed. | 2009 | No End Date (Continuous) |
| Encourage staff to consider virtual attendance/presentation at events where possible | Ongoing/In Progress | -Staff are regularly encouraged to use web-conferencing technology and ask for training if needed. | -Continue to encourage staff to to use web-conferencing technology and ask for training if needed. | 2009 | No End Date (Continuous) |
| Encourage carpooling to meetings | Ongoing/In Progress | -staff are regularly encouraged to carpool to meetings. This is regularly promoted during Target Green Streets. This information is also passed on staff through the Green Team intranet site. | -Continue to regularly encourage staff to carpool to meetings. Find additional and or alternative means to encourage staff | 2008 | No End Date (Continuous) |
| Encourage alternative travel to meetings (e.g., bicycles, public transit, walking) | Ongoing/In Progress | -staff are regularly encouraged to carpool, bike, walk, and bus to work/home/meetings. This is regularly promoted during Target Green Streets and Bike to Work Week. This information is also passed on staff through the Green Team intranet site. | -Continue to regularly encourage staff to carpool, bike, walk, and bus to work/home/meetings. Continue to regularly promote during Target Green Streets and Bike to Work Week. This information is also passed on staff through the Green Team intranet site.<br>- Look for alternative and innovative ways to promote green commutes | 2008 | No End Date (Continuous) |
| **Virtual meeting technology** | | | | | |
| Install web-conferencing software (e.g., Live Meeting, Elluminate, etc.) | Ongoing/In Progress | -Staff are regularly encouraged to use web-conferencing technology. Green Teams promote it through the Green Team intranet site, and also encourage travel approvers to consider live meeting options before approving travel requests. | -Will continue to regularly encourage staff to use web-conferencing technology. Green Teams will continue to promote it through the Green Team intranet site, and also encourage travel approvers to consider live meeting options before approving travel requests. | 2009 | No End Date (Continuous) |
| Make desktop web-cameras available to staff | Not Yet Evaluated | | | | No End Date (Continuous) |
| Install video-conferencing units in meeting rooms or provide mobile video-conferencing units | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Education, Awareness, and Engagement** | | | | | |
| **Awards/Recognition** | | | | | |
| Establish a sustainability/green awards or recognition program | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Staff Professional Development** | | | | | |
| Support green professional development (e.g., workshops, conferences, training) | In Development | - on a case by case basis employees are permitted to attend workshops, conferences, etc. Employers ask that staff update their MyPerformance profile to give employers a reason to allow their staff to attend professional development events | - continue with this same structure<br>- look into opportunities for MoH to host green professional development initiatives | 2010 | No End Date (Continuous) |
| Include green options in employee performance measurement system | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Staff awareness/education** | | | | | |
| Provide education to staff about the science of climate change | In Development | - Green Team is drafting a BN that will hopefully have the DM sign off on approving all branches being informed about climate change science. One option in the BN is to have a representative from the branches attend the Climate Insights 101 course and then give their branch a download at team meetings. | - Submit the BN to the DM and then draft communications for MoH staff | 2013 | No End Date (Continuous) |
| Provide education to staff about the conservation of water, energy, and raw materials | Ongoing/In Progress | - Staff learned about conservation during the hibernation challenge, as well as during the green habits development challenge<br>- lobby event informed interested employees about the importance of conservation | - similar steps are planned for the future with a focus on energy conservation in an effort to reduce the amount the ministry pays in offsets | 2009 | No End Date (Continuous) |

# Ministry of Health - 2012 Carbon Neutral Action Report

## Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| Provide green tips on staff website or in newsletters | Ongoing/In Progress | - Divisions send out Green tips in the form of newsletters and monthly emails<br>- tips are also feature on the Ministry's Green Team intranet site | - Similar steps will be taken in the future, with a focus on targeted messaging that reduces the amount the ministry pays in offsets | 2010 | No End Date (Continuous) |
| Provide sustainability education during new staff orientation | Ongoing/In Progress | - MoH Green Team brainstormed how to include sustainability education during new staff orientation. Green Team members are drafting key messages that employers can use when they are educated their new staff<br>- MoH Green Team also updated their intranet site to make it more user friendly and to also create more of a presence for itself. Green Team hopes that more employees will visit the site and learn more about sustainability | - Key messaging to be delivered to employers in the hopes they will deciminate to their new hires<br>- continue promoting the Green Team intranet site. Keep it up to date and relevant | 2012 | No End Date (Continuous) |
| **Team-building** | | | | | |
| Create Green, Sustainability, Energy Conservation, or Climate Action Teams with executive endorsement | In Development | The Executive Director of the Organizational Development & Engagement Branch supports the Ministry Green Team.<br>The Ministry Green Team has set up Divisional Green Teams in all divisions of the Ministry and has received Executive support from the Deputy Minister. | Will continue to operate Green Teams at both a Ministry and Divisional level.<br>Will aim to increase membership with the goal of having Branch Green Teams operational by end of 2013-2014 | 2012 | No End Date (Continuous) |
| Provide resources and/or dedicated staff to support teams | In Development | Monthly meetings take place, signs are posted, Health ePlace is used for announcements, lobby is used for staff engagement initiatives, and Sharepoint sites are used to host surveys | This structure will either continue for the next year, or a revised structure will be implemented in order to turn staff resources to actually reducing carbon emissions, and reduce the amount we pay in offsets | 2008 | No End Date (Continuous) |
| Providing behaviour change education/training to teams (e.g., community-based social marketing) | Not Yet Evaluated | | | | No End Date (Continuous) |
| **Other Sustainability Actions** | | | | | |
| **Adaptation to Climate Change** | | | | | |
| Assessed whether extreme weather events and/or long term changes in climate will affect the organization's business areas | Ongoing/In Progress | - Ministry Lead attended the AdapTOOL training specifically designed to assess whether extreme weather events and/or long term changes in climate will affect the organization's business areas<br>- the Emergency Management Unit (EMU) also looks at how earthquakes and other emergency scenarios may effect the ministry's business areas. As such, the Green Team has discussed how we can link up with them and combine our efforts with more of a focus on Climate Change events. | - Will further look into how EMU and Green Team can work together. | 2012 | No End Date (Continuous) |
| **Commuting to and from home** | | | | | |
| Introduce telework/work from home policy | Ongoing/In Progress | - Some divisions are piloting telework/work from home policies | - Green Teams may look into asking these divisions for feedback to consider possibility of promoting more telework throughout the ministry | 2011 | No End Date (Continuous) |
| Encourage commuting by foot, bicycle, carpool or public transit | Ongoing/In Progress | -Green Team promotoes Bike to Work Week and Target Green Streets Ministry-wide. | - These events may continue to be promoted, or a different, more innovative event may be developed to actual reduce the amount the ministry pays in offsets. | 2008 | No End Date (Continuous) |
| Provide shower or locker facilities for staff/students who commute by foot or by bicycle | Completed (in Previous Year) | | | | No End Date (Continuous) |
| Provide secure bicycle storage | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Procurement (non-paper supplies)** | | | | | |

# Ministry of Health - 2012 Carbon Neutral Action Report

## Actions to Reduce Provincial Emissions and Improve Sustainability

The actions listed below contribute to a reduction in greenhouse gas emissions from sources that fall outside of the reporting requirements defined in the carbon neutral government regulation of the Greenhouse Gas Reduction Targets Act. Public sector

| Action | Status | Steps Taken | Steps Planned | Start Year | End Year |
|---|---|---|---|---|---|
| Incorporate minimum recycled content standards into procurement policy for consumable, non-paper supplies (e.g., writing instruments, binders, toner cartridges, etc.) | Ongoing/In Progress | - Messaging is being developed for purchasers to always look for the Greenest option before purchasing any product | - this strategy will be continued and hopefully better enforced<br>- messaging will be distributed to all purchasers and purchasing approvers. | 2011 | No End Date (Continuous) |
| Establish green standards for goods that are replaced infrequently and/or may require capital funds to purchase (e.g., office furniture, carpeting, etc.) | Completed (in Previous Year) | | | | No End Date (Continuous) |
| **Waste reduction/diversion** | | | | | |
| Implement a hazardous waste reduction and disposal strategy | Ongoing/In Progress | - Battery Recycling was promoted at 1515 Blanshard and in Burnaby offices<br>- Implemented Recycle My Cell at 1515 Blanshard | - Will continue to promote these initiatives and look for other opportunities to divert hazardous waste from landfills. | 2010 | No End Date (Continuous) |