

Energy Efficiency in the Workplace



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Motivators



- Economic
- The Climate Change Levy
- Environmental
- Regulatory
- Accreditation

Typically businesses could save 20% on energy consumption with simple no-cost or low-cost measures.

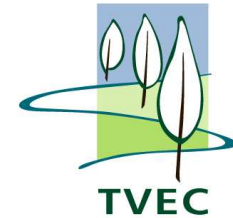
Getting Started



Energy management can be broken down into a number of key areas:

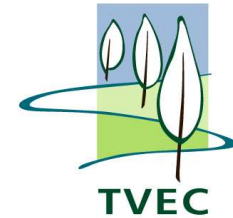
- Your Policy
- Putting Your Policy in Action
- Ongoing Monitoring and Control
- Getting Everyone Involved
- Measuring Your Energy Efficiency Success

Your Policy



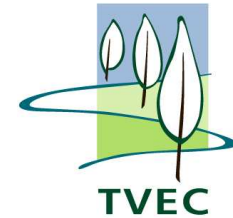
- Set out your business' objectives for energy management.
- Communicate commitment
- Give due regard to energy efficiency by adopting the most energy efficient equipment
- Recognise the need for adequate resources and reporting throughout the company
- Appoint a Director or Senior Manager with overall responsibility
- Commit the company to a regular review of your policy

Putting Your Policy into Action



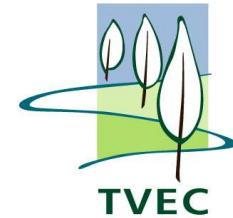
- Set out clear and formalised responsibilities to achieve aims of the policy
- Document roles and responsibilities
- Set targets for energy savings and supporting action plans.
- Ensure policies and procedures are communicated clearly and management commitment to them is visible.
- Set training plans for both energy managers and the workforce.
- Set procedures for planned and emergency maintenance of equipment, and procurement of new energy efficient equipment.
- Assess the cost-effectiveness of energy saving measures, based on savings over the lifetime of the measure.

Ongoing Monitoring and Control



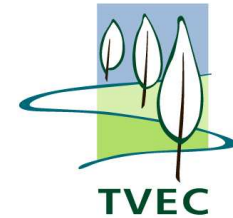
- Physical energy survey
- Ongoing monitoring and analysis of energy consumption information

Physical energy survey



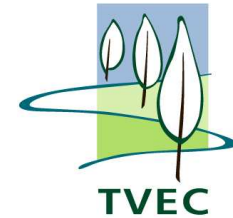
- Identify all energy consuming equipment
- Ask colleagues from different departments if they are aware of any energy wastage
- Walk through the site at different times, particularly down times, and note any lights / machinery etc. left on unnecessarily
- Walk through the site at different times of the year. Ensure heaters, or air conditioning systems, are only coming on at appropriate times
- Ask security staff or cleaners if they have instructions to turn off any lights left on, and do they follow them?
- Publicise results of the survey and take necessary action
- Surveys should be carried out at regular intervals

Ongoing monitoring and analysis



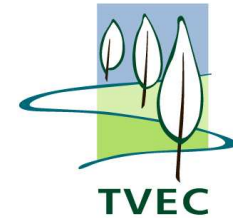
- Data Collection – including energy bills, meter readings, half-hourly data from utilities, plus in-house production information and meteorological data
- Analysis – interpret data collected into useful information on which to act
- Report – publicise areas of unexpected excess and report anomalies to those in a position to, and with responsibility to, act
- Act – set and review standards of performance that individuals are responsible for achieving

Getting Everyone Involved



- Every employee can contribute to saving energy, so long as there is support, motivation and empowerment.
- You can raise awareness with poster campaigns, e-mails, magazines and training sessions.
- Lead by example; demonstrate your business' commitment to saving energy; whether it is for profit or helping the environment..

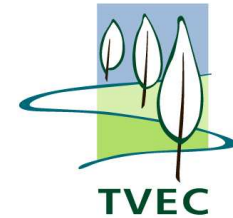
Measuring Your Energy Efficiency Success



Reporting should include:

- Progress reports as necessary or as required by the appropriate senior management body in order to ensure adequate control and review of objectives.
- Frequent reports for operational management control.

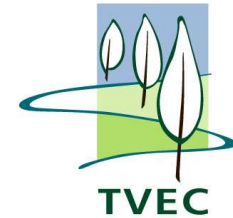
Measuring Your Energy Efficiency Success



Reviews should include:

- Consideration of the policy (aims, objectives, scope and adequacy).
- Comparison of quantitative performance against targets.
- Comparison with benchmark data (where available).
- Propose how to tackle barriers preventing implementation of energy efficiency improvements.

Discussion



- What is your prime motivator for saving energy in the workplace?
- Do you have an energy policy?
- What do you do to monitor the energy your business uses?
- How have you motivated your staff to save energy?
- What successes have you had?