**BSBSUS501 – Develop Workplace Policy & Procedures For Sustainability**

**Task 2 – Sample Sustainability Action Procedure - Template**

Title of Procedure for Sustainability Action: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which Sustainability Target does this Procedure Apply To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Activity** or Step**.**  A brief Description of each step in procedure to undertake the Sustainability action. | **Resources**  What material & equipment do you require for this step? | **Person (s) Responsible**  Who is responsible for this step? |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
| **6** |  |  |  |
| **7** |  |  |  |
| **8** |  |  |  |
| **9** |  |  |  |
| **10** |  |  |  |