



Sustainability @ UB

Switch Off Action Plan



Barriers to change

- Knowledge of the problem (i.e. Energy demand and Climate Change)
- Knowledge of the equipment (i.e. how to use efficiently and standby on equipment)
- Comfort Zone and habits (i.e. “I have always done it this way and it is easy.”)
- Impact of actions (i.e. “I am just 1 person and don’t use much energy”)

General Actions

- Let colleagues know about the Switch Off program and the role you are playing
- Get your colleagues to commit to ‘doing their bit’ as part of Switch Off. (IDEA: In a staff meeting ask for a show of hands *or* get a photo taken of your work team for the next Sustainability@UB Newsletter where committed teams will be profiled.)
- Communicate the benefits of being energy smart and the difference they will make
- Use visual aids such as posters, stickers and signage as reminders

Resources- found at www.ballarat.edu.au/ncs

- Behaviour Change Measurement Survey - Electronic Form and Manual Form
- Switch Off Action Plan
- Workplace for Sustainability Presentation Powerpoint
- Switch Off at the End of the Day Prompts
- Office Energy Calculator
- Switch Off Graphics



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Switch Off 10 Point Action Plan

Challenge	Action	Target
1. Measurement of current energy use	<ul style="list-style-type: none"> Complete the behaviour change measurement survey 	Snapshot of energy use
2. Switching off lights when not in use and end of day	<ul style="list-style-type: none"> Talk to those in team who leave the office last Post reminder stickers near light switches 	90% light switched off when not in use 100% lights switched off at end of day
3. Switching off printers, fax & photocopiers at end of day and on weekends	<ul style="list-style-type: none"> Talk to team about switching off Post reminder stickers near equipment Reward team when equipment switched off Notify team when equipment is left on 	90% equipment switched off at end of day and weekends
4. Switching computer monitors to power save	<ul style="list-style-type: none"> Talk to team about switching computer monitors to power save Demonstrate with each member of the team how to do this 	100% computers switched to power save
5. Computers switched off at end of day	<ul style="list-style-type: none"> Talk to team about switching off Post reminder stickers on computers Reward individuals when computers are switched off 	100% computers switched off at end of day
6. Limit personal heater use	<ul style="list-style-type: none"> Talk to team about impact of personal heaters Encourage dressing warmly and regular movement to keep warm Consider a 'Stop Heater Week' to get to the source of central heating and cooling problems 	50% decrease in personal heater use Central heating/cooling problems addressed
7. Switch off personal heaters at end of day	<ul style="list-style-type: none"> Talk to team about switching off Post reminder stickers near heaters Notify team when heater is left on 	100% heaters switched off
8. Display end of day and weekend prompts	<ul style="list-style-type: none"> Print stickers and posters and mount near exit door and tea room Notify team about the prompts 	Prompts displayed
9. Measure the change after initiating actions (2 months is a good time)	<ul style="list-style-type: none"> Complete the behaviour change measurement survey 	Snapshot of energy use to compare to original figures
10. Promote good news	<ul style="list-style-type: none"> Tell your team what a great job they are doing and let them know how much they have save Email updates of savings Reward your team with 'incentives' Feed your stories into Sustainability@UB newsletter and website 	Team happy and motivated to continue energy efficient habits