WASTE MANAGEMENT IN THE WORKPLACE

Significant savings can be made by ensuring that waste is managed properly in business. It is important to identify the quantity and type of waste you produce. Once this is done, it is then time to look at your waste and see what can be prevented. All materials suitable for recycling should be segregated at source and bagged or compacted and stored appropriately. Many businesses can save 10% on their waste costs by implementing no cost and low cost waste solutions.

FOOD WASTE

If your business serves food, reducing your food waste should be a priority, as doing this will improve your environmental performance and save you money. No investment is required — it's just a matter of implementing some simple housekeeping procedures.

WASTE MANAGEMENT ACTIONS CHECKLIST

GENERAL

☐ Know how much waste you dispose of
☐ Know the cost of waste disposal
☐ Designate a person to monitor waste on site
☐ Ensure maximum recycling
☐ Request suppliers to use reusable and returnable packaging
☐ Monitor waste handling by staff
☐ Identify ways of reducing your food waste
☐ Educate staff about separation at source

PACKAGING

☐ Ask suppliers to minimise packaging
☐ Compact cardboard and plastics
☐ Use shredded paper for infill
☐ Buy in bulk

CANTEEN

☐ Have sufficient recycling receptacles throughout
☐ Create a list of reusable/recyclable items
☐ Use non-disposable tableware and cutlery
☐ Compost organic waste
☐ Look at portion control — too large and it is a waste
☐ Introduce a stock rotation policy
☐ Label and date food in reusable containers
☐ Vacuum pack food
☐ Reuse leftover food where appropriate

OFFICE

☐ Reuse scrap paper — have collection points near printers/photocopiers
☐ Return unwanted post and remove name from unwanted mail databases
☐ Set up a central collection point for reusable office supplies
☐ Use email and bulletin boards for office communication
☐ Encourage double sided printing and photocopying
☐ Switch off cover sheet option on faxes
☐ Recycle printer and toner cartridges
☐ Use reusable inter-office envelopes