

Check your waste generation

WHAT YOU NEED TO GET STARTED

- Personal protective equipment (PPE)
- Newspapers
- Record sheet (download and print out)
- Weighing scale
- A bin full of waste
- An open space to sort waste

HOW TO PERFORM A WASTE HEALTH CHECK

1. Spread the rubbish onto newspapers
2. Separate it into different categories: food/compost, cardboard, paper, metal, soft and hard plastics
3. Separate plastics into types: bottles, containers, cling film, straws, food packets
4. Count then record number and weight of material in waste health check worksheet
5. Use 'Landfill diversion worksheet' to identify solutions to stop recycling from ending up in the general waste bin
6. Repeat this process every week and month

SAFETY FIRST

- Brief your team on safety before starting
- Wear PPE at all times - overalls, gloves, eye protectors and safety shoes
- Avoid touching dangerous, sharp or unusual items. Use tongs to handle them
- Keep the work place free of obstacles to prevent slips, trips or falls
- Sort through the waste slowly and with caution to minimise potential risks



1. Assess the amount

- What is the quantity of waste produced per week and month?
- How much can be recycled?
- Is the waste caused by:
 - a) People disposing in the wrong bin
 - b) Damaged product
 - c) Packaging and product design
 - d) Other?

2. Assess your processes and supply chain

- Are the items delivered to you made out of recyclable material?
- Are there sustainable alternatives for waste items in your bin?
- What changes can you make to reduce waste? (Use page 3 'Landfill diversion worksheet')

3. Implement solutions & reassess

- What has been the feedback from employees and customers?

Waste health check worksheet

COMPANY NAME: _____

WHO: _____ **DATE:** _____

[illegible]

Landfill diversion worksheet

After identifying the contents of your general waste bin, workshop with your colleagues to find diversion opportunities for different waste streams.

The image shows a green recycling bin with four colored compartments. Each compartment has a label and a percentage sign. Below the bin are four columns labeled 'Solutions' in the same colors, connected by lines to the corresponding compartments.

Cardboard	Soft plastic	Hard plastic	Food waste
%	%	%	%
Solutions	Solutions	Solutions	Solutions