



# WORKPLACE WASTE CHECKLIST

The Own Your Impact guide *for business owners and managers*  
to reducing waste in the workplace

- ESTABLISH AN ECO-FRIENDLY PARCEL-PACKING PROCESS**  
Instead of buying packaging or using plastics like bubble wrap, have plenty of shredded paper (made from unwanted documents) available to reuse as cushioning. Repurpose boxes and containers as vessels.
- PROVIDE CLEARLY MARKED BINS FOR RECYCLING**  
Workplace recycling hubs should be in the kitchen **and** near printers. Promote what can and can't be recycled and have a clear policy that aligns with your local recycling service.
- INVEST IN QUALITY**  
Better quality products typically last longer. Don't mistake cost for value, especially when it comes to items such as computers, printers, vehicles and even uniforms.
- GO DIGITAL**  
Store office files, manuals, policies and other documents digitally, and encourage employees to access these copies rather than rely on paper print outs. It'll help reinforce that you're striving to be a paperless office.
- TRY SECOND HAND - OR HIRE**  
There is a lot of quality office furniture available in extremely good condition for a fraction of the sale cost. It's also worth considering your sourcing policies if organising workplace events.
- RECYCLE PRINTER CARTRIDGES**  
It doesn't matter if you do a little or a lot of printing – it's important to recycle all of your printer cartridges so they don't end up in landfill. Check if you're eligible for Planet Ark's free cartridge recycling service, or start a box that you can take to a nearby drop off point.
- SWITCH TO HIGH-SPEED DRYERS**  
These dryers are significantly more efficient in terms of energy consumption than traditional hand dryers and they produce less waste than paper towels. High-speed dryers are a great, pain-free way to reduce your team's waste impact.
- INCENTIVISE IMPACT-OWNING BEHAVIOUR**  
Provide glasses, china crockery and metal cutlery (and perhaps even a dishwasher) in lieu of plastic cups. Establish a supply of reusable coffee cups that everyone in the office can use. Establish friendly competition through regular waste audits, celebrating those who generate less or reduce more.

