



WORKPLACE WASTE CHECKLIST

The Own Your Impact guide *for the individual*
to reducing waste in the workplace

- CHECK YOUR PRINTER SETTINGS**
Set your default settings to print on both sides of the paper and in black and white. This will cut your paper consumption in half and will use less ink (and therefore fewer cartridges) than colour printing.
- CREATE A 'REUSABLE KIT' FOR THE WORKPLACE**
Don't risk getting caught short – make sure you have easy access to a reusable coffee cup, knife, fork and spoon, drink bottle or cup and possibly even straw if these are items you regularly find yourself discarding at work. Then there's no excuse.
- STOP HITTING PRINT**
Train yourself to do more on-screen to reduce the volume of paper you use.
- PACK LIGHTER-IMPACT LUNCHES**
Bring leftovers for lunch in a reusable container or plastic-free lunch box. If you regularly buy lunch, BYO suitable container for takeaways to avoid waste.
- LEAD BY EXAMPLE**
When organising meetings or events in the workplace, show leadership by shunning single-use items. Avoid providing items that generate waste, and instead include reminders to BYO drink bottle or reusable coffee cup. A gentle reminder from colleague has the potential to create a powerful ripple of change and encourage conversations.

