

Waste in the Workplace Worksheet

Win the Race to Lower Your Waste!

Just like it takes teamwork to win a game, it takes teamwork to win the race to lower your waste. Without the know-how you can't expect people to play the game right so be sure to supply your team with everything they need to succeed.



Always remember that the 3Rs are a hierarchy, with reducing at the top!

Make sure that when you're building waste management processes, you target reduction first, then reuse and finally recycling!



Establish a strategy; determine who the key players are and what role they will take, make sure everyone knows what the goal is and how to get there.



Just like the key to a happy relationship is communication the same goes for a successful recycling program.

Let your team know how they are doing and reward them for doing well. Take money saved by recycling and put it towards a staff social event or better yet, donate it to a local charity - like Green Calgary!



Get rid of your single serve coffee makers! While convenient there is no environmentally friendly way to dispose of those cute little cups and packets. Imagine an office of twenty people, say they each have two cups of coffee every work day that equals 9600 per year that is enough k-cups to fill your entire fridge and freezer. Not so cute anymore are they? Neither is the cost of each of those cups. You can buy 18 k-cups of regular coffee or 144g for \$12 or buy 920 grams of the same coffee for \$10 that's 6 times the amount for \$2 less!!!



Designate a team captain to keep an eye on the bins. Use clear bags in all of the bins including the garbage - this way the captain can easily check out how well the system is doing (i.e. is there a lot of recycling in the garbage? Garbage in the recycling?).



Everyone loves pictures! Not only do we process them faster but they cross language barriers and can clarify the message of what goes where. Signage should be clear, to the point, and not too wordy; don't forget to put them where people can easily see them!



Bins are like Batman and Robin - they work best when they're together. To avoid having your team play the 'find the right bin' game keep your recycling bins together to make a convenient one-stop-shop sorting station.



Abracadabra! The folks who make your garbage disappear may not be magicians but they are your hauler and can be a valuable source of information if you just talk to them:

- They can tell you how much waste you are producing per week, month, year - whatever you like!
- They can supply information on service solutions that they can offer to divert material from the landfill.
- They may even be able to tell you how much contamination they are seeing in your recycling streams.



Get friendly with your neighbours. Small businesses don't produce the amount of waste that larger buildings do so it may not be cost effective or there might not be room for a collection of bins. But if you team-up with fellow tenants or neighbours you could save money and make friends, all while reducing your waste!

www.greencalgary.org

100, 301-14th St NW Calgary, AB, T2N 2A1
403-230 1443 ex 222 | info@greencalgary.org

 @greencalgary  facebook.com/greencalgary