



Business Waste Reduction Project Toolkit Toolkit Checklist

Step 1: Commit to improving waste reduction in the workplace

- Support from senior management / colleagues.
- Waste reduction team organised.
- Conduct staff survey.

Step 2: Assess Waste Practices

- Waste management and purchasing records reviewed.
- Waste assessment organised / conducted.
- Site analysis organised / conducted.
- Data compiled and main findings reported.

Step 3: Developing a Waste Reduction Action Plan (WRAP)

- Waste assessment results reviewed
- Waste reduction opportunities identified (use the waste hierarchy)
- WRAP developed –
 - Setting targets
 - Allocating timelines
 - Prioritising actions
 - Delegating responsibilities

Step 4: Implementing a Waste Reduction Action Plan

- Equipment / bins purchased and new systems set-up.
- Reuse arrangements identified and in place.
- Staff and management informed and trained on new systems.

Step 5: Review the process

- Company records reviewed and compared with previous.
- Follow-up waste assessment conducted and compared with previous.
- Report findings and cost savings to management and staff.

Step 6: Improve waste practices on an ongoing basis

- Progress monitored at regular intervals and WRAP modified accordingly.
- Review goals.