



Enquiries to:
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Business Waste Reduction Project Toolkit Staff Survey

As you may be aware, we are currently reviewing our waste management practices to reduce the quantity of waste we send to landfill and our impact on the environment. The Business Waste Reduction Project is likely to bring many long-term benefits to our organisation and the environment. However, we need your cooperation if we are to succeed. All suggestions and offers of assistance will be greatly valued.

Please complete this survey (either electronically, or by paper) and return it

to:..... By (date).....

Thank you for your cooperation

1) Please provide an importance rating to the following issues:

	Least important	1	2	3	4	5	Very important
Waste reduction and recycling at home		□	□	□	□	□	
Waste reduction and recycling in the workplace		□	□	□	□	□	

2) Do you recycle at home? **Yes** **No**

Please list the materials you most commonly recycle at home:

.....
 3) Do you participate in waste reduction, reuse or recycling in the workplace? **Yes** **No**

4) Please answer yes or no to the following questions/statements:

	Yes	No	Not Applicable
a) Do you have a recycling bin in your workspace?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Are you aware of the types of materials that are able to be recycled at work?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) The signage on the different bins is easy to understand and user friendly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) The recycling bins are conveniently located to encourage recycling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Documents and emails are viewed and filed on computers rather than being printed out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Is your printer set to print double-sided by default?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g) Do you recycle one-sided document paper for draft reports/notepads etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h) Would you like to receive waste reduction training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Appendix 2 continued

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5) Do you undertake any other personal waste management practices in the workplace (for example, use a water glass and / or coffee mug instead of plastic disposable cups; purchase recycled items such as paper; refill printer cartridges; before giving customers a plastic bag / spoon / straw ask whether they want one first)? Please list below:

.....

.....

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6) Take the time to think about what kinds of waste reduction initiatives you would like to see in place at work and / or what waste reduction activities would benefit your workplace. Please list below:

.....

.....

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7) Please list any possible reasons why you think current recycling systems are not effective or why waste reduction initiatives may not work in the future:

.....

.....

.....

8) Are you willing to segregate reusable and recyclable materials at work and place them in the appropriate bins / receptacles?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

9) If no, what would prevent you from doing so?

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~ Thank you for your assistance ~

Your responses assist us to find better waste reduction solutions for your workplace