NORTH EAST WASTE FORUM
NEW WAYS WITH LESS WASTE
Enquiries to:
**Jeanie McKillop**
Business Waste Reduction
Project Co-ordinator
P: 6687 4945 M: 0421 888 686
PO Box 340
LENNOX HEAD NSW 2478
business@northeastwasteforum.org.au
www.northeastwasteforum.org.au



# Business Waste Reduction Project Toolkit

## Waste Assessment Checklist

- ☑ Approval to conduct waste assessment
- ☐ Date and time of visual assessments scheduled_____
- ☐ Inspection team/s organised
- ☐ Waste reduction team organised
- ☐ Inspection team briefed on: procedures, OH&S & privacy issues
- ☐ Consult OH&S officer
- ☐ Waste Inspection materials organised (gloves, tongs, clipboard, pencil/pen, waste assessment and analysis forms, camera)
- ☐ OH&S officer and security informed (if necessary)

**Table for organising visual inspection waste assessment:**

| Work Area | Date of Inspection | Time of Inspection | Waste Assessment Team | Number and type of bins to survey |
|---|---|---|---|---|
| **EXAMPLE:** *Reception area* | *5th June '06* | *4.30pm* | *Paul and Julie* | *2 x waste and 2 x recycling* |
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