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Business Waste Reduction Project Toolkit Site Analysis

Below are some questions to consider when conducting a site analysis. The type of questions you will need to consider will depend on the type of waste your organisation generates. A site analysis should be conducted for the main waste-generating areas (i.e. office areas, kitchen areas, production areas).

Workplace area: Inspector Date

Site Analysis Questions	Comments / explanation
Are the waste / recycling bins placed in convenient locations?	Waste: Recycling:
Are they of adequate size (i.e. not overflowing or at half capacity when being emptied)?	Waste: Recycling:
Do the waste bins contain recyclable materials?	
Do all workstations / work areas have recycling bins? If no, what areas don't and why?	
Do the recycling bins have clear signage?	
Are the recycling bins contaminated?	
If recycling is contaminated, is there a visible reason why (eg. waste bin full, inconvenient location)?	
Are products purchased in bulk, limiting the waste of smaller, individually wrapped items?	
Does your workplace consider waste when comparing alternative products and purchase items with recycled components?	
Is paper reused (eg. notebooks and draft copies) where possible?	
Is the workplace able to implement the use of a worm farm or composting for food scraps?	
Are items reused where possible (eg. food containers, coat hangers, etc)	
Is there obvious wastage of materials (e.g. stationery, cardboard, food, fabric, other)?	
What other examples of good practice can you see (e.g. reuse of envelopes as interoffice envelopes, 'BYO' ceramic mugs replacing throwaway cups)?	
What opportunities can be implemented in the short term to reduce waste (eg. giving customers options such as straws in drinks only when requested)?	
What opportunities can be implemented in the longer term (more research may be necessary) to reduce waste (eg. setting up a recycling cooperative with other businesses)?	
Other Observations	