

Business Waste Reduction Project Toolkit

Step 4: Implementing a Waste Reduction Action Plan

Implementing a Waste Reduction Action Plan

Implementing your Waste Reduction Action Plan (WRAP) is basically putting your theory into practice. Your WRAP uses the assessed waste practices to identify areas of your waste stream that need improvement, actions for addressing these, and staff who are given the responsibility for implementing these actions.

Step 4 is about identifying the practical needs associated with carrying out each of the steps for the successful completion of those actions.

This section provides examples of key issues for the implementation of your WRAP.

Purchasing and setting up new systems

Identify any new equipment you need for separating, storing and managing your new waste system/s. At this point you may wish to revisit your cost / benefit analysis as part of Step 3.

A good system for receiving and storing waste and resources effectively should be:

- Conveniently located
- Colour coded for easy recognition
- Has clear signage
- The right size
- Clean and easy to move
- Un-obstructive of pathways and workspace
- All staff are educated about the system

Conveniently located

Results from your waste assessment, site analysis and staff feedback surveys will help you identify the most convenient location for bins and any other waste reduction systems. This will maximise collection efficiency.

Colour coding bins

You will also need to think about ways of making it clear to staff which bins should be used for which materials in order to reduce contamination and recyclables going to landfill. You can use signs / colour coding systems for this if desired.

Clear signage

All bins should be clearly labeled. Signage for recycling bins and organic bins should indicate clearly which materials should and should not be placed in those bins to avoid confusion and contamination.



Separating recycling at its source ensures an easy to use and practical system for successful waste reduction

The right size

Ensure that recycling and reuse receptacles are of adequate size to avoid materials being placed in general waste bins as a result of size limitations.

You can also place size limitations on general waste bins to encourage greater use of recycling and reuse bins. You will have a general idea of the quantities of waste generated by staff, and the size of bin that will be required from the waste assessment results in Step 2.

Clean and easy to move

Purchase sturdy recycling bins and reuse receptacles that are going to be easy to move and easy to clean. Smaller bins will be required for heavier materials so that they can be lifted and emptied easily into collection bins.

Bins used to recover food organics will require regular cleaning and sturdy lids to avoid odour issues in the workplace and fly infestation.

Un-obstruction of pathways & work space

It is essential from a productivity and work place OH&S perspective that recycling and reuse material receptacles are positioned in a way that will not interfere with the day-to-day activities of your staff or increase the likelihood of injury to staff.

Right sizing & storage of collection bins

The results of your waste assessment will provide you with an indication of the overall volume of waste your organisation generates and the proportion of waste materials to recyclables and recoverables. This will help you determine the number, size and frequency of collection bins you will require for each type of material. Your local waste collection and resource recovery contractors should also be able to advise you on the most appropriate service for your needs. Get them to provide advice on health and odour issues associated with your waste materials that may dictate a particular collection frequency. For instance, if you have organic waste, you will need to have these bins collected weekly.

If you are introducing additional bins for the collection of recyclable materials, you will need to think about where you are going to store the extra bins. A convenient outdoor area will be required so contractors can access these bins for emptying. Storage space limitations may dictate the size and / or collection frequency of your bins.



Reuse arrangements

If resource recovery is part of your WRAP, you will need to liaise with industries that will use by-products from your business about collection and payment options and any post-production needs they require before they accept your material for collection.

Staff Education and Communication

Develop and implement a Staff Education Programme aimed at training staff in aspects of the WRAP implementation.

Develop a feedback system for staff to provide suggestions to management and / or the team charged with the responsibility of implementing the WRAP. This will serve to ensure that any fine-tuning of the WRAP can be carried out prior to the assessment of its success. It will also help to make staff feel a part of the process.

Some businesses also develop a staff reward system that encourages staff to participate in the successful implementation of the WRAP. This is a good option for boosting staff morale as well as generating and maintaining interest in effective waste management.