

Workplace Recycling Program



240 litre bins pictured

Reducing waste

Much of the waste that is generated through offices and staff kitchens can be recycled. Implementing a workplace recycling program can significantly improve your organisation's environmental outcomes and can also reduce waste disposal costs.

How the program works

Paper recycling box

Each workstation is supplied with a paper recycling box so that all waste paper generated at the desk can be placed in this box for recycling.

Central bin stations

Three to four bins including a document destruction bin, yellow recycling bin, red general waste bin and a green food organic garden organic bin in central locations around the work area. At every station,

each bin is colour coded and clearly labelled to provide consistency and assist staff with their recycling efforts.

IWS staff work closely with your organisation to decide the best locations throughout the work area for the central bin stations. The correct location of the bins is important to make the system easy for your staff to use. We can also provide your organisation with education about recycling and the importance of recycling.

Desk waste bins

Bins for general waste are not provided at workstations. Any general waste should be disposed of in the waste bins located around at the central bin stations or kitchen/eating areas.

Please note: Space constraints and servicing issues may effect the location and numbers of bin stations provided within work areas.

Paper recycling box

Each workstation is supplied with a paper recycling box so that all waste paper generated at the desk can be placed in this box for recycling. Once the box is full, staff are required to empty it into one of the commingle recycling bins located around the office. A commingle recycling bin should also be located at or near each printer. This provides a more efficient process for cleaning staff who no longer need to empty multiple work station waste bins.

Staff kitchens

If space permits, the staff kitchens/eating areas should be provided with two bins comprising of either a 240 litre or 140 litre Commingle Recycling and General Waste.

Success of workplace recycling

This workplace recycling system has been successfully operating with Ipswich City Council for a number of years. The results have shown a significant increase in the quantity of material recycled and a reduction in plastic bags used by the cleaning staff.

This in turn has resulted in a reduction in the amount of waste that is being sent to landfill and reduced waste disposal costs. This is a great outcome for Ipswich City Council and we hope your organisation can achieve the same results.

Other recycling options

As well as recycling used paper and cardboard, significant savings can be made within offices if staff are encouraged to reduce the use of paper. Paper saving ideas include:

- setting printers to default to print double sided
- encouraging staff to read documents on their PCs rather than printing the documents out to read from hardcopy
- using projectors or smart boards to display meeting information rather than providing all attendees with hard copy information
- continuing the use of electronic mailing systems
- saving documents electronically rather than hardcopy.

Acceptable waste for 140 litre or 240 litre bins

Commingle Recycling Bin	Document Destruction and Confidential Documentation Bin	Waste Bin	Waste Bin
✓ Aerosols	✓ Archived files	✓ Australian Certified Compostable products only	✓ Glass (broken, Pyrex)
✓ Aluminum cans (soft drink cans)	✓ Business, customer and personal records	✓ Bin liners (plastic)	✓ Light bulbs (incandescent)
✓ Cardboard boxes, cartons and packaging	✓ Contracts/service level agreements and tenders	✓ Bubble wrap	✓ Long life products (milk containers)
✓ Envelopes with or without windows	✓ Correspondence revealing contract and/or financial data	✓ Carbon paper	✓ Meat scraps and bones
✓ Glass jars and bottles	✓ Job applications and interview notes	✓ CDs	✓ Meat trays – foam
✓ Magazines and junk mail	✓ Medical/health records	✓ Ceramics (cups, plates, bowls, etc)	✓ Mirrors
✓ Meat tray – plastic	✓ Office files	✓ Cereal box inserts	✓ Pens and pencils
✓ Paper including newspaper	✓ Purchasing and accounting information	✓ Chip packets	✓ Plastic bags
✓ Rigid plastic bottles and containers		✓ Coffee cups (lids and pods) Non Certified Compostable	✓ Polystyrene
✓ Steel cans (food cans)		✓ Corks	✓ Shredded and soiled paper
✓ Paper plates		✓ Dairy products	✓ Used paper towel and tissues
✓ Post-it notes		✓ Food scraps and leftovers	✓ Waxed cardboard
<i>Please rinse food containers and remove lids from glass bottles and jars before placing them in the bin.</i>		✓ Garden waste (including flowers)	
		✓ General waste	