

# BEGINNER'S GUIDE TO OFFICE WASTE MANAGEMENT

Manage waste using the waste hierarchy: avoidance is most preferable, then re-use, recyclability, recovery, then lastly disposal. An office waste management plan will evaluate all items consumed by the tenancy and seek to minimise the creation of wastes according to the waste hierarchy. By necessity, the plan will often involve engagement with multiple stakeholders, from procurement to building occupants, cleaners, building managers, waste contractors, and waste facility operators. In a work environment, addressing waste and recycling can bring about positive staff engagement and an opportunity to demonstrate the benefits of collective action.



## CASE STUDIES

- [IEHealth](#) – Inner East Community Health's use of the CitySwitch Waste Assessment tool.
- [Unley Case Study](#) – A local Council taking the lead.

Contact your Cityswitch program manager for more information about incentives and grants available.

## QUICK GUIDE

The ten steps below cover the elements to be considered when developing a waste management program. For a comprehensive implementation guide, see the [CitySwitch Guide to Office Waste](#).

- > Build your knowledge on waste; understanding the waste streams and what can and can't be recycled is an important first step.
- > Conduct a simple waste assessment using the [CitySwitch Waste Assessment tool](#).
- > Survey your colleagues to see what they know and to get their ideas.
- > Engage key stakeholders in your building, such as your IT staff, building or facility manager, and cleaning and waste contractors.
- > Set targets for reducing waste and increasing recycling.
- > Develop your waste plan and engage management for support.
- > Identify and develop the best bin system for your office.
- > Develop a staff engagement program.
- > Monitor and report on results.
- > Identify opportunities to further your waste program.

## RESOURCES

- [Choose. Reuse toolkit](#) - Helping you to remove single use items from your workplace.
- [Waste Management](#) - **CitySwitch website**.
- [CitySwitch Waste Assessment Tool](#).
- [Fifth Estate ebook](#) - **Office Waste**.
- [Guide to Business Recycling](#) - **Planet Ark**.
- [Top Tips for Working Paper Free](#) - **CitySwitch website**.
- [E-Waste Recycling Guide](#) - **City of Sydney**.
- [Flurocycle](#) - **Recycle Lighting**.