

YOUR GUIDE TO WASTE AT WORK: THE VISUAL SURVEY

When it comes to waste, nearly 30% of what Hastings sends to landfill comes from businesses. **That's enough rubbish to fill the athletics track of Mitre 10 Sports Park twice!** (And that's in just one year).

The visual survey is a great starting point for anyone who wants to make landfill their last choice, no matter where you are on your waste journey. It will give you an idea of how you're dealing with your waste, and how well that's going.

Let's get to work!

DOING YOUR SURVEY

Take a walk around your business and have a look at your rubbish and recycling bins. Be sure to open the lids and have a quick check of what's in there and think about how user friendly they are.

Next, use the table overleaf to rate how you're going. Check out the key to help you out.

Now you're ready to get on top of waste at work using our quick tips below.

QUICK TIPS:

IF YOU'RE MISSING...	TRY THIS!	OR FOR THIS, WITH A LITTLE MORE EFFORT
 <p>The right bins for the waste you produce. Or have the right bins in the wrong place.</p>	<p>Ditch the rubbish bins and try out a recycling cube at your desk. This way you'll always have a bin handy, and you can take your items to the right recycling bin</p>	<p>Set up a few recycling stations with bins that suit the waste you create. The more conveniently placed they are, the more people will use them</p>
 <p>Clean bins that are emptied on time</p>	<p>Create a routine to empty your bins every 1-2 days</p>	<p>Empty your bins regularly, and give them a good clean once a week</p>
 <p>Understanding what bin is for what item</p>	<p>Label your bins clearly and add a sticker with the official recycling symbol and colour</p>	<p>Create a vibrant sign that lets people know exactly what items can and can't go in each bin</p>
 <p>Staff enthusiasm for recycling</p>	<p>Get people involved! Share how your waste is collected and what happens to it when it leaves the building</p>	<p>Create a green team who know the ins and outs of your waste. They can make sure the bins are out on time and are working efficiently for you</p>
 <p>Options that make reducing waste at work easy</p>	<p>Be creative. DIY some reminder posters that help staff remember to take their reusables with them</p>	<p>Set up a cup, container and cutlery library for staff to use</p>

Need help coming up with your own waste solutions? Email us at reducewaste@hdc.govt.nz

MAKE LANDFILL YOUR LAST CHOICE

YOUR GUIDE TO WASTE AT WORK: THE VISUAL SURVEY

Key: 1 – Strongly Disagree 2 – Disagree 3 – Agree 4 – Strongly Agree

	What do you think?	Comments
<i>Example: We love recycling!</i>	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	<i>Example: We love recycling but we could be better at reusing.</i>
We've got the right bins for the waste we produce.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Our bins are in the right place e.g. we have a paper bin near the printer.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Our bins are not overfull.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
Our bins are not smelly.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
We're putting our recycling into the right bins.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
It's easy to understand what goes in each bin.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
We know how the rubbish is collected and where it ends up.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	
We feel positive about our rubbish and recycling!	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4	

