



# A SIMPLE GUIDE TO WORKPLACE RECYCLING STARDOM!



FOUNDATION  
PARTNER



This guide will help you and your colleagues reach recycling stardom! You don't have to be a facilities manager or deal with waste contracts to have an impact. These tips aim to provide you with positive environmental actions to implement whatever your current role is at work.

These have been divided into two categories:

- **RESPONSIBLE RECYCLERS:**  
Easy things to implement with immediate results.
- **ROCKSTAR RECYCLERS:**  
The next steps to become legendary at recycling.

## HELPFUL ICONS



Free



Supports Planet Ark programs



Government support available



# RESPONSIBLE RECYCLERS

## 1. SET UP A REUSABLE PAPER TRAY



Find a spare paper tray to set up next to the printer so people can reuse paper that has only been printed on one side. This saves the energy and resources that would otherwise go into making new paper (as well as reducing paper costs).

Let your co-workers know about this initiative by using this handy [email template](#).



Print our  
free reusable  
paper tray  
signage here!

## 2. REMOVE BINS FROM UNDER DESKS



This is proven to increase recycling rates! Individuals become more conscious of what they are throwing out and it reduces plastic bin liner use.



Many workplaces such as the University of Queensland and Washington University have implemented this, to an increase in their recycling rates. At UQ the recycling rate tripled!

For this to work you need a communal bin station with at least two bins (mixed recyclables and waste), though ideally three (mixed recyclables, office paper/organics and waste - more on bin set ups in tip 4).

It encourages staff to take regular breaks from their desks (which is good for health and productivity!) to dispose of their waste and recycling.

### 3. USE OUR RECYCLING NO-BRAINER CHECKLIST

Download the No-Brainer Checklist to tick off...

Download free signage here

#### a) Start small and score yourself freebies!



Sign up your workplace to free recycling programs. You'll receive a collection unit for the materials which will be recycled into new products. Find free solutions for:

Cartridges	Coffee Capsules	Mobile Phones
 		

Hot tip: Place these units in places where the waste is generated. For example, your cartridge box next to the printers, coffee capsules box in the staff kitchen and the mobile phone unit at the foyer or common areas.

#### b) Send the right signs

Use bin signage so colleagues know exactly which bin their waste should go in. Using prompts can help colleagues remember and move them in the direction of the desirable action. The best location is near the bin opening.

Use these free posters that Planet Ark has prepared for you

#### c) Buy it back

Recycling only really works if you are buying back recycled products! Kickstart your workplace recycling journey by getting some easily sourced recycled products for your everyday operations.

Visit our recycled products directory for more ideas

Hot tip: Go a step further with a sustainable procurement policy and check out **our recommendations**.



# ROCKSTAR RECYCLERS

Find recyclers who collect different materials and ask if they supply bins too

## 4. GET THE RIGHT BINS

Make sure you have at least 2 bins (general waste and recycling) that are accessible to everyone and next to each other. Additionally, think about the type of waste that your workplace creates most and focus on finding a solution. For example, a café or restaurant could set up food organic collection bins, whereas an office would benefit from a separate paper and cardboard bin. This means those materials are diverted from general waste (saving landfill costs) and put to productive use again.

Here is a list of **bin suppliers**

Find onsite recycling options here

## 5. GET ONSITE HELP

Do you have MASSIVE amounts of one type of waste such as plastic wrap, polystyrene or cardboard? Consider investing in an on-site piece of equipment to help you compact, crush or bale your waste. It will save you time, money and space. You will find suppliers and their products on our **Small Scale Recycling Equipment Catalogue**.



Image credit: Bottle Cycler



## 6. EXPAND YOUR SPECIAL ITEMS STATION



In addition to cartridges, coffee capsules and mobiles, you can have collections for other special items. Many of these are free, but need to be taken to a drop-off location, and some have collection services for a fee.



**Batteries** - For small quantities, find free drop-off locations like Battery World and Officeworks on [Business Recycling](#).

Purchase a battery recycling box through [Batteries 4 Planet Ark](#), which offers a national door-to-door service.



**Computers & accessories** - Find drop-off locations on [Business Recycling](#).

## 7. ORGANISE A WORKPLACE ENGAGEMENT SESSION



Get your workplace involved by organising a Recycling Trivia Night. You can hold it face-to-face or online. We developed all the questions and all you need to do is [download it for free!](#)

### PLANET ARK

Planet Ark can deliver a tailored face-to-face or online workplace engagement session to help educate and motivate staff on the initiatives that you have put in place. We deliver these sessions to a variety of businesses in industries ranging from entertainment and telecommunications to banking and financial institutions.

For more information please contact [enquiries@planetark.org](mailto:enquiries@planetark.org).



To help you build a business case for reducing waste at work, promote new initiatives to colleagues and much more, check out the [War on Waste Toolkit for Business](#).



## 6. EXPAND YOUR SPECIAL ITEMS STATION



In addition to cartridges, coffee capsules and mobiles, you can have collections for other specialised items that are still free, but need to be taken to a drop off location.



**Batteries** - Find drop off locations like Battery World and Officeworks on [Business Recycling](#).



**Computers & accessories** - Find drop off locations on [Business Recycling](#).



**Soft plastics packaging** - Return your soft plastics packaging to Coles and Woolworth stores participating in the REDcycle program. Only small amounts of product packaging are accepted, so no large amounts of bubble wrap or pallet wrapping.



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