

Waste Materials Inputs & Outputs Visual Inspection

Make a simple visual inspection of your worksite to look for easily identified areas of material wastage by printing off this checklist and answering the questions as you move around your worksite.

Inspections are most useful when undertaken on a typical working day and without warning staff.

Date of inspection: / / **20** **Completed by:** _____

Company name: _____

Walk around your worksite and answer the below question

Recycling

What materials/products are currently recycled? Tick all which apply

- Paper Cupboard Printer Cartridges Glass Plastic Other Please specify below
 Water E-Waste Industrial Materials Furniture Other Materials

Have all waste streams been evaluated for reuse/recycling options? Yes No

Where recycling/composting has been adopted, is segregation clearly signed? Yes No

Is relevant information regarding recycling/composting systems communicated across the company e.g. emails? Yes No

Are there items in the recycling bins which cannot be recycled (contaminants)? Yes No

If yes, what are the 5 most regularly observed items/materials? Yes No

Waste to Landfill

Is all waste that is generated, also recorded and tracked? Yes No

What materials/products are most prevalent in landfill waste bins and where are they coming from?

Are there items in the waste to landfill bins which could be recycled (contaminants)? Yes No

If yes, what are the 5 most regularly observed items/materials?



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Extra Questions

- Is one-sided paper reused? Yes No
- Are waste to landfill bins placed in a central location Yes No
- Is waste management training included in new staff inductions? Yes No
- Are printers set to default to double-sided printing? Yes No

Materials

Can packaging of raw materials and/or finished product be:

Reclaimed Yes No **Recycled** Yes No **Reused** Yes No

Is existing packaging of raw materials and/or finished product:

Minimal Yes No **Biodegradable** Yes No

Would a different raw material produce less waste (packaging included)? Yes No

Are recycled goods (raw materials, equipment, parts, products) used in place of non-recycled goods? Yes No

Are all raw materials stored in a manner that minimises risk of:

Damage Yes No **Contamination** Yes No **Degradable** Yes No

Spillage/Leakage Yes No **Incompatible reaction?** Yes No

Stormwater/Waterways

Are litter traps fitted to stormwater inlets? Yes No

Is bunding of storage areas used where appropriate? Yes No

Are storage areas constructed to minimise the risk of waterway/stormwater contamination in the event of a spill or leak? E.g. bunding, roofing, level ground, spill kits Yes No

The content of this document has been provided by Grow Me The Money, a program run by VECCI, a leader in delivering sustainability services and supporting small to medium businesses within Victoria.

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