

Toolbox talk – waste



Note to trainer

A Toolbox Talk is an informal group discussion that can help you focus on particular issues and problems. It is also a useful tool to deliver training directly in areas of your organisation where you feel performance can be improved.

They help you to share resource efficiency tips with your staff easily. There are talks on waste, water and energy. Feel free to use the facts below as part of a discussion, presentation or workshop, whatever works best in your setting.

Waste prevention and management

There are many reasons we need to reduce the amount of waste we produce, including:

- to stop sending useful resources to landfill;
- landfill sites can be dangerous to people and wildlife;
- landfill sites in Scotland produce the equivalent to 2.2 million tonnes of carbon dioxide a year;
- because of the increased demand for, and reduced supply of, resources, costs for raw materials and the transport we use are increasing all the time; and
- the cost of sending materials to landfill is increasing every year.

To stay successful as an organisation, it is essential that the amounts of materials we purchase and dispose of are kept as low as possible. This can be done by ensuring we get as much value as possible from any materials we buy, investigating ways of preventing waste from being produced and looking at alternatives to disposal to landfill (e.g. re-use, recycling and recovering other value where possible).

Top tips

Reducing the amount of waste we produce can often be a quick and easy way to save money. Here are some top tips to reduce waste:

- make sure materials are stored safely and in the right way to reduce the chance of items getting damaged or stolen;
- order specific sizes or amounts of materials that better match your needs;
- improve the timing of deliveries to reduce the risk of perishable materials going out of date before they are used;
- avoid single-use items such as plastic bottles and disposable cups;
- re-use packaging from deliveries;
- upgrade, rather than replace, IT equipment;
- make sure you use the correct bins – if you are unsure about waste segregation ask your manager or Green Team member; and
- if you have to print something, choose double-sided printing whenever possible.

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