



EARTHCHECK

WASTE MANAGEMENT PLAN

OUTLINED WITHIN THIS DOCUMENT ARE WASTE MINIMISATION INITIATIVES AND TARGETS



Document Control			
Version Number	Name	Date	Changes
1.0	Jasmin Petersen	December 2018	Document Creation
1.1	Jasmin Petersen	February 2019	Review
1.2	Jasmin Petersen	June 2020	Review

Measuring What is Produced to Manage Where It Goes

Solid waste is a major source of pollution for the planet. Waste is generated in nearly all activities that humans undertake. To date, our solution to managing this has been to bury it under the ground in a landfill. This 'out of sight, out of mind' solution has not been very effective and has created a new set of problems that need to be dealt with. Problems with old-style landfills include the:

- Production of offensive odours
- Generation of leachate, which can contaminate nearby waterways
- Emission of greenhouse gases
- Attraction of vermin and disease.

There is a widely recognised hierarchy for minimising waste: refuse, reduce, reuse, recycle, residual treatment, residual disposal. Managers need to quantify waste volumes, and identify sources and destinations, so effectiveness of future management strategies can be monitored. That is, you need to measure your waste in order to manage it. This same principle can be applied within organisations, communities, regions and the nation.

Waste Management Plan

As EarthCheck is in an administration building sharing an office space with other companies, waste consumption is shared among other tenancies. Building management is responsible for most waste associated factors. However, as an organisation, some initiatives can be implemented to ensure we are contributing to what can be achieved. Waste performance is also checked through a quarterly waste audit.

Member Name: EarthCheck					
Review Date: 24 June 2020					
Waste Areas	Waste Minimisation Initiatives	Responsibilities	Target	Due Date	Progress
Kitchen	Create posters with images for comingle, paper/cardboard and general waste to place on bin lids to help staff to sort waste	Green Team	100% of waste sorted into the correct bins	June 2019	Ongoing
	Recycle coffee capsules by returning them to the designated Nespresso bin	All staff	100% of used coffee capsules are recycled	June 2019	Ongoing
	Encourage staff to wash their eating utensils and cutlery in the dishwasher instead of washing then drying with paper towels	All staff	Reduce the number of times paper towel is ordered by 50%	June 2019	Ongoing
	Educate staff about contamination in the recycling bins	All staff	No paper towels or disposable coffee cups found in the recycling bin	June 2019	Ongoing
	Introduce composting to the office	All staff	100% of food waste composted	June 2020	In progress – was scheduled to be introduced 1 st April 2020 (postponed due to COVID-19)
	Recycle single-use coffee cups instead of sending to landfill	All staff	100% of coffee cups recycled	June 2020	Ongoing
Offices	Remove desk bins to eliminate incorrect sorting of waste as desk bins are not separated into the correct waste types	Green Team	100% of waste sorted into the correct bins	June 2019	Ongoing

	Recycle single-use batteries instead of sending to landfill	All staff	100% of batteries recycled	June 2019	Ongoing
	Recycle stationary instead of sending to landfill	All staff	100% of stationary recycled	June 2020	Ongoing
ICT	Keep sufficient records of e-waste disposal to monitor amounts (i.e. types of e-waste and weights)	ICT team	Records are made and used each time e-waste is disposed	June 2019	Ongoing
Bathrooms	Introduce paper towel composting	All staff	100% of paper towels composted	June 2020	Ongoing

Communication:

Internally, these initiatives will be communicated over email, the weekly tips or through lunchbox sessions. External stakeholders will be informed through email or weekly tips regarding our performance.

Signed:



Name: Stewart Moore, CEO

Date: