

Toolbox Talk 3 – Waste Minimisation

What is needed?

Notepad and pen to record any suggestions from employees regarding recycling possibilities.

Estimated duration

10 minutes

The discussion

It is important that we continue to reduce the amount of disposable waste within our site. Not adopting a waste minimisation culture can impact in the following ways:

- Using up limited landfill space
- Damaging the environment
- Increasing cost.

The following points should be considered when using any resources on site:

- Handle materials carefully to avoid accidental breakages
 - Adopt correct storage/stacking of materials
 - Try to ensure, wherever possible, that materials are re-used at every opportunity (ie pallets)
 - Reseal/isolate any tins, containers, barrels and storage valves after use
 - Switch off any plant, heaters, lights and general equipment when not in use in order to save energy
 - If practical, separate wastes into the appropriate disposal facility so that recyclable waste does not end up being sent to landfill
 - Always remember the 3 Rs
 - Re-use
 - Recycle
 - Reduce.
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Discussion point

Discuss with the group the possible waste minimisation opportunities within the department or area. Remember to consider:

- What can be re-used?
- Is there anything that can be recycled?
- What can we do to reduce the amount waste we are generating?



Training register

Date

Name of attendee

Signature

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