

Toolbox Talk 5 – Recycling

What is needed?

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

Estimated duration

10 minutes

The discussion

Recycling and the re-use of materials does not just relate to paper but to waste products produced in every industry. The following list will give you an idea of the sort of items that can be recycled:

- Paper/magazines
- Cardboard
- Plastic (all types)
- Wood
- Aluminium
- Steel
- Green waste (grass, tree cuttings)
- Tyres.

If some of these items sound familiar and you use them on a daily basis within your workplace, the league table of controls are:

- Re-use
- Recycle
- Reduce.

Guidelines to re-use, recycle and reduce

- Re-use, shred and/or recycle paper and envelopes
- Use scrap paper for rough printing, photocopying and instead of Post It notes
- Only use the photocopier when really necessary and photocopy double sided where possible
- If a paper recycling scheme is implemented in your workplace participate and encourage others to do so as well
- Re-use envelopes
- Re-use pallets and any other raw material etc.



Discussion point

What current opportunities are there within the workplace to improve recycling?

Training register

Date

Name of attendee

Signature

.....
.....
.....
.....
.....

