



Engage your staff

Staff participation can be one of the most difficult challenges when setting up a waste reduction program, for a variety of reasons. It's not enough to set out paper bins on the office floor if no one is in the habit of using them, if they don't know where they are, if the cleaning staff doesn't know what to do with them.... To successfully implement any program you have to make an effort to get everyone on board. For example:

- Ask your employees for suggestions on how to improve efficiency and reduce waste.
 - Do they have any ongoing issues?
 - What materials do they often throw away?
- Raise awareness through training and education.
 - Send out regular newsletters with program features and changes
 - Include your company's recycling policy as part of new employee training procedures
- Nominate a champion to promote your program from development to implementation.
 - Choose a person to keep the team together and organized
 - Gather feedback and ideas to determine priorities
 - Create an Action Plan to assign tasks and schedule timelines
- Recognize and honour employees for advancing valuable ideas and setting good examples.
 - Offer incentives that promote participation
 - Allow staff allocated work time to develop and implement new programs
- Discuss the project with management—make sure they are on board with changes.
- Involve janitorial staff—they deal with waste on a regular basis and can provide insight into planning and implementation.



Form a Green Team

Find people throughout your organization who are passionate about reducing waste. Set specific goals that they can track, such as zero recyclable paper in the garbage, and all reports double-sided.



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