



Working towards a better environment

A guide to workplace recycling



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PRINTED ON RECYCLED PAPER



Did you know?

- > Each Australian produces on average about one tonne of rubbish per year
- > On average 23 million tonnes of waste is sent to landfills across Australia each year, making us one of the highest waste producers in the world
- > Around 6.34 million tonnes were dumped in NSW landfills last year
- > On average, over 80% of what we throw away can be recycled and/or reused
- > Studies have shown that while we are recycling more, we are also throwing more away



Why recycle your office paper?

Your company has corporately committed to reducing the amount of waste their offices send to landfill. Recycling office paper is one of the easiest ways to help the environment while at work!

DID YOU KNOW THAT ONE TONNE OF RECYCLED PAPER OR CARDBOARD SAVES:

- > Approximately 12 trees
- > 2.5 barrels of oil
- > 4100 kWh of electricity
- > 4 cubic metres of landfill
- > 31,780 litres of water

RECYCLING PAPER SAVES RESOURCES & MONEY!

- > Recycling office paper reduces the waste disposal collections and therefore reduces costs
- > 70% of office waste is office paper (Planet Ark)
- > Recycling reduces the amount of renewable resources going to landfill.

Tips to reduce your office paper consumption

APPLY THE THREE Rs

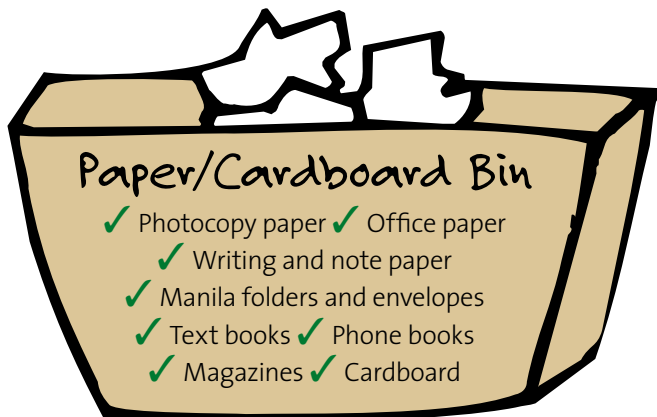
- REDUCE** Use email and electronic archiving instead of printing where possible. Use the double-sided printing facility on printers and photocopiers. Print (where possible) in single line spacing format.
- REUSE** All paper for notes etc.
- RECYCLE** Office paper in office recycling bins.



Under-desk Recycling

Under each desk there will be two waste containers. One bin will be your garbage bin and the cardboard bin will be for all your paper recycling. A 240-ltr BLUE-lidded wheelie bin will be placed near paper-producing areas, such as the copy machine. The BLUE wheelie bins are for paper and cardboard recycling only. If your under-desk recycling container is full, feel free to empty it into one of the BLUE wheelie bins.

How to use your two-container system:



Sort it, check it, keep it clean

Outside of the office environment, there is still a lot of material that can be recycled. Around your company's industrial sites and loading docks, you will see bins that are colour-coded. In order to make recycling easy, Veolia has segmented your waste and recycling into five streams. Each waste stream is represented by a different coloured information sticker, which will be placed on the front of the bins. Make sure you look for the colour-coded sticker and put the right material in the right bin.



- ✓ Food waste ✓ Wax cardboard
- ✓ Plastic wrap ✓ Strapping ties
- ✓ Light globes ✓ Tissue paper
- ✗ Clean paper ✗ Cardboard
- ✗ Steel ✗ Wood ✗ Cans ✗ Bottles



- ✓ Office paper ✓ Cardboard
- ✓ Envelopes ✓ Magazines ✓ Phone books
- ✓ Folders ✓ Reports ✓ Coloured paper
- ✗ Carbon paper ✗ Wax coated cardboard
- ✗ Tissue paper



- ✓ Wood waste ✓ Pallets
- ✗ Paper ✗ Plastic ✗ Steel
- ✗ Cardboard ✗ Food waste



- ✓ Steel ✓ Aluminium
- ✓ Copper
- ✗ Paper ✗ Plastic ✗ Cardboard



- ✓ Plastic bottles and containers
- ✓ Glass bottles and jars
- ✓ Aluminium cans ✓ Steel cans
- ✗ Food waste ✗ Paper ✗ Cardboard