

Workplace Recycling Contamination Checklist

Why is your recycling still contaminated?

If the wrong materials keep ending up in your recycling bins, more signage may not be the answer. Use this checklist to review whether your workplace recycling system is making correct disposal easy for staff, cleaners, contractors and visitors.

Bin Placement

- ☐ Recycling bins are located where recyclable materials are actually generated.
- ☐ General waste is not significantly easier to access than recycling.
- ☐ Relevant waste streams are positioned together where practical.
- ☐ Bin locations reflect the way people actually move through the site.

Bin design

- ☐ Bin openings suit the waste stream they are intended for.
- ☐ Different waste streams are easy to distinguish at a glance.
- ☐ Bin sizes reflect the amount of each material being generated.
- ☐ Overflow is not pushing people toward the wrong bin.

Cleaners and contractors

- ☐ Cleaners understand which internal bins feed each external waste stream.
- ☐ Cleaners know how to report contamination or recurring problems.
- ☐ Contractors are told how waste should be managed before work begins.
- ☐ Temporary staff and visitors can understand the system without relying on internal training.

How did your site perform?

If you answered 'No' or 'Not Sure' to some of these questions, call us for a FREE waste service review.

Signage and labelling

- ☐ Each bin clearly shows what can and cannot go inside.
- ☐ Signage uses examples of materials actually generated at our site.
- ☐ Colours, labels and terminology are consistent across the workplace.
- ☐ Instructions are simple enough to understand without prior training.

Staff and tenant behaviour

- ☐ New employees are introduced to the workplace waste system.
- ☐ Staff know what to do when they are unsure about an item.
- ☐ Waste instructions are easy to access when needed.
- ☐ Recurring mistakes are addressed with specific guidance rather than generic reminders.

Identify the real contaminants

- ☐ We know which materials most commonly contaminate our recycling.
- ☐ We know where those materials are entering the waste system.
- ☐ We can identify whether contamination is concentrated in a particular area, tenant, shift or activity.
- ☐ We inspect the bins regularly enough to see whether the problem is changing.

Review and improve

- ☐ We have reviewed our recycling setup in the past 12 months.
- ☐ Changes in staff numbers, tenants or operations have been reflected in the waste system.
- ☐ We measure whether changes to signage, bin placement or training actually reduce contamination.
- ☐ Our waste provider gives us enough information to identify recurring contamination issues.

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We help make your business more sustainable.

With an industry leading 80% recycle rate, we'll help reduce your operating costs, increase recycling and improve your sustainability. Without compromising service.

Front Lift Bins

1.5m³ - 4.5m³



Rear Lift Bins

120Lt - 1100Lt



Skip & Hook Lift Bins

1.5m³ - 31m³



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General Waste Collections



Commingled Recycling



Paper & Cardboard Recycling



Metal Recycling



eWaste Recycling



Organics & Food Recycling



Liquid Waste Collection



Container Destruction Scheme



Secure Document Destruction



Medical & Hazardous Waste



Washroom Services



Construction Material Recycling



Event & Festival Waste Services