

# Store Waste Management Policy And Summary Guidelines

## Store Managers

Managers have the responsibility to monitor and promote recycling opportunities within the stores. Employees segregate waste and recycle using a National recycling contractor for inert office waste. The waste contractor segregates waste mainly for paper and cardboard recycling. This service is offered to customers, as an additional service.

- Big Yellow seeks to minimise the amount of waste produced at its stores by the 'Principal of Reduce, Reuse and Recycle' and encourages staff and customers not to store waste in store;
- Waste generation should be kept inherently low as storage space is of higher value, and customers and staff are contracted to reduce waste by agreement; and
- Specialist waste contractors can be arranged for hazardous waste, when required.

There are three types of waste generated at operational stores and these are:

1. **Employee Mixed Dry Recyclables:** such as office paper, cardboard, cans, plastics (main contractor);
2. **Customer General Waste:** food, packaging; glass and timber pallets (waste sub-contractor); and
3. **Store Hazardous waste:** spent lamps and used hydraulic lift oil, etc., (special contract).

## Waste management guidance

Guidance is provided through induction training work books on 'Duty of Care', hazardous waste and segregation.

## Objectives

Our average recycling rate should result in minimal residual waste going to landfill and further segregation at landfill. The amount of waste generated by staff and customers should be on a 'domestic' scale.

## Hazardous waste

These wastes will be limited to spent lamps or hydraulic lift oil for store building operations.

## External bins and collections:

The separation of waste should average at least two bins per store. It should be possible to reduce the size of the general waste bin to a domestic-size or reduce the frequency of collections from weekly to fortnightly.

## Internal bins:

MDR bins have been provided to all stores (and Flexi Office areas). Standard bins are used for general waste. Waste paper baskets should be used for MDR and general waste. Posters provided should be displayed near the bins as guidance on segregation.

**Reference: Big Yellows Annual and CSR Reports (2011-2015)**