

Toolbox – Clean Workplace

Messy workplaces may cause

- ***Hazardous situations***
(tripping/slipping/electrocution/...)
- Poor quality of work
- Missing or damaged items
- Inefficient operations
- Frustrated co-workers



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DO:

- Be aware of risk (LMRA)
- Take the time to organize your workplace
- Look after your tools
- Clean up after completing your job
- Help each other to maintain a clean workplace (communicate)
- Comply to the house rules
- Make organizing a habit (also your desk 😊)

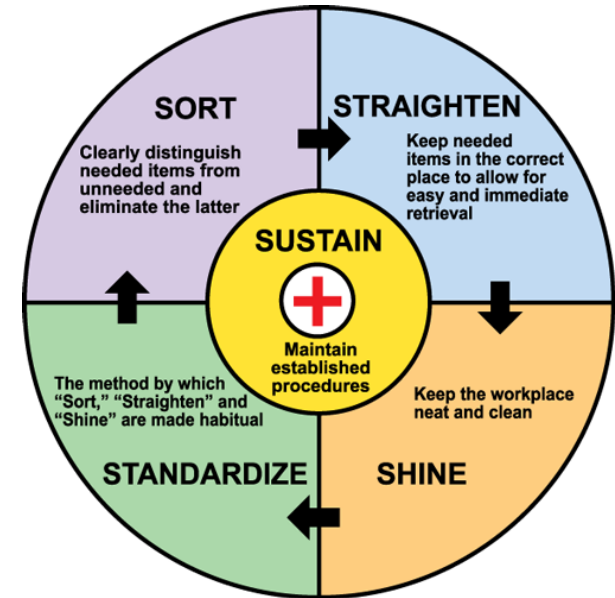
DON'T

- Don't be careless with hazardous substances and equipment
- Never block escape routes or access to first aid provisions
- Don't collect waste
- Don't ignore incidents and near misses

Toolbox – Clean Workplace– 5S

5S principle to maintain an organized workplace:

1. **Sort** – Only keep what you need
2. **Straighten** – Dedicated locations
3. **Shine** – Clean up
4. **Standardize** – Apply this consistently
5. **Sustain** – Perseverance



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