Setronix desde 1966

JUNE
2027
WORKPLACE SAFETY CAMPAIGN



ORGANISATION AND HOUSEKEEPING

Prepare the task. Keep routes and access clear.

1. Hazards and risks

Hazards: Objects on the floor, loose cables and unstable materials.

Risks: Trips, falls, cuts and falling objects.

2. Before you start

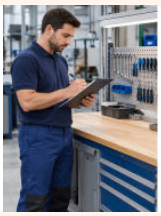
- Prepare space and materials for the task.
- Check routes and access are clear.
- Decide where to store tools and waste.

3. Stop and report

- Obstructed exits or emergency equipment.
- Unstable material or risk of falling.
- Spill or damaged cable: move away and report.

4. Organise before, during and after the task

1



Prepare

Keep only necessary equipment.

2



Store

Put tools in their designated place.

3



Collect

Separate and remove task waste.

4



Check

Keep routes and access clear.

5. Check the workplace and remove obstacles

Situation	Preventive measure
Cables / extensions	Route them without creating a trip hazard.
Tools / parts	Store appropriately; avoid exposed sharp edges.
Stacked materials	Keep stable; respect specified limits.
Exits / emergency	Keep access clear and usable.

Good practice: Tidy as you work. Do not move an obstruction to another route. Spills and hazardous materials require suitable controls and equipment.

6. MONTHLY ACTION Review an area of your workstation. Correct what you can safely and report an obstruction or improvement needing support.

PREPARE • TIDY • KEEP ACCESS CLEAR

HSE: fall prevention HSE: safe workplaces

Setronix | June 2027 | Final version 1.0 | 09/10/2026 | Setronix employees | EN