

## TIPS FOR A TIDY WORKPLACE

# HAVE YOU TIDIED UP TODAY?

The subject of tidiness is often a real point of contention. Some people have to everything spick and span, while others are perfectly happy living in creative chaos. But when it comes to work, there's no room for interpretation: maintaining a tidy environment is essential for everyone, as this is what helps prevent workplace accidents. Here are some of our top tips!

### 2. CREATE A ROUTINE

This could include everyone pitching in for five minutes at the end of their shift to help tidy away potential trip hazards.



### 3. DON'T PUT THINGS OFF

Report trip hazards immediately and don't leave anything till later. Stay alert, be organised, and prioritise time management.



### 4. TREAD CAREFULLY

Store ladders and step stools in a central location and always return them when not in use. Never use swivel chairs or boxes when a secure ladder is not available.



### KonMari method

**People who keep things tidy in their personal lives will find it easier to do so in the workplace.**

Marie Kondo, the Japanese decluttering expert, is widely regarded as the world's most highly renowned organisational consultant. Through her books and Netflix series, she offers practical tips for tidying up, decluttering, and creating order at home. Many of her tips also apply to the workplace.

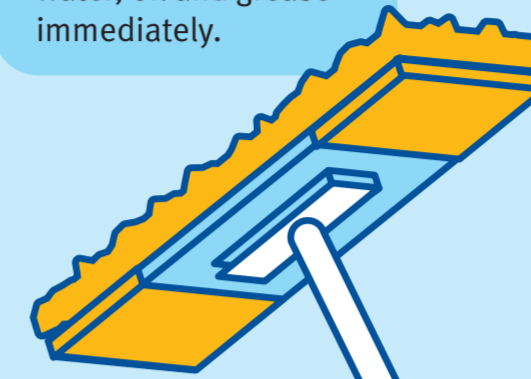
### 1. EMBRACE THE ELEMENTS

Establish who is responsible for sweeping leaves and handling winter maintenance (snow shovelling and gritting during icy conditions).



### 5. WIPE UP PRONTO

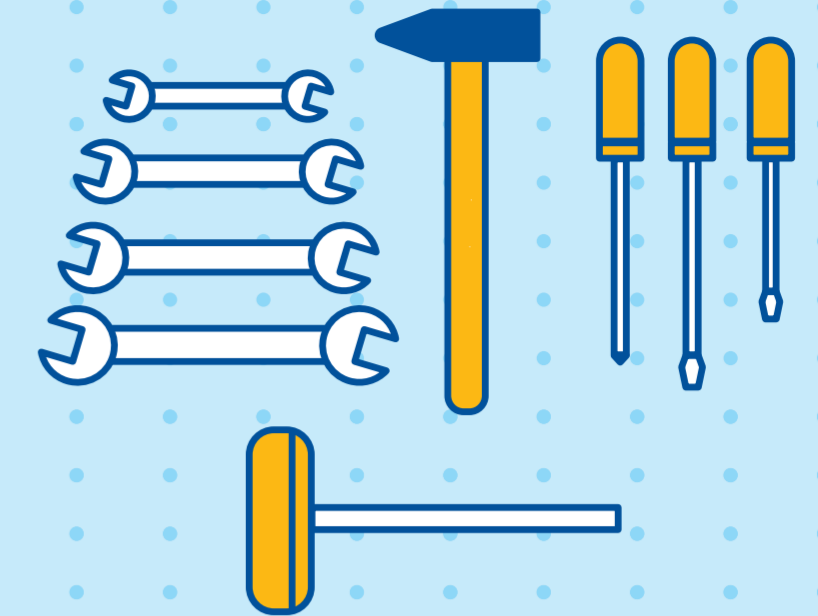
Always wipe away spilled liquids such as water, oil and grease immediately.



### 6.

### PUT EVERYTHING AWAY

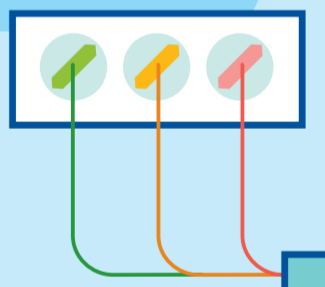
Always put tools back in their place after use, roll up cables, close drawers and leave the workplace tidy.



### 7.

### SAY NO TO CABLE SPAGHETTI

Prevent trip hazards by using cable ducts or overhead connections, keeping wires to one side or securing them neatly in place.



### 8.

### THROW IT OUT

Dispose of waste and rubbish regularly, and remove empty boxes and packaging immediately.

“Tidiness in the workplace is about more than just aesthetics – it’s a vital investment in your own personal safety.”

Dr Christoph Wetzel,  
safety engineer and BGHW expert for slip and fall accidents