

# Are you serious about safety?

Get serious and follow our step-by-step guide to keep us all safe in the workplace.

## 2. Set

Store all equipment in a suitable place and within easy reach.



## 1. Sort

Discard and recycle any unwanted materials.



## 3. Shine

Keep the workplace clean and fix anything that is faulty.



## 4. Standardise

Put common methods and visual standards in place.



## 5. Sustain

Inspire ongoing commitment to keep these standards.

