



# Toolbox meeting

Ref. no.: **F00-16-0006**

Rev. No. **0006**

Issued on : **07.12.2017**

ASB

Altrad AnD  
Euroscaff

ABMS

Altrad ProFix



Title: **TOOLBOX MEETING**  
**22/10/2018 – 28/10/2018**

Month  
**October 2018**

To:

Date:

Site :

Site no:

By:

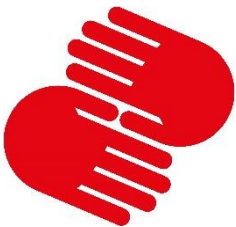
Attendees : cf. form F00-16-0002 attached

Theme :



Minutes of meeting

Translated by :



## 7 Housekeeping



*"Keep the workplace clean and tidy."*



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### Do's

- ✓ Organise your work place and keep it clean and tidy
- ✓ Remove all sources of danger or pollution
- ✓ Clearly mark those areas where there is a residual risk
- ✓ Keep entrances, emergency systems and traffic lanes obstacle-free
- ✓ Store dangerous substances, cables and hoses in their dedicated spot
- ✓ Secure stored materials so they cannot fall.

### Don'ts

- ✗ Never leave the workplace without first tidying it
- ✗ Keep the workplace tidy, even during work
- ✗ Do not pile materials on top of one another
- ✗ Do not put scaffolding materials against the systems of the client

# GOLDEN RULES

## 7. HOUSEKEEPING



### How do **you** do it?

1: *I always ensure that my workplace is clean and tidy*

2: \_\_\_\_\_

3: \_\_\_\_\_

4: \_\_\_\_\_

5: \_\_\_\_\_



**SOF!E**  
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Take a look at all our safety recommendations and keep this yard accident free. Always.

Write your (site) specific Do's and Don'ts on the poster and send a picture of the completed poster to the QSHE department in Verrebroek **before the end of the month**. Don't forget to mention the **site number**.  
( [Marina.lmbrecht@Altrad.com](mailto:Marina.lmbrecht@Altrad.com) & [Jessy.Hofmans@Altrad.com](mailto:Jessy.Hofmans@Altrad.com) )

# GOLDEN RULES

"I take responsibility for our safety, by following the 9 Golden Rules!"

