



# ***KEEP IT CLEAN & LEAN***

*MAXIMISING EFFICIENCY THROUGH WORKPLACE ORGANISATION*

# INTRODUCTION

In today's fast-paced work environments, efficiency is key to success. A tidy workplace not only fosters a sense of professionalism but also plays a crucial role in optimising productivity and safety. Housekeeping in the workplace is of paramount importance for several reasons:

**Safety:** A clean and organised workplace reduces the risk of accidents and injuries. Cluttered spaces increase the likelihood of slips, trips, and falls, while untidy areas may harbour hazards such as sharp objects, electrical cords, or chemical spills. Proper housekeeping practices help create a safe environment for employees to work in.

**Productivity:** A tidy workplace fosters efficiency and productivity. When tools, materials, and equipment are organised and readily accessible, employees can perform their tasks more effectively without wasting time searching for items. Additionally, a clean and clutter-free environment promotes focus and minimises distractions, allowing employees to concentrate on their work. Implementing 5S and 6S methodology can bring about countless benefits.

**Morale:** A well-maintained workplace demonstrates that the employer values and respects their employees. A clean and orderly environment contributes to employee satisfaction and morale, leading to higher levels of job satisfaction and engagement. Conversely, a dirty or disorganised workplace can have a negative impact on morale and motivation.

**Image:** The cleanliness and appearance of a workplace, reflects on the organisation as a whole. A well-kept workplace creates a positive impression on clients, visitors, and potential customers, enhancing the organisation's reputation and professionalism. Showing a commitment to recycling and a care for the environment can also project a positive company profile. Conversely, a messy or dirty workplace may give the impression of inefficiency or neglect.

**Compliance:** Many workplace regulations and standards require employers to maintain a clean and safe working environment. Failure to adhere to these regulations can result in fines, penalties, or legal liabilities. By prioritising housekeeping, employers demonstrate their commitment to compliance with health and safety regulations.

Overall, effective housekeeping practices contribute to a safer, more productive, and more positive work environment, benefiting both employees and the organisation in the long run.

## SCREEN PRINT

This method is used for printing the majority of the safety signs within this catalogue. It ensures a high quality print, consistency of colour and a flawless, sharp finish.



## DIGITAL PRINT

The method of printing is ideal for short production runs, custom designs or signs that require full colour images to be included. We are able to digitally print directly onto a wide range of materials.



## VINYL GRAPHICS

Computer cut vinyl graphics can be applied to a substrate (such as rigid plastic, aluminium, acrylic etc) or can be pre-cut, ready to apply. Vinyl lettering or graphics can be applied directly to flat, dry and clean surfaces.



# CONTENTS

To help find the sign or product you are looking for use the contents table below to quickly navigate to the relevant section. Remember, if you don't find the exact message, size or material you are looking for please ask and we will provide a quote for your exact requirements, or contact us to request a copy of our main safety signs catalogue with thousands of additional products to choose from.

<i>EXTERNAL HOUSEKEEPING</i>	<b>4 - 6</b>	<i>INTERNAL HOUSEKEEPING &amp; HYGIENE</i>	<b>10 - 11</b>	<i>INFORMATION NOTICE BOARDS</i>	<b>14 - 15</b>	<i>GOOD TO GO SAFETY</i>	<b>18 - 19</b>
<i>RECYCLING SIGNAGE</i>	<b>7</b>	<i>ORGANISATION &amp; COMMUNICATION</i>	<b>12</b>	<i>DOCUMENT HOLDERS &amp; STATIONS</i>	<b>15 - 16</b>	<i>MATERIAL DESCRIPTIONS</i>	<b>20 - 21</b>
<i>5S / 6S &amp; SHADOW BOARDS</i>	<b>8 - 9</b>	<i>EQUIPMENT ORGANISATION</i>	<b>13</b>	<i>MAINTENANCE STATIONS</i>	<b>17</b>		

## OUR CODES EXPLAINED



- The bold number (**1 & 2**) at the start of the code represents the available materials
- The four digit number represents the sign code (4021)
- The letters represent the available sizes. Landscape are squares. Portrait are circles.

## MATERIAL CODES

- 1** Rigid Plastic
- 2** Self Adhesive Vinyl
- 3** UltraBright Rigid Plastic
- 4** UltraBright Self Adhesive
- 5** Miscellaneous
- 6** Aluminium
- 7** PET
- 8** Quick Fix

## LANDSCAPE SIZES

- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| <b>A</b> 100 x 75mm  | <b>J</b> 400 x 200mm | <b>U</b> 100 x 100mm |
| <b>B</b> 80 x 80mm   | <b>K</b> 400 x 300mm | <b>V</b> 300 x 150mm |
| <b>C</b> 150 x 150mm | <b>L</b> 450 x 150mm | <b>W</b> 900 x 600mm |
| <b>D</b> 150 x 100mm | <b>M</b> 600 x 200mm | <b>X</b> 200 x 100mm |
| <b>E</b> 200 x 150mm | <b>N</b> 400 x 400mm |                      |
| <b>F</b> 200 x 200mm | <b>P</b> 600 x 400mm |                      |
| <b>G</b> 300 x 100mm | <b>Q</b> 600 x 450mm |                      |
| <b>H</b> 300 x 250mm | <b>S</b> 200 x 75mm  |                      |

## PORTRAIT SIZES

- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| <b>A</b> 75 x 100mm  | <b>J</b> 200 x 400mm | <b>U</b> 100 x 100mm |
| <b>B</b> 80 x 80mm   | <b>K</b> 300 x 400mm | <b>V</b> 150 x 300mm |
| <b>C</b> 150 x 150mm | <b>L</b> 150 x 450mm | <b>W</b> 600 x 900mm |
| <b>D</b> 100 x 150mm | <b>M</b> 200 x 600mm | <b>X</b> 100 x 200mm |
| <b>E</b> 150 x 200mm | <b>N</b> 400 x 400mm |                      |
| <b>F</b> 200 x 200mm | <b>P</b> 400 x 600mm |                      |
| <b>G</b> 100 x 300mm | <b>Q</b> 450 x 600mm |                      |
| <b>H</b> 250 x 300mm | <b>S</b> 75 x 200mm  |                      |



## ***HYGIENE MANAGEMENT AND ORGANISATION***

Customers are repelled by dirty, cluttered, and disorganised stores. A study conducted in 2019 revealed that the primary hygiene issues causing people to avoid stores and businesses, included bad odours, dirty restrooms, dusty surfaces, and poor external/entrance cleanliness.

If you haven't been considering cleanliness as a direct factor impacting your bottom line, it's time for a shift in perception. Maintaining a clean and hygienic environment is crucial for customer satisfaction and retention.

Start by ensuring the exterior of your building is pristine. Clean windows, well-maintained parking lots, and rubbish-free pavements convey professionalism and care. Implementing safety signs strategically throughout your premises serves as a constant reminder to both staff and visitors to uphold cleanliness standards and adhere to rules.

Remember, a hygienic environment not only enhances the overall customer experience but also reflects positively on your brand reputation. Make cleanliness a priority to foster a welcoming and inviting atmosphere for everyone who walks through your doors.

## EXTERNAL HOUSEKEEPING SOLUTIONS

The strategic placement of signage plays a crucial role in fostering a culture of cleanliness and safety. By using signage effectively, organisations can communicate important messages, guidelines, and reminders to employees and visitors, thus contributing to the overall cleanliness and tidiness of the workplace exterior.



1 3017 **BFN**  
2 3017 **BF**  
8 3017 **BF**



1 3003 **GMEKP**  
2 3003 **GMEKP**  
7 3003 **GM**  
8 3003 **GE**



1 3002 **GMEKP**  
2 3002 **GMEK**  
8 3002 **GE**



1 3004 **GMEKP**  
2 3004 **GME**



1 3024 **G**  
2 3024 **G**



1 3012 **EK**  
2 3012 **EK**



1 3246 **HK**  
2 3246 **H**



1 3248 **EK**



1 3249 **K**



1 3258 **D**  
2 3258 **D**



1 3081 **K**  
2 3081 **K**  
8 3081 **K**



Roll of 100  
Adhesive Labels  
75mm Circles  
5 9763



1 3256 **G**  
2 3256 **G**



1 3257 **G**  
2 3257 **G**



1 3253 **G**  
2 3253 **G**



1 3251 **G**  
2 3251 **G**



**WALL CIGARETTE BIN**

Keep designated smoking areas tidy and free from discarded cigarettes.

Includes an internal tray for easy emptying. Installation guide and two keys.

Stainless Steel  
260 x 320 x 80mm  
5 3036

**STANDING CIGARETTE BIN**

This floor standing stainless steel pyramid tower cigarette bin helps keep designated smoking areas tidy and free from discarded cigarettes.

It features an oxygen restricting design helping to extinguish cigarette butts and has excellent rust, chip and dent resistance.

Stainless Steel  
800 x 200 x 200mm  
5 3083



**SMOKING AREA VERGE SIGN**

Provide a quick, easy and professional looking solution smoking information signs. Simply sink into a grass verge using the pole spike for temporary use or set into concrete for extra stability and permanent fixture.

If you require a bespoke design we can manufacture any message (including company branding) using the code 5 6543 or if you require a different size contact us and we will be happy to provide you with a quote.



White Gloss Coated Aluminium  
450 x 150mm (800mm Post)  
5 6543 - Smoking permitted

## EXTERNAL HOUSEKEEPING SOLUTIONS

The strategic placement of signage plays a crucial role in fostering a culture of cleanliness and safety. By using signage effectively, organisations can communicate important messages, guidelines, and reminders to employees and visitors, thus contributing to the overall cleanliness and tidiness of the workplace exterior.



1 5402 **G M**  
2 5402 **G M**



1 5404 **G M**  
2 5404 **G M**



1 3636 **G M**  
2 3636 **G**



1 3601 **G M**



1 5525 **Q**



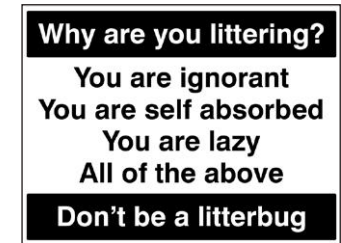
1 5500 **E K**  
2 5500 **E K**



1 5493 **K Q**



1 1743 **K Q**  
6 1743 **Q**



1 5494 **K Q**



1 1770 **E K**  
2 1770 **E K**



1 1771 **E K**  
2 1771 **E K**



1 1772 **E K**  
2 1772 **E K**



1 5495 **K Q**  
2 5495 **E**



1 3674 **E K**  
2 3674 **E K**



1 1773 **K Q**  
2 1773 **E**



1 5492 **K Q**  
2 5492 **E**



1 7108 **H**  
2 7108 **H**



1 5476 **K P**



1 6464 **Q**

### VERGE SIGNS

Verge signs provide a quick, easy and professional looking solution for parking or information signs. Simply sink into a grass verge using the pole spike for temporary use or set into concrete for extra stability and permanent fixture.

If you require a bespoke design we can manufacture any message (including company branding) using the code below or if you require a different size contact us and we will be happy to provide you with a quote.



White Gloss Coated Aluminium  
450 x 150mm (800mm Post)  
5 6694



White Gloss Coated Aluminium  
450 x 150mm (800mm Post)  
5 6543

## RECYCLING SIGNS

The strategic placement of signage plays a crucial role in fostering a culture of cleanliness and safety. By using signage effectively, organisations can communicate important messages, guidelines, and reminders to employees and visitors, thus contributing to the overall cleanliness and tidiness of the workplace exterior.



1 7149 **H**  
2 7149 **H**



1 7148 **H**  
2 7148 **H**



1 7146 **H**  
2 7146 **H**



1 7157 **H**  
2 7157 **H**



1 7150 **H**  
2 7150 **H**



1 7156 **H**  
2 7156 **H**



1 7151 **H**  
2 7151 **H**



1 6634 **M**  
2 6634 **G**



1 6631 **M**  
2 6631 **G**



1 6644 **M**  
2 6644 **G**



1 6639 **M**  
2 6639 **G**



1 6635 **M**  
2 6635 **G**



1 6662 **M**  
2 6662 **G**



1 6660 **M**  
2 6660 **G**



1 6638 **M**  
2 6638 **G**



1 6636 **M**  
2 6636 **G**



1 6658 **M**  
2 6658 **G**



1 6646 **M**  
2 6646 **G**



1 6640 **M**  
2 6640 **G**



1 6611 **M**



1 6657 **M**  
2 6657 **G**



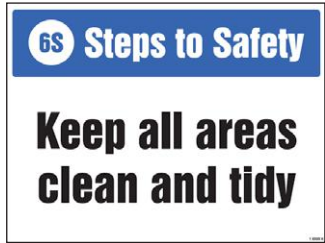
1 6647 **M**  
2 6647 **G**



1 6641 **M**  
2 6641 **G**

# 5S / 6S SIGNS & POSTERS

6S is a system for organising spaces so work can be performed efficiently, effectively and safely. This system focuses on putting everything where it belongs and keeping the workplace clean and tidy, which makes it easier for people to do their jobs without wasting time or risking injury. A neat and tidy workplace will see higher productivity; produce fewer errors/defects; meet deadlines better; be a safer place to work; identify problems earlier; promote stronger communication levels; reduce waste and lower costs. Our range of signs and posters help to promote the importance of 6S.



1 5945 K



1 5946 K



Rigid Plastic  
400 x 600mm  
5 953



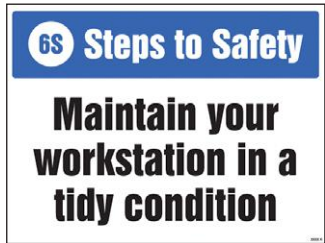
Rigid Plastic  
400 x 600mm  
5 951



Rigid Plastic  
400 x 600mm  
5 952



Rigid Plastic  
400 x 600mm  
5 954



1 5947 K



1 5949 K



Rigid Plastic  
400 x 600mm  
5 940



Rigid Plastic  
400 x 600mm  
5 941



Rigid Plastic  
400 x 600mm  
5 942



Rigid Plastic  
400 x 600mm  
5 943



1 5950 K



1 5948 K



1 7814 K



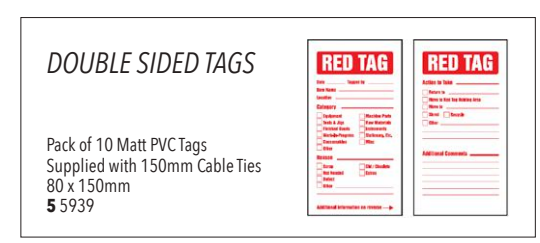
1 7817 K



1 7806 K



1 5944 K P



Pack of 10 Matt PVC Tags  
Supplied with 150mm Cable Ties  
80 x 150mm  
5 939



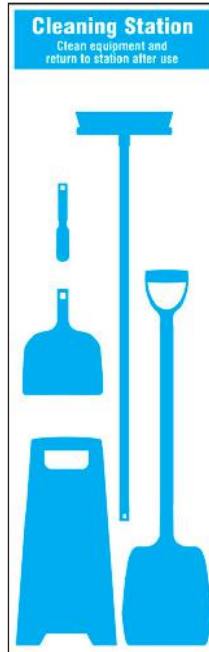
## SHADOW BOARDS & EQUIPMENT

Introducing our innovative solution for workplace organisation and efficiency: stocked shadow boards. Streamline operations and enhance workplace safety by providing a centralised location for storing and organising tools and equipment. By visually displaying each item's designated location on the board, employees can easily identify missing items, thereby reducing the risk of misplaced tools, and improving inventory management. With a variety of options available, our stocked shadow boards are ideal for maintaining a tidy and efficient workspace.

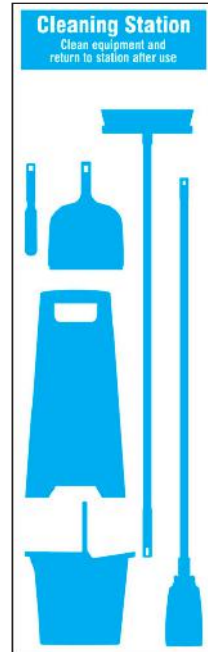


A Shadow Board is a great addition to any 5S / 6S system, acting as a locator for tools and equipment. The shadow board allows the easy recognition of missing items and helps to ensure everything is stored correctly. Each shadow board is marked for accurate attachment of hooks, hangers and rails.

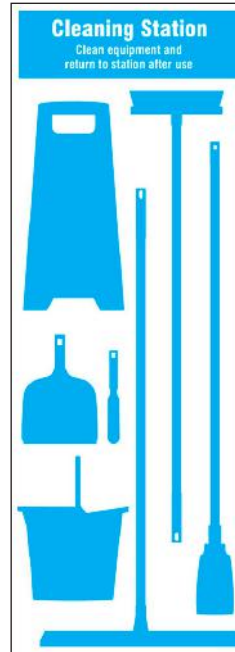
1. Systematic storage in an organised manner - makes it easy to locate items when needed,
2. Improved productivity due to the ease of locating required tools / equipment,
3. Accountability - each area responsible for their items, missing items quickly identified,
4. Space utilisation is improved by keeping everything stored neatly in one location.



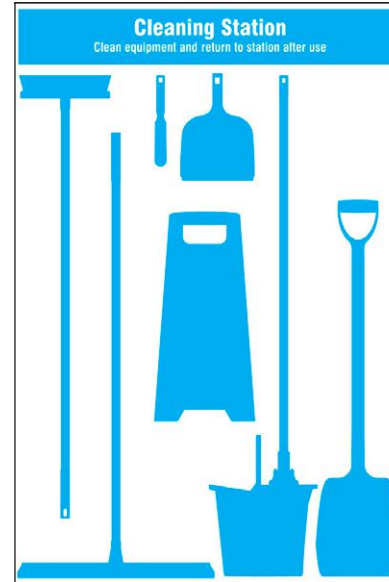
**5 Piece Station**  
Includes: Hooks / Hangers, Broom, Shovel, Dustpan & Brush, Wet Floor Sign,  
10mm Foam Board  
600 x 2000mm  
5 5972



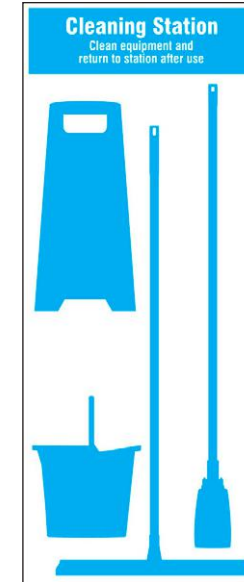
**6 Piece Station**  
Includes: Hooks / Hangers, Mop, Broom, Dustpan & Brush, Wet Floor Sign, 12Litre Bucket,  
10mm Foam Board  
600 x 2000mm  
5 5971



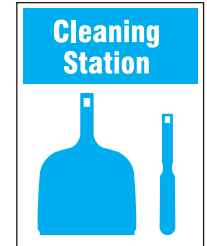
**7 Piece Station**  
Includes: Hooks / Hangers, Mop, Broom, Squeegee, Dustpan & Brush, Wet Floor Sign, 12Litre Bucket,  
10mm Foam Board  
750 x 2000mm  
5 5983



**8 Piece Station**  
Includes: Hooks / Hangers, Mop, Broom, Squeegee, Dustpan & Brush, Wet Floor Sign, 12Litre Bucket, Shovel  
10mm Foam Board  
1220 x 1800mm  
5 5984



**4 Piece Station**  
Includes: Hooks / Hangers, Mop, Broom, Mop, 12Litre Bucket, Wet Floor Sign  
10mm Foam Board  
750 x 1800mm  
5 5986



Includes: Dush Pan, Brush and 2 Hooks  
10mm Foam Board  
440 x 600mm  
5 5985



Includes: Hanging Rail and 5 Hooks  
10mm Foam Board  
600 x 440mm  
5 5973

### CLEANING EQUIPMENT

**Broom Head**  
Polypropylene & Polyester Fill  
285 x 56mm  
5 5962



**Squeegee**  
600mm  
Polypropylene  
5 5974



**Dustpan**  
Polypropylene  
330 x 203mm  
5 5959



**Dustpan Brush**  
Polypropylene & Polyester Fill  
280 x 35mm  
5 5960



**Mop Head**  
200g Yarn  
5 5963



**Mop Bucket**  
Polypropylene  
285 x 370mm  
12 Litre  
5 5964



**Shovel**  
Polypropylene  
Head: 320 x 260mm  
Height: 1150mm  
5 5965



**Handle**  
Aluminium structure with a polypropylene grip.

Can be used with our mop, broom and squeegee heads

1195mm Length  
23mm Diameter  
5 5961



Top Base

**Equipment**  
Can't find the equipment type you require? Contact us and we'll source it for you.

All equipment is available in different colours to suit company branding. Contact us for more information.

## INTERNAL HOUSEKEEPING SOLUTIONS

Temporary signs for cleaning areas are essential for ensuring the safety of employees and visitors and maintaining cleanliness standards in the workplace. Lightweight, highly visible, and easily stored and deployed – these signs help inform employees and visitors about cleaning activities or to warn individuals of potential hazards.

### DOUBLE SIDED SELF STANDING SIGNS



Polypropylene  
300 x 575mm  
5 8515

Polypropylene  
300 x 575mm  
5 8516

Polypropylene  
300 x 575mm  
5 8517

Polypropylene  
300 x 575mm  
5 8546

Polypropylene  
300 x 575mm  
5 8521

Polypropylene  
300 x 575mm  
5 8548

Polypropylene  
300 x 575mm  
5 8557

### CUSTOM SIGN



Polypropylene  
300 x 575mm  
5 8546



1 4223 **EK**  
2 4223 **EK**

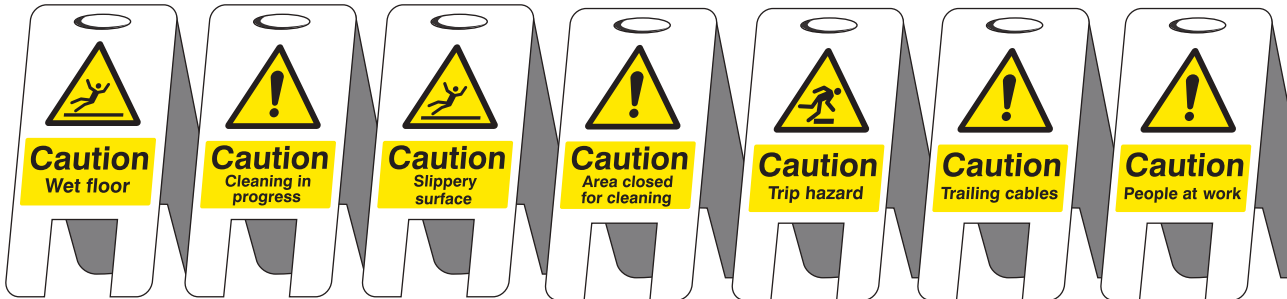


1 4229 **EK**  
2 4229 **EK**



1 4213 **GM P**  
2 4213 **GM P**  
8 4213 **G**

### DOUBLE SIDED LIGHTWEIGHT SELF STANDING SIGNS



Fluted Polypropylene  
300 x 600mm  
5 8501

Fluted Polypropylene  
300 x 600mm  
5 8503

Fluted Polypropylene  
300 x 600mm  
5 8504

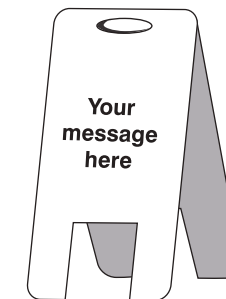
Fluted Polypropylene  
300 x 600mm  
5 8534

Fluted Polypropylene  
300 x 600mm  
5 8514

Fluted Polypropylene  
300 x 600mm  
5 8542

Fluted Polypropylene  
300 x 600mm  
5 8559

### CUSTOM SIGN



Fluted Polypropylene  
300 x 600mm  
5 8526



1 3675 **EK**  
2 3675 **EK**



1 3232 **EK**  
2 3232 **EK**



1 3631 **GM**  
2 3631 **GM**

WE PROVIDE A RANGE OF DIFFERENT CHAIN POST KITS. PLASTIC POSTS AND CHAINS OFFER A LIGHTWEIGHT, FLEXIBLE OPTION FOR CORDONING OFF AREAS QUICKLY AND EFFICIENTLY, MAKING THEM PERFECT FOR TEMPORARY HAZARDS SUCH AS SPILLAGES OR FOR PREVENTING ACCESS TO AREAS DURING CLEANING OR HAZARDOUS WORK ACTIVITIES. CONTACT OUR TEAM FOR MORE INFORMATION.



## INTERNAL HOUSEKEEPING SOLUTIONS

Effective signage plays a pivotal role in fostering a clean and tidy workplace environment indoors. By strategically placing signage throughout the building, organisations can communicate important messages, guidelines, and reminders to employees and visitors, thereby promoting cleanliness and tidiness, and ultimately contributing to a healthier, safer, and more welcoming indoor working environment.



1 5436 **K** | Adapt-a-Sign  
215 x 310mm  
5 5436



1 5430 **K**  
2 5430 **K**



1 5602 **E**  
2 5602 **EK**



1 8476 **HK**  
2 8476 **HK**



1 3629 **A**  
2 3629 **A**



Synthetic Paper  
510 x 760mm  
5 8180



1 5408 **GME**  
2 5408 **GM**  
8 5408 **G**



1 1090 **G**  
2 1090 **G**



1 5427 **GM**  
2 5427 **GM**



1 5424 **G**  
2 5424 **G**



1 5418 **GM**  
2 5418 **GM**



1 5447 **G**  
2 5447 **G**



1 5229 **A**  
2 5229 **A**



1 3604 **F**  
2 3604 **F**



1 5487 **GE**  
2 5487 **GE**



1 5622 **G**  
2 5622 **G**



1 5435 **GM**  
2 5435 **GM**



1 3665 **GM**  
2 3665 **GM**



1 5449 **G**  
2 5449 **G**



1 5401 **GM**  
2 5401 **G**



1 4236 **GA**  
2 4236 **GA**  
8 4236 **GA**



1 3605 **GM**  
2 3605 **GM**  
8 3605 **A**



## ***EFFECTIVE ORGANISATION & COMMUNICATION***

An organised workplace, combined with information updates can play a crucial role in enhancing workplace performance in several ways:

**Clarity and Direction:** Provide employees with a clear understanding of their roles and responsibilities. When employees know what is expected of them and how their work contributes to organisational goals, they are better equipped to perform effectively.

**Communication and Collaboration:** Regular updates and information sharing facilitate communication and collaboration among team members. When employees are kept informed about project updates, changes in procedures, or new developments, they can coordinate their efforts more effectively, leading to smoother workflow and improved productivity.

**Decision-Making:** Access to timely and accurate information enables employees and managers to make informed decisions. When decision-makers have access to up-to-date data and insights, they can assess situations more accurately and choose the most appropriate course of action, leading to better outcomes for the organisation.

**Employee Engagement and Satisfaction:** Transparent communication and regular updates demonstrate that employees are valued and respected members of the business. When employees feel informed and engaged, they are more likely to feel motivated, satisfied, and committed to their work, leading to higher levels of performance and retention.

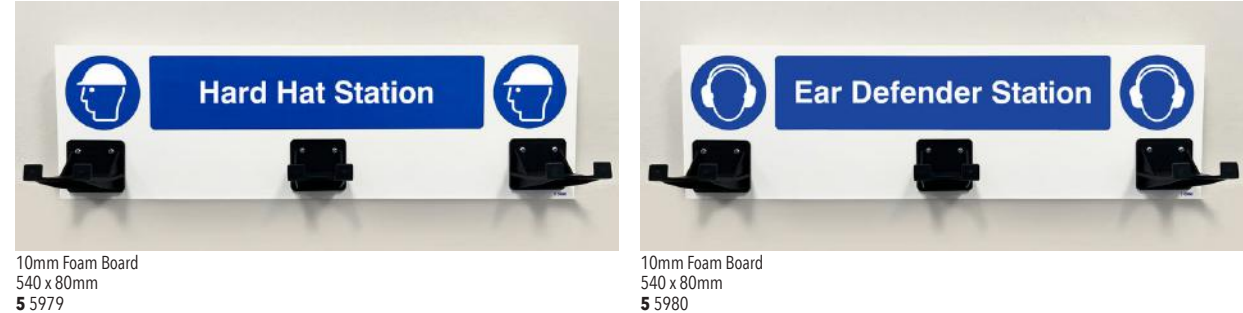
## EQUIPMENT ORGANISATION

Safely store tools or equipment in a central location with this range of stations. These stations reduce the likelihood of equipment being misplaced and help ensure staff and visitors have access to essential equipment quickly. Manufactured on 10mm thick foam board which is easily drilled for wall mounting.

### SINGLE HOOK PPE STATION



### THREE HOOK PPE STATION



### WALL HANGING HOOK

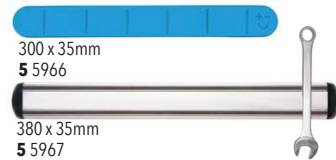
Help organise work spaces and makes equipment such as first aid kits easily visible and accessible.



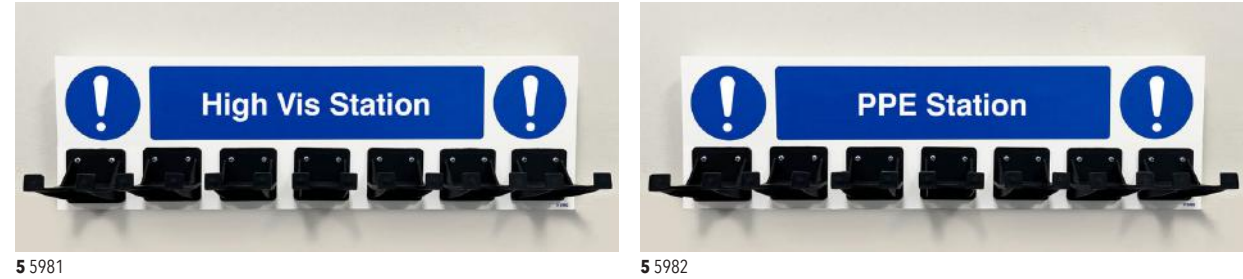
Black Polypropylene  
55 x 60 x 80mm  
5 5933

### MAGNETIC RAILS

A great storage solution for metallic items such as kitchen knives, screwdrivers etc - simply fix to the wall and start hanging.



### SIX HOOK PPE STATION



### HANGING RAIL & ACCESSORIES

Simply fix to the wall, slide your choice of hangers and hooks into the channelled hanging rail to meet your required configuration.



Channelled Hanging Rail  
Aluminium with Blue End Caps  
515 x 55mm (Hooks not included)  
5 5955



### CUSTOM HANGING BOARDS

We can produce bespoke shadow boards or tool station.

Contact us with details of your equipment needs. Our custom option can include alternative sizes, colours, hanging rail / hook configurations.

Shadow boards must contain our standard range of equipment.

We are not liable for sizing / misconfiguration due to using alternative equipment.



### Tool Station

Clean equipment and return to station after use



10mm Foam Board  
440 x 600mm  
Includes: 380mm Magnetic Rail  
5 5970

### Tool Station

Clean equipment and return to station after use



10mm Foam Board  
440 x 600mm  
Includes: 300mm Magnetic Rail  
5 5969




# ORGANISATION & COMMUNICATION

Help ensure all employees and visitors are fully aware of site rules and procedures with this range of site safety notice boards. Each notice board incorporates a Health and Safety Law poster along with clear document wallets to display key information relating to site policies. If a document is removed from its allocated wallet a "Missing" message is displayed to highlight its return or replacement.

## Permits to Work Notice Board

REGISTER & CONTACT DETAILS	COMPANY H&S POLICY	SITE RULES	INSURANCE CERTIFICATE
Missing	Missing	Missing	Missing
HOT WORKS PERMIT	ELECTRICAL WORKS PERMIT	CONFINED SPACES PERMIT	WORKING AT HEIGHT PERMIT
Missing	Missing	Missing	Missing
HAZARDOUS SUBSTANCES PERMIT	EXCAVATION PERMIT	ASBESTOS PERMIT	OTHER PERMITS
Missing	Missing	Missing	Missing




**Document Wallets for:**  
 Register & Contact Details  
 Company H&S Policy  
 Site Rules  
 Insurance Certificate  
 Hot Works Permit  
 Electrical Works Permit  
 Confined Spaces Permit  
 Working at Height Permit  
 Hazardous Substances  
 Permit Excavation Permit  
 Asbestos Permit  
 Other Permits

5mm Foam Board  
 1430 x 1075mm  
**5 8178**

## Site Project Notice Board

REGISTER & CONTACT DETAILS	SITE INSPECTION REGISTER	CONSTRUCTION PHASE PLANS	F10 NOTIFICATION FORM
Missing	Missing	Missing	Missing
PROJECT PLANS	FIRE PLAN	FIRST AID PLAN	SITE RULES
Missing	Missing	Missing	Missing
CONTRACTOR RISK ASSESSMENT	CONTRACTOR RISK ASSESSMENT	CONTRACTOR RISK ASSESSMENT	CONTRACTOR RISK ASSESSMENT
Missing	Missing	Missing	Missing




**Document Wallets for:**  
 Register & Contact Details  
 Site Inspection Register,  
 Construction Phase Plans  
 F10 Notification Form  
 Project Plan  
 Fire Plan  
 First Aid Plan  
 Site Rules  
 Contractor Risk Assessment x 4

5mm Foam Board  
 1430 x 1075mm  
**5 8179**


## Health and Safety Notice Board

REGISTER & CONTACT DETAILS	COMPANY H&S POLICY	H&S MINUTES	ACCIDENT STATISTICS
Missing	Missing	Missing	Missing
FIRE POINT LOCATION SITE PLAN	FIRE PLAN	FIRE ACTION	FIRE POINT LOCATION SITE PLAN
Missing	Missing	Missing	Missing
SITE RULES	FIRE LOG BOOK	ACCIDENT REPORT BOOK	EMPLOYEE H&S BOOK
Missing	Missing	Missing	Missing





**Document Wallets for:**  
 Register & Contact Details  
 Health & Safety Policy  
 Health & Safety Minutes  
 Accident Statistics  
 Fire Point Location Site Plan  
 Fire Plan  
 Fire Action  
 Site Rules  
 Fire Log Book  
 Accident Report Book  
 Employee Hand Book

5mm Foam Board  
 1430 x 1075mm  
**5 8177**



## Site safety starts here

OPEN DOOR POLICY	COMPANY H&S POLICY	INSURANCE CERTIFICATE	F10 NOTIFICATION FORM
Missing	Missing	Missing	Missing
SITE RULES	EMERGENCY CONTACT LIST	FIRST AID POLICY	ANY OTHER INFO
Missing	Missing	Missing	Missing
FIRE PLAN	FIRE ACTION	FIRE POINT LOCATION SITE PLAN	FIRE POINT LOCATION SITE PLAN
Missing		Missing	Missing



**Document Wallets for:**  
 Open Door Policy  
 Health & Safety Policy  
 Insurance Certificates  
 F10 Notification Forms  
 Site Rules  
 Emergency Contact Lists  
 First Aid Policy  
 Fire Plan  
 Fire Action Notice  
 Fire Point Location Site Plan  
 Other Information

5mm Foam Board  
 1430 x 1075mm  
**5 8021**

## ORGANISATION & COMMUNICATION

Keep important safety documents clearly displayed and in a readily available place with this range of document holders. These products help companies organise their important documents and help staff remain informed and up to date regarding all workplace information. Signs are supplied with a clear polystyrene document holder which can hold A4 ring binders



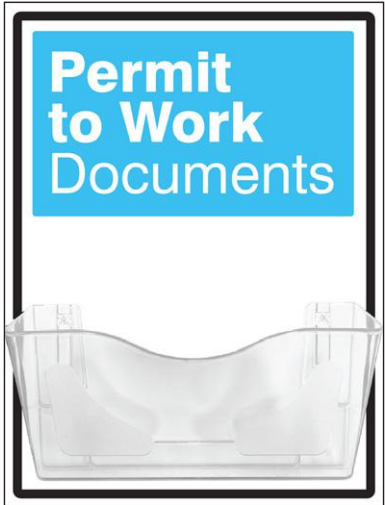
10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 8213



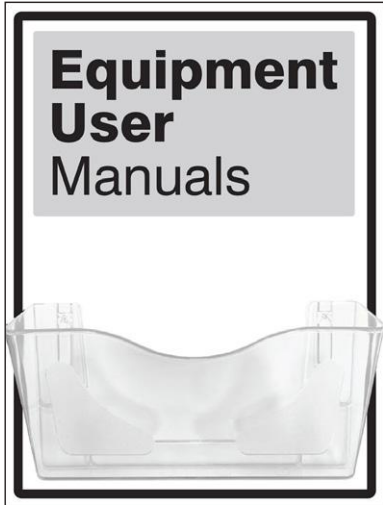
10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 8214



10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 8215



10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 8216



10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 8217



10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 8218

### CUSTOM DOCUMENT HOLDER

Help keep staff informed and up to date with important safety information by keeping important documents in a safe clearly displayed central location.

Personalise the document holder with your logo and any other information you require.

Every document holder is supplied with a clear polystyrene document holder which is perfect for storing A4 ring binders

The durable, clear polystyrene document holder is a hard yet lightweight material which is safer and stronger than glass.

It is pre-drilled for easy mounting using the screw fixing kit supplied.



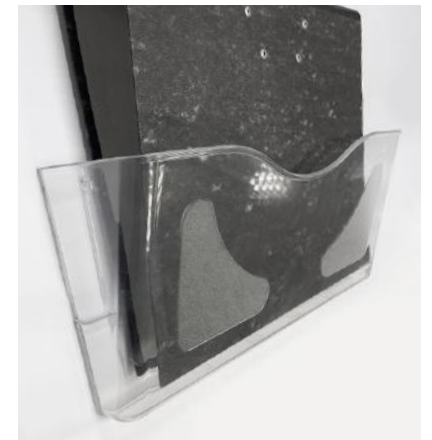
10mm Foam Board & Polystyrene Holder  
Board: 440 x 600mm - Holder: 380 x 180 x 105mm  
5 1385

### DOCUMENT / FOLDER HOLDER

A durable, clear polystyrene document holder which is manufactured from a hard yet lightweight material that is safer and stronger than glass.

Each document / folder holder is pre-drilled for easy wall mounting using the screw fixing kit supplied.

Holder: 380 x 180 x 105mm  
5 9899







# EQUIPMENT INSPECTION & MAINTENANCE

Good to Go Safety includes three core components: the Universal Status Tag, Inspection Check Books, and Tamper Evident Seals. Together, they form a streamlined and efficient preventative maintenance system. The Good to Go System aids in early detection of damaged or faulty equipment, mitigating accidents, and minimising maintenance expenses and equipment downtime, all whilst ensuring compliance with legislative requirements such as PUWER, LOLER, WAHR, and beyond.

## UNIVERSAL STATUS TAG

Attach to workplace equipment and advise employees when equipment is safe to use or quarantined. Manufactured from durable, UV stable, weather resistant polypropylene it can withstand harsh conditions - whether attached to fixed scaffolding during a thunderstorm or attached to a ladder being tossed around.

The yellow colour ensures staff are reminded to complete pre-use checks. When empty the window displays a "Do Not Use" message - meaning an inspection has not been completed and the equipment should not be used. Once an inspection has been completed the tag holds the top sheet of the checklist and the window will display the date and the equipment's status.

Designed to attach to all types of equipment. The channelled base allows a flush fitting onto scaffold tubes. Includes two sleeves to enable cable tie attachment. Four holes for riveting or screwing onto equipment. Lightweight enough to ensure that adhesive can be used as a fixing option.

Polypropylene  
120 x 52 x 13mm  
5 1301



## TAMPER EVIDENT SEALS

Provide a visual indicator that an inspection has been completed and verified by a competent inspector. Using seals ensure the inspection findings are correct.

If a seal is missing, employees should not use the equipment until the checklist has been confirmed and a new Seal is inserted by a competent inspector.

A simple solution to provide additional security measures to equipment safety.

Acetal Thermoplastic  
Supplied in boxes of 100  
5 1307



## CHECK BOOKS

Each book has been specifically designed to provide comprehensive inspections for workplace equipment to help meet the relevant legislation, industry guidelines and best practice. Once an inspection is completed, the top sheet (white) is removed, folded at the prompted lines and placed inside the tag to display either "Do Not Use" or "Good to Go". The secondary sheet (yellow) is a carbon copy which should be retained within the book to provide invaluable evidence of your Safe Equipment Management System (SEMS) in the event of an accident.

Every book contains 25 inspections. Each inspection requires the inspector to input the name & details of the asset in question and then lists a series of questions for the inspector to check. Each checklist has a unique sequential number to aid audits and management documentation.

Useful guidance can be found within the inside sleeve of the check book to help highlight what inspectors should be looking for during the inspection.

Custom options are available. Please let us know if you have a specific requirement for equipment we don't currently offer.



## WALLET & PEN

Protect check books from general wear and tear, water, dust or oil whilst providing inspectors with a solid writing surface.

The book (not included) slips into a secure sleeve on one side of the wallet and on the other side there are useful guidance notes.

The ball point pen is stored inside a tight sleeve within the wallet ensuring it is always available to complete inspections.



PVC Coated  
250 x 235 x 3mm (Flat)  
250 x 115 x 8mm (Folded)  
5 1308

Forklift	5 1302	Pallet Truck	5 1336	MEWP	5 1322	Excavator	5 1342	Telehandler	5 1370	Overhead Crane	5 1351	Tractor	5 1345	Tow Tractor	5 1357
Ladder	5 1304	Scaffold Tower	5 1303	Harness	5 1325	Podium Steps	5 1330	Dumper Truck	5 1401	Forklift Platform	5 1348	Trailer	5 1339	Straddle Carrier	5 1392
Racking	5 1305	Fixed Scaffolding	5 1319	Bespoke	5 1317	Fleet Vehicle	5 1306	Front Loader	5 1408	Loader Crane	5 1354				

## EQUIPMENT INSPECTION & MAINTENANCE

Regular equipment inspections play a crucial role in pre-emptively identifying potential faults, averting costly and dangerous defects. Inspection frequency is determined by various factors. Sometimes, legislation mandates specific inspection intervals, while other times, it's defined by risk assessments based on the level of risk and potential consequences of undetected faults.

### DAILY INSPECTION KIT

The daily inspection kit provides you with everything required to carry out 275 inspections (ideal for one year of daily inspections). \*based on a five day working week

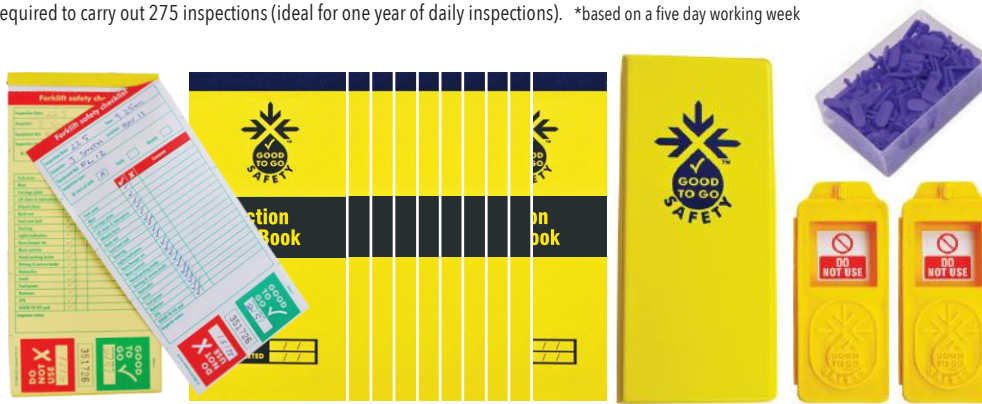
**2 x Status Tag** - Attach to the equipment and show its status.

**11 x Check Books** - (275 checklists) allowing one to be completed each week and the findings displayed inside the status tag.

**300 x Tamper Evident Seals** - Deter and identify unauthorised access to the status tag.

**1 x Wallet** - Store the current book and provide a suitable writing surface when completing checklists

**1 x Pen** - Store inside the wallet to ensure there is always a way to record findings



- |                 |                          |                |                      |                     |                          |                |                         |
|-----------------|--------------------------|----------------|----------------------|---------------------|--------------------------|----------------|-------------------------|
| Forklift 5 1313 | Pallet Truck 5 1338      | MEWP 5 1324    | Excavator 5 1344     | Telehandler 5 1372  | Overhead Crane 5 1353    | Tractor 5 1347 | Tow Tractor 5 1359      |
| Ladder 5 1315   | Scaffold Tower 5 1314    | Harness 5 1327 | Podium Steps 5 1332  | Dumper Truck 5 1403 | Forklift Platform 5 1350 | Trailer 5 1341 | Straddle Carrier 5 1394 |
| Racking 5 1316  | Fixed Scaffolding 5 1321 | Bespoke 5 1334 | Fleet Vehicle 5 1329 | Front Loader 5 1410 | Loader Crane 5 1356      |                |                         |

### ACRYLIC DISPENSER

This acrylic check book dispenser holds up to ten check books (not included) ensuring that equipment inspections are easy accessible from a central location whilst ensuring they are not misplaced or irrevocably damaged.

The dispensers not only keep your check books organised, but they also provide visual awareness when replacement books are required to be ordered.

The acrylic dispenser is self standing but is also pre-drilled for simple wall mounting.



Clear Styrene  
 External Dimensions: 165 x 117 x 76mm (H x W x D)  
 Internal Dimensions: 160 x 109 x 65mm (H x W x D)  
 5 8099

### WEEKLY INSPECTION KIT

The weekly inspection kit provides you with everything you require to carry out fifty inspections (ideal for one year of weekly inspections).

**1 x Status Tag** - Attach to the equipment and show its status.

**2 x Check Books** - (50 checklists) allowing one to be completed each week and the findings displayed inside the status tag.

**100 x Tamper Evident Seals** - Deter and identify unauthorised access to the status tag.

**1 x Wallet** - Store the current book and provide a suitable writing surface when completing checklists

**1 x Pen** - Store inside the wallet to ensure there is always a way to record findings.



- |                 |                          |                |                      |                     |                          |                |                         |
|-----------------|--------------------------|----------------|----------------------|---------------------|--------------------------|----------------|-------------------------|
| Forklift 5 1309 | Pallet Truck 5 1337      | MEWP 5 1323    | Excavator 5 1343     | Telehandler 5 1371  | Overhead Crane 5 1352    | Tractor 5 1346 | Tow Tractor 5 1358      |
| Ladder 5 1311   | Scaffold Tower 5 1310    | Harness 5 1326 | Podium Steps 5 1331  | Dumper Truck 5 1402 | Forklift Platform 5 1349 | Trailer 5 1340 | Straddle Carrier 5 1393 |
| Racking 5 1312  | Fixed Scaffolding 5 1320 | Bespoke 5 1333 | Fleet Vehicle 5 1328 | Front Loader 5 1409 | Loader Crane 5 1355      |                |                         |

### WEATHER RESISTANT FOLDER

These industrial strength pockets are perfect for storing check books and manuals on outdoor equipment.

The press seal fastening keeps those important inspection checklists clean and dry and always on location.

The folder comes with a high bond adhesive backing strip for semi permanent fixings to your equipment.



Clear PVC  
 Holds A4 Documents  
 5 8109

## MATERIAL INFORMATION

The first number you see on our product codes identifies the material the sign is made from, an overview of which can be found in this section. Deciding on your sign message is only the first step. When ordering a sign thought should be given to where it is going to be displayed. Our guide below will help you to decide which material is best for your location and covers our most popular sign materials – this list is not exhaustive so if you can't see the material you require please contact our sales team and we will be happy to quote in a material of your choice.

### RIGID PLASTIC

CODE: **1**

A lightweight material with high impact strength, suitable for indoor and outdoor use. Easily drilled, white, glossy.



### SELF ADHESIVE VINYL

CODE: **2**

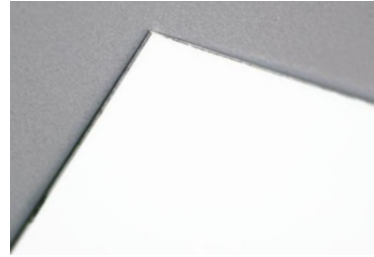
High gloss, flexible PVC with self adhesive backing. Suitable for most smooth, dry and clean surfaces.



### ALUMINIUM

CODE: **6**

Aluminium with gloss white powder coating. Ideal for both indoor and outdoor. Excellent weathering & UV resistance. A long-life product.



### PET

CODE: **7**

2mm Thermoplastic Polyester (known as PET) is high quality, recyclable, impact, fire and vandal resistant making it ideal for harsher environments.



### QUICK FIX

CODE: **8**

A rigid plastic surface provides a durable finish, whilst a strong self adhesive backing removes the need for drilling, screws or additional fixings.



## MISCELLANEOUS MATERIALS

CODE: **5**

Any product outside of our standard choice of material or size ranges begins with a 5. This may include items such as rolls of tape, sign frames, banners, or any sign requiring bespoke designs. It may include products using (but not limited to) the following materials:



### PVC BANNER

Flame resistant, 440gsm PVC banner for indoor and outdoor applications. Digitally printed for eye catching displays.



### FLUTED POLYPROPYLENE (4MM)

Lightweight, waterproof, strong and 100% recyclable (Class PP5) making it ideal for temporary signage such as site safety signs.



### FOAM PVC (5MM)

Available in 3mm, 5mm or 10mm. Bright white, lightweight & waterproof. Easily drilled for fixing. Ideal for outdoor site safety boards.



### ALUMINIUM COMPOSITE

3mm white aluminium skin with a polyethylene core. Lightweight and weather resistant. Ideal for outdoor signs due to its non-existent scrap value.



### REFLECTIVE

Available on various materials with a choice of reflective finishes. RA1 for temporary traffic signs or R2 for permanent traffic signs.

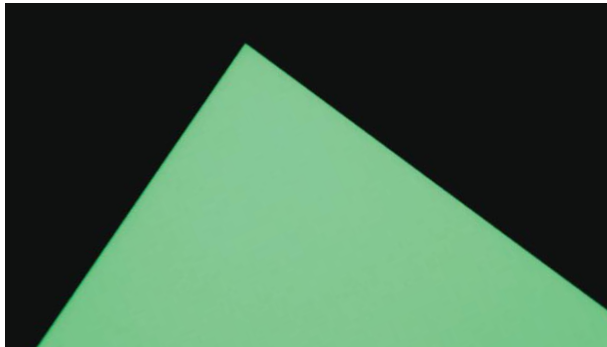
## MATERIAL INFORMATION

The strength and quality of photoluminescent can vary greatly between manufacturers and for this reason we have introduced the Ultra Bright brand to give assurance that all our photoluminescent signage exceeds PSPA (The Photoluminescent Safety Products Association) Class C ratings, making it one of the best in the UK market and ensuring our signs stay brighter for longer to give the maximum chance for a successful evacuation.

### PHOTOLUMINESCENT RIGID PLASTIC

CODE: **3**

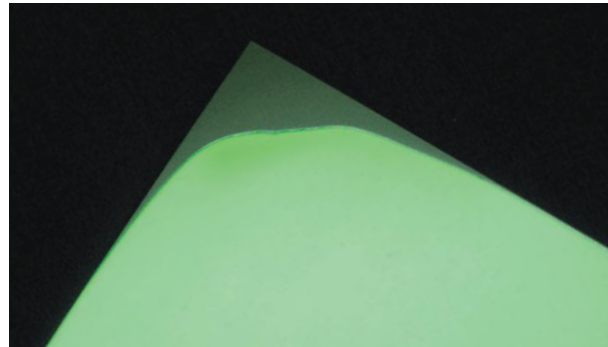
An off-white rigid plastic with photoluminescent pigmentation which enables it to glow in the dark. After glow properties exceed PSPA 'Class C' standards. The luminance properties and performance has been tested to DIN 67510.



### PHOTOLUMINESCENT SELF ADHESIVE VINYL

CODE: **4**

An off-white flexible self adhesive plastic with photoluminescent pigmentation which enables it to glow in the dark. After glow properties exceed PSPA 'Class C' standards. The luminance properties and performance has been tested to DIN 67510.



Photoluminescent signage is charged by light which allows it to glow in the dark if there is a sudden loss of light due to a power outage or if thick smoke from a fire is obstructing vision. Using UltraBright signage in a building will ensure that they are clearly visible in blackout conditions which can prove the difference between life and death during an emergency evacuation. The real beauty of UltraBright is that they do not need electricity to glow in the dark if properly sited and maintained.

All Safety Way Guidance Systems (SWGS) must conform to the standards set out in BS ISO 16069. This stipulates requirements that need to be met with regard to the design, installation and performance for photoluminescent Safety Way Guidance Systems. The benefit of these systems is that they are coherent and understood by all, regardless of culture or language. This is ensured as symbols on the signs must be compliant with BS EN 7010 and sign design must meet the requirements of BS ISO 3864 parts 1- 4, to conform to BS ISO 16069.

To achieve high performance in low light conditions and conform to ISO 16069 we recommend using **Ultra Bright**

## Ultra Bright SPECIFICATIONS & BENEFITS

1. Exceeds Class C photoluminescent PSPA rating
2. Afterglow testing in accordance with DIN 67510-Pt1
3. Compliant with ISO 16069:2017 Safety way guidance systems (SWGS)
4. Maximises visibility of signs during smoky / black-out conditions. Provides clear guidance to exits and emergency equipment which helps significantly reduce evacuation times
5. Self re-chargeable and maintenance free - No power source / batteries required
6. Instant and long lasting visibility of signage in blackout conditions. It takes over 48 hours to totally fade from fully charged
7. Cost effective and easy to install
8. Non-toxic or radioactive pigments (REACH / RoHS compliant)

The table below shows that **UltraBright** stays brighter for longer in comparison to PSPA ratings.

LUMINANCE MCD/M2	2MIN	10MIN	30MIN	60MIN
Class A	108	25	7	3
Class B	210	50	15	7
Class C	690	140	45	20
<b>Ultra Bright</b>	<b>957</b>	<b>199</b>	<b>59</b>	<b>26</b>

The classification system is calculated on luminance decay after a given time which complies to ISO 17398:2004, ISO 16069:2017 and DIN 67510-Pt1

#### MATERIAL CODES

- 1 Rigid Plastic
- 2 Self Adhesive Vinyl
- 3 UltraBright Rigid Plastic
- 4 UltraBright Self Adhesive
- 5 Miscellaneous
- 6 Aluminium
- 7 PET
- 8 Quick Fix

#### LANDSCAPE SIZES

- |                      |                      |
|----------------------|----------------------|
| <b>A</b> 100 x 75mm  | <b>J</b> 400 x 200mm |
| <b>B</b> 80 x 80mm   | <b>K</b> 400 x 300mm |
| <b>C</b> 150 x 150mm | <b>L</b> 450 x 150mm |
| <b>D</b> 150 x 100mm | <b>M</b> 600 x 200mm |
| <b>E</b> 200 x 150mm | <b>N</b> 400 x 400mm |
| <b>F</b> 200 x 200mm | <b>P</b> 600 x 400mm |
| <b>G</b> 300 x 100mm | <b>Q</b> 600 x 450mm |
| <b>H</b> 300 x 250mm | <b>S</b> 200 x 75mm  |

#### PORTRAIT SIZES

- |                      |                      |                      |
|----------------------|----------------------|----------------------|
| <b>A</b> 75 x 100mm  | <b>J</b> 200 x 400mm | <b>U</b> 100 x 100mm |
| <b>B</b> 80 x 80mm   | <b>K</b> 300 x 400mm | <b>V</b> 150 x 300mm |
| <b>C</b> 150 x 150mm | <b>L</b> 150 x 450mm | <b>W</b> 600 x 900mm |
| <b>D</b> 100 x 150mm | <b>M</b> 200 x 600mm | <b>X</b> 100 x 200mm |
| <b>E</b> 150 x 200mm | <b>N</b> 400 x 400mm |                      |
| <b>F</b> 200 x 200mm | <b>P</b> 400 x 600mm |                      |
| <b>G</b> 100 x 300mm | <b>Q</b> 450 x 600mm |                      |
| <b>H</b> 250 x 300mm | <b>S</b> 75 x 200mm  |                      |

#### OUR CODES EXPLAINED



- The bold number (**1 & 2**) at the start of the code represents the available materials
- The four digit number represents the sign code (4021)
- The letters represent the available sizes. Landscape are squares. Portrait are circles.



# ***KEEP IT CLEAN & LEAN***

***MAXIMISING EFFICIENCY THROUGH WORKPLACE ORGANISATION***