



Illustration of a person's hands holding a clipboard with a checklist. The clipboard has a metal clip at the top and contains a list of items, each with a checkmark in a circle. The person is holding a pen and appears to be writing on the clipboard. The background is a solid yellow color.

WHITE PAPER

How to make your workplace safer





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Accidents at work still pose a major inhabitant problem despite legislation on work environment and safety. But legislation alone is no guarantee of a safer workplace. Employers must show responsibility as well. To make it easier for you, we have compiled a checklist that will help you design a safer workplace for you and your team.

- ▶ **Do danger zones have protective devices to stop employees from coming into direct contact with them?**
To protect the workers, danger zones around machinery must be isolated with the help of protective devices. Axelent X-Guard consists of mesh wall sections in various designs that can be adapted to protect against the specific dangers in your workplace.
 - ▶ **Are there safety guards over rotating and other moving parts?**
Moving parts must have safety guards to protect workers from the obvious dangers.
 - ▶ **Are the machine guards all in one piece and correctly set?**
As long as equipment is used it must be maintained to meet current requirements.
 - ▶ **Are dangerous processes stopped automatically when an employee enters a danger zone?**
Emergency stops shall, when necessary, trigger or enable the triggering of certain movements of a protective nature. There should be an emergency stop or line. We recommend conducting a risk assessment to determine the specific needs at your workplace. Axelent can help you with this.
 - ▶ **Are protective systems, e.g. locking devices, connected and in working order?**
Designing a safety system that works in practice and provides sufficiently high safety levels requires know-how and planning. Axelent has a wide range of products
- needed to create a safe and functioning workplace. To start with we recommend a risk assessment. Axelent can help you with this.
- ▶ **Are there emergency handles installed?**
Emergency exits must be easy to open while providing safety and a quick evacuation in emergency situations.
 - ▶ **Does the automated work equipment have a stop button?**
The stop button must be well marked and positioned where it is easy for the operator, or anybody else, to see and reach. If the stop button is not well marked, the machine must have an emergency stop that is easily accessible from the operator's working position.
 - ▶ **If safety equipment such as hearing protection, protective garments, head protection, boots and gloves are required, are they easily accessible and in good condition?**
Employers should ensure that personal protection is maintained, checked, repaired and stored to retain its protective qualities.
- Is vital personal protective equipment type-controlled and CE-labelled?**
The equipment's documentation must certify that the personal equipment complies with the CE label's requirements.

- ▶ **Are collision bars and bollards correctly placed to prevent accidents?**
Collision bars and bollards help you prevent collision accidents while protecting your assets. X-Tra Morion is made from steel to withstand heavy collisions. Use protection bars to separate traffic routes (forklifts from pedestrians) and remember to place bars at doors and loading ramps.
- ▶ **Are there sight mirrors set up in corners and hidden places?**
Safety mirrors for indoor use and placed in production areas reduce danger in places with a limited view. Axelent stocks a range of industrial mirrors specially designed for production plants and warehouses.
- ▶ **Are cable runs covered by cable bridges?**
To protect cables from getting run over and damaged they should be covered by a cable bridge. Axelent's Morion cable bridge is strong enough to withstand the weight of forklifts and lorries.
- ▶ **Have impact guards with signal paint been placed out to secure areas and warn of danger zones?**
To prevent injury from sharp corners, edges and other protruding parts in warehouses and production plants they should be marked. Axelent's impact guard (Morion) marks the risk zones while eliminating the risk of injury or damage with polyurethane foam.
- ▶ **Are wire trays (cable ladders) installed for hanging cables?**
Axelent's wire trays for cable management (X-Tray) are designed for a range of applications and are tested and certified to ensure the best quality. There is a special range of X-Tray products that is the perfect fit for our X-Guard machine guard. X-Tray for X-Guard comes in the same black finish as the machine guard.
- ▶ **Have measures been taken to minimise noise as far as practicable?**
If noise levels exceed the recommended exposure limit, the cause should be investigated and measures taken to reduce exposure. Measures include sound-absorbent hoods, screens, ceilings and walls.
- ▶ **Has an assessment been made of the accident risks and acute illnesses that could occur which would need preparedness?**
First aid and crisis support should be planned, arranged and followed up on the basis of an assessment of the risks of ill-health and accidents in the workplace.
- ▶ **Are there first aid procedures that the employees are aware of?**
At each workplace there should be emergency preparedness and procedures for first aid and crisis support to the extent that they are needed, taking into account the nature and particular risks involved in the work task.
- ▶ **Is the first aid kit sufficient to meet the need, e.g., the right type of medical equipment such as defibrillators?**
Each workplace must have sufficient first aid equipment. The equipment should be chosen based on the risks at each workplace.
- ▶ **Is fire safety equipment accessible and in good working order?**
Your country's Rescue Service's general advice on fire protection must be observed.
- ▶ **Are emergency exits and evacuation routes clearly marked and not blocked?**
Signs and other indicative markings for evacuation are an absolute must, unless it is obvious that they are not required. If necessary, the signs must be illuminated or translucent.
- ▶ **Are transportation routes marked where necessary?**
To protect people at work, transportation routes must be clearly marked where required. Can be done with floor marking tape. Axelent's PROline series is made from thin steel to allow trucks and other machines to drive over.