












# SOOS

Speak Out On Safety

## Physical and Site Safety

Manual Handling	First Aid	Trip Hazards	Pedestrian Walkways	Report Unsafe Conditions
<ul style="list-style-type: none"> <li>Remember to plan your lift when handling product or workplace equipment</li> <li>Don't take short cuts when lifting</li> <li>Don't lift more than you can handle</li> <li>If the load is too heavy, ask for help</li> <li>Don't put yourself at risk, think before you lift</li> </ul> 	<ul style="list-style-type: none"> <li>Familiarise yourself with the first aid team members</li> <li>First aiders are reminded to check their training is in date</li> <li>Remember to check first aid equipment hasn't expired</li> </ul> 	<ul style="list-style-type: none"> <li>Look in the direction of travel to prevent slips, trips and falls</li> <li>To prevent slips, clean up all spillages without delay</li> <li>Don't leave waste on the floor, this could be a trip hazard</li> <li>Report all unsafe conditions to reduce workplace accidents</li> </ul> 	<ul style="list-style-type: none"> <li>Employees are reminded to use the designated pedestrian walkways</li> <li>Don't take short cuts in the workplace as this could result in an accident</li> <li>Be safe, hold the handrail when walking up or down stairs and maintain three points of contact</li> <li>Don't enter the warehouse without pre-arranged authorization and the correct PPE</li> </ul> 	<ul style="list-style-type: none"> <li>Start your day safely</li> <li>Check your work area for hazards before starting your working shift</li> <li>If you see something unsafe, report it at your daily meeting and to your manager</li> <li>If you identify an unsafe condition, report it</li> <li>Don't take risks</li> </ul> 
Workplace Equipment	Workplace Lighting	Security Breaches	Safety Training	
<ul style="list-style-type: none"> <li>Don't use equipment if you haven't received training</li> <li>Don't leave office furniture in an unsafe condition</li> <li>When returning to work, inspect your workstation for safety concerns</li> </ul> 	<ul style="list-style-type: none"> <li>Check workplace lighting daily and report any defects</li> <li>Check loading dock lights are suitable</li> <li>Check if lighting is adequate for external vehicle movements at night</li> </ul> 	<ul style="list-style-type: none"> <li>Annually review your security plan</li> <li>Review and restrict physical access</li> <li>Review and update swipe card access</li> <li>Keep all doors closed</li> <li>Close external windows before leaving the site</li> <li>When entering site don't allow uncontrolled access by people you don't know</li> <li>Secure all external doors to prevent unauthorized access</li> </ul> 	<ul style="list-style-type: none"> <li>Managers are reminded to complete a safety induction with all new hires</li> <li>Ensure all employees are trained to identify the signs of fraud and to identify phishing emails</li> <li>Protect credit card information</li> <li>Be careful to whom you give private information</li> </ul> 	









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## Health and Wellbeing

Stretches to Ease Aches and Pains	Ergonomic Workspace	Health and Wellbeing	Report Unsafe Conditions	Air Quality
<ul style="list-style-type: none"> <li>Remember to keep yourself active during your working day</li> <li>Stretching could help reduce strains or sprains, and keeps the muscles flexible, strong, and healthy</li> <li>You can perform a spinal rotation (arms crossed) and posterior shoulder stretch (hold one arm across your body) whilst seated</li> </ul> 	<ul style="list-style-type: none"> <li>Set up your workspace ergonomically</li> <li>To prevent workplace accidents, keep your working environment free from clutter</li> </ul> 	<ul style="list-style-type: none"> <li>Take regular breaks during the day in line with local guidance</li> <li>Think about your mental health</li> <li>If you are fatigued take a break</li> <li>Go for a walk or a run to destress</li> <li>Remember to move around during the day</li> <li>Drink plenty of water to stay hydrated</li> </ul> 	<ul style="list-style-type: none"> <li>All employees have a responsibility to report unsafe conditions</li> <li>When was the last time you checked your office chair for damage?</li> <li>When did you last walk by something that was unsafe?</li> </ul> 	<ul style="list-style-type: none"> <li>Open the window to improve air quality</li> <li>Keep air vents open</li> <li>Maintain a healthy level of humidity</li> <li>Have plants in your office</li> </ul> 
Fatigue Awareness	Kitchen Safety	Take Your Time	Good Hygiene Practice	Emergency Equipment
<ul style="list-style-type: none"> <li>Get adequate rest at home</li> <li>Stay hydrated</li> <li>Stretch and take microbreaks</li> <li>Never stretch an injured body part</li> <li>Ensure stretch does not cause pain</li> <li>Hold the stretch, don't bounce</li> </ul> 	<ul style="list-style-type: none"> <li>Keep floors clean and wipe up any spills</li> <li>Don't touch electrical appliances or switches with wet hands</li> <li>Clean worktops and appliances after use</li> <li>Remember sharp objects are dangerous</li> <li>Don't leave hot food or drinks in an unsafe position or unattended</li> </ul> 	<ul style="list-style-type: none"> <li>Never take shortcuts or rush to get somewhere</li> <li>Leave plenty of time when attending appointments</li> </ul> 	<ul style="list-style-type: none"> <li>Eat away from your desk</li> <li>Wash your hands regularly, before and after handling food</li> <li>Regularly wash out cups, mugs, plates and cutlery</li> <li>Wipe down surfaces to prevent the spread of germs, including COVID-19</li> <li>Keep kitchenettes clean</li> <li>Discard outdated food</li> </ul> 	<ul style="list-style-type: none"> <li>Make sure you perform regular checks of emergency equipment</li> <li>Know the location of your nearest first aid kit, eyewash station, defibrillator and spill control kit</li> <li>Remember to check expiry dates of safety equipment</li> </ul> 













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## Fire and Electrical Safety

Fire Roll Call	Keep Clear	Electrical Safety	Fire Safety	Alarms
<ul style="list-style-type: none"> <li>Remember to update fire roll call documentation</li> </ul> 	<ul style="list-style-type: none"> <li>Don't obstruct eye wash stations, safety showers, firefighting equipment, or break glass points</li> <li>Don't block fire escape doors or emergency exits</li> </ul> 	<ul style="list-style-type: none"> <li>Make sure your electrical equipment and components have enough ventilation</li> <li>Don't cover laptop or computer cooling fans</li> <li>Don't let electrical cords create a fire risk</li> </ul> 	<ul style="list-style-type: none"> <li>Keep your workspace clean and clear, with unfiled papers and combustible materials kept to a minimum</li> <li>Trash should be disposed of promptly</li> </ul> 	<ul style="list-style-type: none"> <li>Pay attention to alarms or warning announcements in the event of an emergency</li> </ul> 
Electrical Cable Safety	Safety Signs	Outdoor Electrical Safety	Safety Equipment	Contractor Management
<ul style="list-style-type: none"> <li>Never overload outlets or extension cords</li> <li>Don't allow equipment to overheat</li> <li>Faulty electrical equipment can give off a strange odour</li> <li>Don't leave power cables in an unsafe position</li> <li>Don't daisy chain electrical cables as this could lead to a fire</li> </ul> 	<ul style="list-style-type: none"> <li>Do you know your nearest escape route?</li> <li>Do you know the location of your fire assembly point?</li> </ul> 	<ul style="list-style-type: none"> <li>Use a Residual Current Device (RCD) with all outdoor electrical equipment</li> <li>If you don't have one built into your fuse box, you should use a plug-in RCD</li> </ul> 	<ul style="list-style-type: none"> <li>Familiarize yourself with the nearest firefighting equipment</li> </ul> 	<ul style="list-style-type: none"> <li>Remember to manage contractors when they are working at your facility</li> <li>Do not take shortcuts when issuing work permits, remember to comply with work permit controls</li> </ul> 









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## Safety Outside Work

Fire Safety	Vehicle Safety	Slip, Trips and Falls	Safe Exercise	Spill Control
<ul style="list-style-type: none"> <li>Do you have a smoke detector in your home office environment? </li> <li>When did you last check your smoke detector is operational and in good working order?</li> <li>Do you have a coffee pot or space heater in your home office? If so, be sure to keep flammable materials like papers away from hot surfaces</li> </ul>	<ul style="list-style-type: none"> <li>Remember to check your vehicle at regular intervals </li> <li>When driving fasten your seatbelt</li> <li>Keep valuables and bags out of sight and out of reach</li> <li>Keep cars doors locked while driving in slow traffic</li> <li>Do not offer lifts to people you don't know</li> <li>Don't get distract by mobile devices</li> </ul>	<ul style="list-style-type: none"> <li>Consider what has caused you to fall in the past, for example a pet, an uneven floor or a power cord </li> <li>If it's snowy or icy underfoot walk like a penguin</li> <li>To reduce the risk of trips and entanglement, ensure footwear laces are securely tied</li> </ul>	<ul style="list-style-type: none"> <li>If you like to go walking or running, it's important that you are visible to others </li> <li>On dark nights, it is important that pedestrians are visible</li> </ul>	<ul style="list-style-type: none"> <li>If you have a spill in the office or at home clean it up promptly </li> <li>Spills can cause slip hazards and hygiene risks</li> </ul>
Illness	Electrical Safety	Home Office Equipment	Safe Air Travel	
<ul style="list-style-type: none"> <li>If you feel unwell stay at home </li> </ul>	<ul style="list-style-type: none"> <li>Remember to check your workplace electrical equipment regularly </li> <li>This could become damaged or defective as you commute between home and office</li> <li>Keep electrical cords away from children</li> <li>Cover plug outlets if you have young children</li> </ul>	<ul style="list-style-type: none"> <li>Check you have the correct office equipment to work from home </li> <li>Remember to check your home office equipment for damage periodically</li> </ul>	<ul style="list-style-type: none"> <li>Please ensure that you travel by air in a safe and compliant manner </li> <li>Some items you pack may be considered dangerous goods, also known as hazardous materials</li> <li>Some batteries and battery powered items are not permitted in checked baggage</li> <li>Check the FAA's PackSafe Chart to be sure that your luggage is packed safety and in compliance</li> </ul>	













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## Warehouse Safety

Don't Take Shortcuts	Chemical Spill Response	Emergency Equipment	Forklift Safety	Stack Properly
<ul style="list-style-type: none"> <li>Follow the warehouse procedures</li> <li>Don't step over guardrails</li> <li>Don't step on to pallets or climb racking to reach products</li> <li>Avoid pyramid picking (lifting stacks of boxes)</li> <li>When beginning a task, consider the consequences of injury to family and co-workers</li> <li>Don't rush</li> <li>Pay attention to your surroundings</li> </ul> 	<ul style="list-style-type: none"> <li>Evacuate the area</li> <li>Notify others to steer clear</li> <li>Notify supervisor/spill team</li> <li>Wait for the all clear to re-enter the work area</li> <li>Never dispose of chemicals in waste bins, compactors, or skips and never pour chemicals into drains</li> <li>Know the location of the emergency chemical showers</li> <li>Ensure you have been trained how to use an emergency chemical shower</li> </ul> 	<ul style="list-style-type: none"> <li>Familiarise yourself with the location of equipment emergency stop buttons</li> <li>Emergency equipment must always be accessible including:               <ul style="list-style-type: none"> <li>Emergency eye wash</li> <li>Emergency showers</li> <li>Firefighting equipment</li> <li>Emergency exits and escape routes</li> <li>First aid kits and defibrillators</li> </ul> </li> </ul> 	<ul style="list-style-type: none"> <li>Forklifts must be inspected before use and a record of inspection maintained</li> <li>Don't leave combustible materials near forklift battery chargers</li> <li>Set brakes and chock wheels when not in use</li> <li>Drive safely when ascending or descending an incline</li> </ul> 	<ul style="list-style-type: none"> <li>If stacking on a new pallet, make sure it's in good condition</li> <li>Boxes should be stacked evenly</li> <li>Heavier boxes at the bottom</li> <li>Ensure the load is secured</li> <li>Store materials properly so that they are stable and secure</li> <li>Don't throw pallets or stack them more than ten high</li> <li>Remove broken pallets to a designated area</li> </ul> 
Housekeeping	Vehicle Safety	Signs and Labels	Wrapping and Packing	PPE Safety
<ul style="list-style-type: none"> <li>Pick up any loose objects and dispose of them properly</li> <li>Keep your work area tidy</li> <li>Report all hazards and ask if you need assistance</li> <li>Don't leave items in aisles or on the floor</li> <li>Clean up all spills immediately</li> <li>Put items in their assigned places, not in stopping points</li> <li>Report all defective racking, tools, ladders, trolleys and pallet trucks immediately</li> </ul> 	<ul style="list-style-type: none"> <li>Pay attention to what vehicles are in operation, especially forklifts and other hazardous equipment</li> <li>Fasten your seatbelt</li> <li>Drive vehicles at a safe speed</li> <li>Maintain three points of contact when entering and exiting vehicles</li> <li>When loading transport vehicles, check the load is safe and secure</li> <li>Remove keys when not in use</li> <li>Mobile phones are not permitted while operating vehicles</li> </ul> 	<ul style="list-style-type: none"> <li>Pay attention to warning signs in the workplace and obey them</li> <li>Observe GHS Labels</li> </ul> 	<ul style="list-style-type: none"> <li>Brace packages against each other for stability</li> <li>Attach shrink wrap around one corner of the pallet and wrap the base five times. Pull the roll tight before going around the corners</li> <li>When packing, observe the orientation label</li> </ul> 	<ul style="list-style-type: none"> <li>Wear appropriate PPE, such as gloves, safety shoes, eye protection, and hard hats</li> <li>Protect your hands - be aware of pinch points and check machine guards</li> <li>Safety glasses are mandatory when handling chemicals</li> <li>Don't enter an area if you don't have the correct PPE</li> </ul> 



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