



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



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