













SOOS

Speak Out On Safety

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and cutlery Wipe down surfaces to prevent the spread of germs, including COVID-19 Keep kitchenettes clean Discard outdated food 	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



Scan and visit our Safety Learning Hub