



# SOOS

Speak Out On Safety

## Warehouse Safety

### Don't Take Shortcuts

- Follow the warehouse procedures
- Don't step over guardrails
- Don't step on to pallets or climb racking to reach products
- Avoid pyramid picking (lifting stacks of boxes)
- When beginning a task, consider the consequences of injury to family and co-workers
- Don't rush
- Pay attention to your surroundings



### Chemical Spill Response

- Evacuate the area
- Notify others to steer clear
- Notify supervisor/spill team
- Wait for the all clear to re-enter the work area
- Never dispose of chemicals in waste bins, compactors, or skips and never pour chemicals into drains
- Know the location of the emergency chemical showers
- Ensure you have been trained how to use an emergency chemical shower



### Emergency Equipment

- Familiarise yourself with the location of equipment emergency stop buttons
- Emergency equipment must always be accessible including:
  - Emergency eye wash
  - Emergency showers
  - Firefighting equipment
  - Emergency exits and escape routes
  - First aid kits and defibrillators



### Forklift Safety

- Forklifts must be inspected before use and a record of inspection maintained
- Don't leave combustible materials near forklift battery chargers
- Set brakes and chock wheels when not in use
- Drive safely when ascending or descending an incline



### Stack Properly

- If stacking on a new pallet, make sure it's in good condition
- Boxes should be stacked evenly
- Heavier boxes at the bottom
- Ensure the load is secured
- Store materials properly so that they are stable and secure
- Don't throw pallets or stack them more than ten high
- Remove broken pallets to a designated area



### Housekeeping

- Pick up any loose objects and dispose of them properly
- Keep your work area tidy
- Report all hazards and ask if you need assistance
- Don't leave items in aisles or on the floor
- Clean up all spills immediately
- Put items in their assigned places, not in stopping points
- Report all defective racking, tools, ladders, trolleys and pallet trucks immediately



### Vehicle Safety

- Pay attention to what vehicles are in operation, especially forklifts and other hazardous equipment
- Fasten your seatbelt
- Drive vehicles at a safe speed
- Maintain three points of contact when entering and exiting vehicles
- When loading transport vehicles, check the load is safe and secure
- Remove keys when not in use
- Mobile phones are not permitted while operating vehicles



### Signs and Labels

- Pay attention to warning signs in the workplace and obey them
- Observe GHS Labels



### Wrapping and Packing

- Brace packages against each other for stability
- Attach shrink wrap around one corner of the pallet and wrap the base five times. Pull the roll tight before going around the corners
- When packing, observe the orientation label



### PPE Safety

- Wear appropriate PPE, such as gloves, safety shoes, eye protection, and hard hats
- Protect your hands - be aware of pinch points and check machine guards
- Safety glasses are mandatory when handling chemicals
- Don't enter an area if you don't have the correct PPE



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