

## Physical and Site Safety

Manual Handling	First Aid	Trip Hazards	Pedestrian Walkways	Report Unsafe Conditions
<ul> <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> <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> <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> <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> <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 an to your manager</li> <li>If you Identify an unsafe condition, report it</li> <li>Don't take risks</li> </ul>
<ul> <li>Workplace Equipment</li> <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> <li>Workplace Lighting</li> <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> <li>Security Breaches</li> <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</li> </ul>	<ul> <li>Safety Training</li> <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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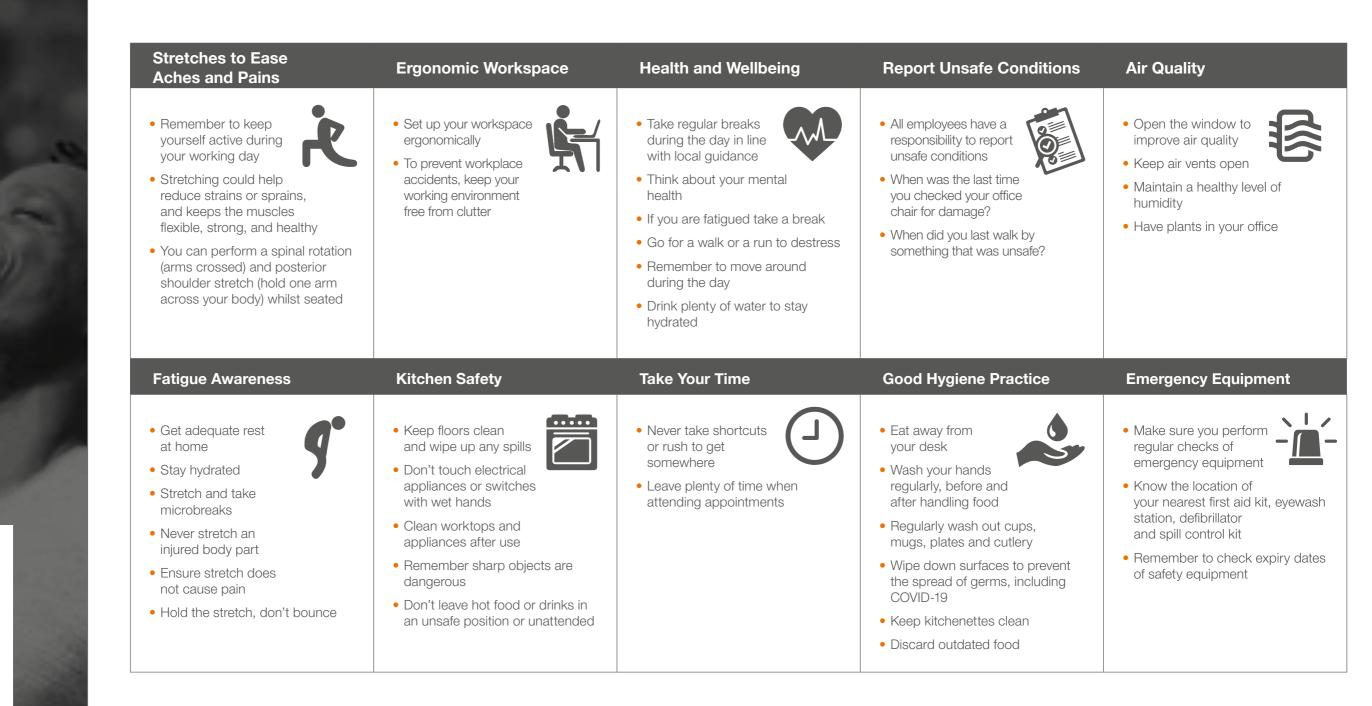
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# SOOS

Speak Out On Safety

## Health and Wellbeing





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### Fire and Electrical Safety

Fire Roll Call	Keep Clear	Electrical Safety	Fire Safety
<ul> <li>Remember to update fire roll call documentation</li> </ul>	<ul> <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> <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> <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>
Electrical Cable Safety	Safety Signs	Outdoor Electrical Safety	Safety Equipment
<ul> <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> <li>Do you know your nearest escape route?</li> <li>Do you know the location of your fire assembly point?</li> </ul>	<ul> <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> <li>Familiarize yourself with the nearest firefighting equipment</li> </ul>



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## Safety Outside Work

#### Fire Safety

Illness

at home

- Do you have a smoke detector in your home office environment?
- When did you last check your smoke detector is operational and in good working order?
- 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

#### **Vehicle Safety**

- Remember to check your vehicle at regular intervals
- When driving fasten your seatbelt

Home Office Equipment

Slip, Trips and Falls

Consider what has

or a power cord

caused you to fall in

the past, for example

a pet, an uneven floor

#### Safe Air Travel

- Please ensure that you travel by air in a safe and compliant manner
- Some items you pack may be considered dangerous goods, also known as hazardous materials
  - Some batteries and battery powered items are not permitted in checked baggage
  - Check the FAA's PackSafe Chart to be sure that your luggage is packed safety and in compliance



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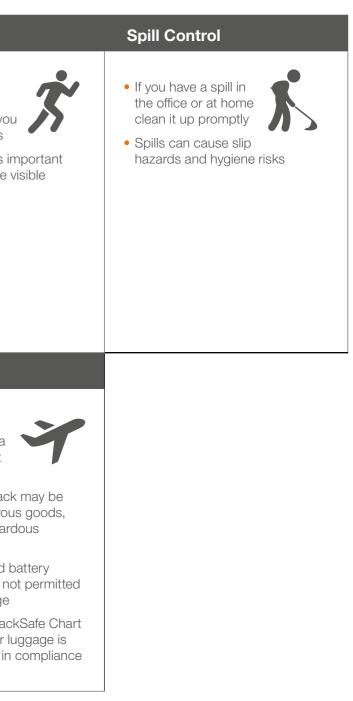
• If it's snowy or icy underfoot walk • Keep valuables and bags out of like a penguin sight and out of reach • To reduce the risk of trips and • Keep cars doors locked while entanglement, ensure footwear driving in slow traffic laces are securely tied • Do not offer lifts to people you don't know • Don't get distract by mobile devices **Electrical Safety**  If you feel unwell stay Remember to check • Check you have the your workplace correct office equipment to work electrical equipment regularly from home • Remember to check your home • This could become damaged or defective as you commute office equipment for damage between home and office periodically • Keep electrical cords away from children • Cover plug outlets if you have young children

• If you like to go walking or running, it's important that you are visible to others

Safe Exercise

• On dark nights, it is important that pedestrians are visible

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## Warehouse Safety

#### **Don't Take Shortcuts**

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

- 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

#### 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

#### **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

#### 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

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## **Chemical Spill Response**

- racking to reach products
- stacks of boxes)

Housekeeping

Pick up any loose

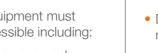
of them properly

the floor

objects and dispose

• Keep your work area tidy

- **Forklift Safety**  Folklifts must be inspected before use and a record of inspection
  - maintained • Don't leave combustible materials
    - when not in use
    - descending an incline



- near forklift battery chargers • Set brakes and chock wheels
- Drive safely when ascending or

• Pay attention to them

- workplace and obey



• Clean up all spills immediately

• Report all hazards and ask if you

- Put items in their assigned places, not in stopping points
- Report all defective racking, tools, ladders, trolleys and pallet trucks immediately

- warning signs in the
  - Observe GHS Labels
- Signs and Labels

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