

### What are the hazards and how might they harm?



Back and muscle strain  
from manual handling



Trip injuries from  
obstructions



Impact injuries from  
falling objects



Cuts/lacerations from  
use of knives/scissors



Various injuries from  
contact with harmful  
substances or objects

## General post room duties

### Safety Task Card STCBO 08

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

### Safe System of Work

1. Follow good housekeeping practices and keep areas clean and tidy, keeping the walkways and fire exits clear at all times.
2. Do not overfill postal sacks.
3. Do not overload postal trolleys.
4. Trolleys should not be lifted up steps. Where this cannot be avoided, obtain assistance.
5. Store heavy items at mid-level and avoid keeping heavy items above shoulder height.
6. Always use a letter opener to open letters or a safety parcel knife to open parcels.
7. If any mail or package is suspicious and demonstrates any of the below characteristics it should be left alone, people stopped from approaching near to it and the emergency procedure on the reverse of this card implemented:
  - Greasy marks or oil stains which may indicate explosive contents
  - Smell of almonds or marzipan, which indicates explosives
  - Protruding wires
  - Any trace of powder or suspicious foreign object.

If you have any concerns, stop and speak with your line manager before proceeding.

List any additional hazards or risks you have identified and control measures required to manage these.


## General post room duties continued

Safety Task Card  
**STCBO 08**

### Safe System of Work continued

Emergency procedure for suspicious packages:

If you have any concerns, stop and speak with your line manager before proceeding.