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| **Safety Task Card** | | | | |
| **OFF 03** | **Working In Post Rooms** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Manual handling.  Suspicious packages. | | | Back and muscle strain  Contact with harmful substances and objects.  Paper cuts. | |
| **Safe System of Work** | | | | |
| * Post room tasks only to be carried out by trained staff, including dealing with suspicious packages. * Do not overfill postal sacks beyond personal capability. * Do not overload postal trolleys. * Where possible, avoid lifting trolleys up steps. If not possible, obtain assistance. * If any mail or package is suspicious or demonstrates any of the following examples of characteristics it should be left alone, people stopped from approaching near to it and the emergency procedure 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. * Where duties include opening letters and packages, this should be done using a letter opener or safety parcel knife and not by hand. * Implement the Safe System of Work/Control Measures in the Trolleys, Sack Trucks etc Risk Assessment, Ref. No. ES10a/b and manual handling safety precautions when carrying or transporting equipment and packages. | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **OFF 03** | **Working In Post Rooms** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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