



Safety, Health and Environment (SHE) Huddle



Huddle Date:	8 th June 2020	Ref:	SHE Huddle Dog Awareness Delivery FY20 003
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Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	All Delivery Employees					

Overview:	Dog Awareness – Following a change to delivery practices brief all employees of continuing to maintain vigilance of dog attacks. Duty changes mean that deliveries will be taking place at different times of the day when customers are less likely to expect the post arriving.
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Day/Time	Topic	Message
Monday	<i>Fingers Through Letterbox</i>	<ul style="list-style-type: none"> • Have a posting peg with you always; never put fingers through the letterbox. • Use of a posting peg is mandatory at all addresses where there is a dog. • Posting pegs should also be used for flimsy items to avoid putting your fingers through the aperture. • Lift the letterbox with one hand and push the loaded posting peg through the aperture. Rotate the peg to a vertical position and take it out (demonstrate this in the huddle) • Please advise me if you do not have a posting peg. • Remember to report significant dog hazards and let us know if any dogs on your hazard list are no longer there.
Tuesday	<i>At the doorstep</i>	<ul style="list-style-type: none"> • Never accept a customer's assurance that the dog won't bite. • Rattle the gate to warn a potential dog of your presence. • Ask the customer to secure their dog before they open the door. • Step well back from the doorstep to maintain a safe distance. Beware of customers opening the door when you return to retrieve any parcels that have not been collected. • If the customer leaves the doorstep to retrieve ID, close the door to create a barrier. • Leave the property if you think the dog could be loose. • Remember to report significant dog hazards and let us know if any dogs on your hazard list are no longer there.
Wednesday	<i>In the garden</i>	<ul style="list-style-type: none"> • Do not enter if a dog is loose. Ask the customer to secure their dog. • Look for signs of a dog – bowls, chains, toys.

		<ul style="list-style-type: none"> • Look for customer activity on the driveway – e.g. washing car/unloading shopping as there is the potential for a dog to be loose. • Where a dog is present, do not hand the items over a fence/wall/gate as it may attack. • Do not carry dog biscuits/treats. • Remember to report significant dog hazards and let us know if any dogs on your hazard list are no longer there.
Thursday	<i>On the street</i>	<ul style="list-style-type: none"> • When passing dogs on leads, give the dog a wide berth or where possible cross over. • Remove yourself from the area if a dog is loose and get to a safe place – either back to your vehicle or somewhere where there is a barrier between you and the dog. • Remember to report significant dog hazards and let us know if any dogs on your hazard list are no longer there.
Friday	<i>Reporting dog hazards</i>	<ul style="list-style-type: none"> • Please remember to report significant dog hazard on your route. • If there are ongoing issues at a property and the hazard is already logged, please speak to a manager. • Report any attacks or near misses straight away. • Put D on the envelope and packets to remind yourself of known dog hazards when you are out on your route.

Supporting Information

Further information to assist with communicating the risk of dog attacks is available by clicking the [LINK](#)

