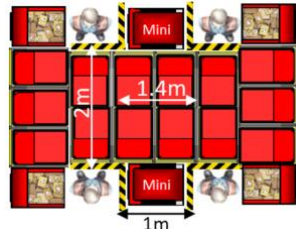


# ROYAL MAIL GROUP RISK MANAGEMENT

## SAFE WORKING INSTRUCTIONS (Appendix 2)

### Task or Work Equipment Title: Four Person Bullring Operation



The purpose of these safe working instructions (SWI) is to highlight safe work practices to minimise exposure to hazards and prevent harm to people. These safety instructions must be followed at all times. Your manager (in conjunction with your Workplace Safety Representative) will regularly review the implementation of the safety instructions to ensure they remain effective in your work area. If you have any queries, please speak to your line manager.

Compliance to this SWI and coronavirus controls will be monitored as part of regular managerial SMAT activity and joint Unit Workplace Inspections (with the appropriate CWU safety rep).

#### Warning (e.g. check for damage/defects)

- Check the work area is set out as per the above visual and the floor is marked.

#### Prohibition (Do Not's)

- Do not encroach into another employee's work space.

#### Mandatory (Do's)

- Use the mini york as a "passover" station to allow colleague to place in the appropriate selection. To avoid employees stretching to the furthest York container
- Use a mini york as a physical barrier to separate people and ensure the 1m distance is not compromised. Employees who are side to side sorting must be a minimum of 1m apart as per the visual.
- When working face to face keep a minimum of 2m apart as per the visual.

#### Safety Actions

- Use 'fixed teams or partnering' (so each person works in a set team of two) for the duration of the sort. This is to reduce the number of people each person has contact with by.
- Employees required to work together in the same task remain in that same group for the duration of the sort.
- Mark out the floor to visually show the 1m distance between employees.
- Increase the frequency of hand washing/hand sanitiser when performing this task.
- Display the visuals in the work area as a reminder to employees.

Author: Freddie Warnock	Freddie Warnock, Head of SHE Field Ops	Signed: Freddie Warnock
Safety Support: (Where applicable)	Frank Burnell, Senior SHE BP	Signed: Frank Burnell
Safety Authorisation: (As defined in Levels of Authority (Appendix 4))	James Cannon, SHE Process Improvement & Policy Simplification Manager	Signed: James Cannon

**Local hazards** (List any hazards (and any instructions additional to those above) specific to your workplace)