

# OPERATIONS & MODERNISATION RISK MANAGEMENT

## SAFE SYSTEM OF WORK

This Generic SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks identified during risk assessments. It is used by the work area manager to inform and instruct operators, at induction and refresher training events, how a task they are involved in or work equipment they are using can be completed / used safely. It should be recorded that this information and instruction has been given.

Task / Work Equipment Description	
Generic task / work equipment	Use of Delivery Office IPS Backless Sorting Frame [48 or 54 selection] and 4 Tray Porter Trolley.
Generic Assessment Number	Backless Frame 001 & Porter Trolley 001
Version No	V1.5 Final



## WHAT RISKS ARE CONTROLLED BY THIS SAFE SYSTEM OF WORK

[As identified in the task risk assessment or SAC1 show the risks and what controls them, for example, pedestrian/vehicle collisions controlled by the provision of a designated & protected walkway]

Identified Risk	Risk Rating [As per Matrix]	Control
Faulty/damaged Frames or Trolleys Frayed/loose/missing bungees	Adequately Controlled	<ul style="list-style-type: none"> <li>Daily visual checks at start of use, if faults found report take out of service and report via FM helpdesk, and application of this SSOW</li> </ul>
Over loading of Frames	Tolerable	<ul style="list-style-type: none"> <li>Continuous Portering of heavy selections to reduce the risk of selections becoming overloaded. and application of this SSOW</li> </ul>
Unloading mails from rear and front of Backless frames.	Tolerable	<ul style="list-style-type: none"> <li>Pegs installed for bungee retention and application of this SSOW</li> </ul>
Unloading mails from rear of Backless frames into Trolley	Tolerable	<ul style="list-style-type: none"> <li>Pegs installed for bungee retention and application of this SSOW</li> </ul>
Repetitive tasks for IPS sorting & Portering	Tolerable	<ul style="list-style-type: none"> <li>Application of this SSOW</li> </ul>
Over loading of Trolley	Adequately Controlled	<ul style="list-style-type: none"> <li>Application of this SSOW</li> </ul>
Manoeuvring of loaded/empty Trolley	Adequately Controlled	<ul style="list-style-type: none"> <li>Application of this SSOW</li> </ul>

## INSTRUCTIONS

[How to do the task / use the work equipment safely - including the Don't and Do written instructions]

### IPS Sorting

- Pre user visual check of the frame to ensure that no sharp of jagged edges are exposed and that all bungees are in place and the frame is stable. If faults found they should be reported immediately to your Line Manager.
- Do not over fill the frame as this may cause it to become unstable. Maximum safe working 6kg per selection [over the whole frame].
- Do not sort into individual selections which are not retained by bungee cords [e.g. whilst be cleared.
- Do not perform IPS sorting for more than 2 continuous hours without having a break.

### Clearing down from Backless Frame

- Pre user visual check of the frame to ensure that no sharp of jagged edges are exposed and that all bungees are in place and the frame is stable. If faults found they should be reported immediately to your Line Manager.
- Heavier selections must be cleared more frequently.
- Bungee retaining pegs should be used to retain the bungee when clearing mail from the rear of the frame. You should use both hands to clear the selections, one hand to move bungee to one side [if required] the other to clear the mail.

### Use of the Porter Trolley

- Pre user visual checks on the trolley to ensure that no sharp or jagged edges are exposed and that all wheels are operational and that the brakes work when applied. If faults found they should be reported immediately to your line Manager.
- Brake must be applied when on slopes/uneven surfaces.
- Only four trays can be placed on the upper shelf.
- Up to eight empty nested trays can be placed on the lower shelf.
- Full trays must not be placed on the lower shelf.
- Only clear one selection at a time, place the mail directly into the tray.
- Do not exceed the safe working load of the trolley [66.6kg].
- Care must be taken when manoeuvring the trolley to avoid striking others.
- Do not perform Portering for more than 2 continuous hours without having a break.

### GENERAL INFORMATION

[Anything specific to the task / work equipment]

**It is the legal responsibility of every employee at work:**

- To take reasonable care for the Health and Safety of themselves and others who may be affected by their acts or omission.

Inform your manager of any medical condition or individual capability which may affect your ability to perform your work, or if you are pregnant.

Any local hazards not identified within this generic SSOW should be brought to your attention of your line manager.

Local risk assessments may identify the requirement for a higher level of control as per Business procedure, and should be documented in the section below in consultation with your safety team and CWU Safety representatives.

### COMPETENCY

[Beyond the training received from this SSOW or any associated OPL's list any other training that is required]

Training	Format [Course/Certificated/Qualification]
Standard Training Guides - Work Place Step by Step Guide	Displayed in Area - Frame

### PERSONAL PROTECTIVE EQUIPMENT

[This PPE is to be provided & used, where necessary, by people undertaking this task / using this work equipment]

Item	Ordering details	Comments
Not Applicable	Not Applicable	Not Applicable

### SAFETY SIGNAGE

[The below Safety Signage is to be displayed, where necessary, in the workplace where this SSOW applies]

Item	Ordering details	Comments
Trolley	Not Applicable	Displayed on Trolley

All of the above controls will, if implemented effectively, reduce the safety risks associated with this task or work equipment to an ACCEPTABLE level and as such be 'Adequately Controlled'.

SSOW AUTHORISATION			
	Name	Signed	Date
Author	Peter E Richardson		
This SSOW is authorised for deployment			
Safety Director	Mary Mcdonald		
On deployment in the Work Area a copy of the SSOW should be retained for reference			

SSOW LOCAL ARRANGEMENTS	
SSOW Title	
Region	
Unit [Where applicable to individual Unit]	

While the SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks for a specific task or item of work equipment it is possible that local circumstances within a Unit could introduce additional risks. Where local risk assessment indicates this to be the case LOCAL ARRANGEMENTS should be prepared to remove or reduce the additional risk to an acceptable level. This additional INFORMATION and INSTRUCTION must be used within the Unit(s) affected to inform and instruct operators, at induction and refresher training events, how a task they are involved in can be completed safely or work equipment used safely. It should be appropriately recorded where this additional information and instruction has been given. **NOTE: Regional / Unit amendments to a SSOW cannot be less stringent than the national version.**

LOCALISATION		
Locally Identified Risk	Risk Rating	Control

REGIONAL / UNIT SIGN OFF	Signature	Date
Regional or Unit Author		
Regional Director Collection & Delivery or Regional Director Processing		
Regional Director Safety		