

No. 577/2020

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Our Ref: C25/20

To: All Branches

Dear Colleagues,

Royal Mail Group (SHE) Safety Flash – Poor Standard of Pallets and Euro Pallet Boxes (EPBs) Loading and Presentation:

Introduction:

The Covid-19 pandemic lockdowns, restrictions and closing of non-essential high street shops for months during 2020 has led to a huge shift to online shopping. This combined with the Christmas peak pressure period has led to record levels of traffic in the Royal Mail and Parcelforce networks. Despite the injection of 622,000 Yorks including 70,000 additional new Yorks, the accelerated increase and record levels of parcels has led to a shortfall of Yorks during peak and the business has had to utilise hired Magnum Containers and an increased use of various pallets and pallet boxes in the operation. These have all been risk assessed with Safe Systems of Work (SSoWs) being produced plus training materials where necessary and Vehicle Loading Plans.

Background, SSoW Failures, Impact and Effect:

A Safety Flash has been issued by the Royal Mail Group Safety, Health and Environment (SHE) Team (copy attached), following a number of incidents of poor adherence to safety standards that could lead to significant musculoskeletal injuries as well injuries from Slips, Trips and Falls.

There is also a danger of overloading trailers and vehicles if the 'load plan' is not adhered to.

The correct loading and presentation of these pallets is crucial. SHE Flash FY20 021 Pallets and Euro Pallet Boxes has been issued to highlight the issues.

Key Managers' Activities and Learning Points set out in the Safety Flash are to ensure that staff:

- Follow the Safe System of Work (SSoW) at all times.
- Follow the training given – including manual handling and manual pallet truck training at all times.
- Adhere to the vehicle or trailer load plan.

All Managers are expected to ensure that employees:

- Ensure that all relevant actions are completed as per the dedicated SharePoint site.
- Display the Safety Flash on the Unit Notice Board and bring it to the attention of the workforce.

Area Health and Safety Reps

Would all CWU Area Health and Safety Reps please note and communicate the content of the Safety Flash, supporting the key messages and learning points, reminding members of the importance of looking after their own safety as well as the safety of work colleagues and to report all safety hazards and unsafe working conditions. The key message is always follow the SSoW.

Attachment:

- RMG SHE Safety Flash 'FY20 021' Pallet and Euro Pallet Boxes

Yours sincerely



Dave Joyce
National Health, Safety & Environment Officer