



Flash Date:	30/11/2020	Date to remove:	07/12/2020	Ref:	FY20 021 Pallet and Euro Pallet Boxes
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Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	Network and Processing Sites					

Priority:	Immediate
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Overview:	Poor standard of pallets and Euro Pallet Boxes (EPBs) loading and presentation
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Key Message

Description	Visuals:
In order to manage the shortfall of Yorks during peak, an increased number of pallets and pallet boxes are being used in the operation. This has been risk assessed and SSOWs, training materials and Vehicle Loading Plans produced.	 
Issue	
It is essential that good standards are adhered to including following the SSOW/training and removing any defective pallets/boxes. THERE HAVE BEEN A NUMBER OF EXAMPLES REPORTED WHERE THIS IS NOT THE CASE.	
Impact/effect	
Poor adherence to standards can lead to significant injuries for example MUSCULOSKELETAL and those from Slips, Trips. There is also a danger of OVERLOADING VEHICLES if the load plan is not adhered to.	

Learning Points

- Follow the [safe system](#) of work at all times.
- Follow **training** – including manual handling and Manual Pallet Truck – at all times.
- Adhere to the **Vehicle Load Plans**.

Key Activity

1.	Ensure that all relevant actions are completed as per the dedicated SharePoint site .
2.	Display this flash on your unit SHE notice board.

Your signature below confirms you understand this safety briefing.

Name (Print)	Personnel No.	Signature	Date
Forename, Surname			

