



Safety, Health and Environment (SHE) Flash



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| Flash Date: | 1 st March 2021 | Date to remove: | 29 th March 2021 | Ref: | SHE Flash FY21 003 T2K Operator Tray Removal |
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| Audience: | Processing | Delivery | Collections | Distribution | PFW | Specific Work Area |
| | ALL T2k, FAP1 and FAP2 sites | | | | | |

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| Priority: | Immediate |
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| Overview: | Occasionally the machine will report a full tray output jam from the sorter carousel (full tray not ejected & orange light comes on). The carousel will continue to operate normally although the full trays will not be ejected from the machine. Removing/resetting the jammed tray without stopping the machine risks serious personal injury and can cause significant damage to the machine. |
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Key Message

Brief employees on the correct procedure to follow. Carousel stop button must be pressed before clearing sorter jam. Never attempt to clear a tray jam on the moving machine.

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| Description | Visuals: |
| A Tray jam occurred which the operator attempted to remove/reset without stopping the carousel. This resulted in the trays becoming dislodged and significant damage to the machine - risking injuring to our colleague(s). |   <p>Stop the Sorter carousel from the jammed area by pressing the latching stop button at the appropriate location</p> |
| Issue | |
| Correct procedure not followed. Stop the carousel and remove / reset the jammed tray using the helping hand' grabber tool only once machine has come to a full stop. | |
| Impact/effect | |
| Significant machine damage occurred resulting machine downtime and quality of service impact. | |

Learning Points

- Incorrect & unsafe jam removal took place, reminder to all machine operators on importance of stopping carousel before clearing jams to avoid future failings

Key Activity

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| 1. | <ul style="list-style-type: none"> • Print and brief machine operators on his safety flash – undertake SMAT sampling |
| 2. | <ul style="list-style-type: none"> • Ensure that the November 2019 WTLL article 'Removing Jammed Trays in Sorter Carousel on T2k' has been briefed to all relevant machine operators |

