

MANAGEMENT
of
HEALTH
&
SAFETY

*Safe Systems
of Work*



Hired Containers (Full Security)

Location: Generic	Date: 2007
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This safe system of work must be followed at all times and consolidates advice given in operator training. Any problems should be reported to your line manager immediately.

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 omissions
- To report defective or faulty equipment immediately.

MIPP Core Standards

The following MIPP Core standards apply to this safe system of work:

Weight	The maximum weight of: <ul style="list-style-type: none">• Bags is 11 kg• Hired Containers (Full Security) is 250 kg• Trays is 10 kg
Volume/Fill	No container to be filled above the shelf bracket line and must be loaded within the weight limit.
Restraint	All loads in hired containers (Full Security) on the local site must be properly restrained using the attached doors.
Condition	Containers must be in a safe condition including wheels, brakes, and doors working properly. They must have no protrusions or jagged edges and be correctly assembled. The condition of bags must be safe including all D-Rings intact, unsoiled by substances hazardous to health, without holes any larger than a ten pence piece or hazardous loose ends.

General

Only use if fully trained to do so

All Manual Handling training must be geared to correct handling, adherence to weight limits and use of brakes as and when containers are parked (as applicable by container type)

Know the gross weight (load + container).

Apply brakes when parked. If the brake cannot be reached (e.g. when the container must be left facing a wall) the container can be parked without its brake applied ***provided there is no risk of it moving away.***

Brakes are NOT for holding or stopping on slopes.

Where provided use personal protective equipment.

DO NOT leave containers unattended on slopes.

DO NOT push containers across slopes

DO NOT ride on any wheeled container.

DO NOT fork lift or tow

Report any defects to your manager e.g.:

- Sharp, jagged or pointed hazards.
- Anything, which prevents proper assembly.
- Anything, which prevents proper movement.
- Temporary or amateur repairs.
- Broken welds.
- Excessive corrosion.
- Damaged or missing wheels.
- Missing wheel retaining nuts, pins or clips.
- Poor brake operation.
- Damaged or defective door arrangements

Approved Loads

Approved	Detail	Notes
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Loads		
Option 1	Up to 24 Royal Mail Letter Trays (all Variants)	Gross weight not exceed 250 kg
Option 2	Up to 36 empty Royal Mail Letter Trays	Gross weight not exceed 250 kg
Option 3	Mix of Royal Mail Letter Trays and Mail Bags with trays loaded first, bundles providing they are of sufficient dimensions such that they will be retained by attached door and container framework	Gross weight not exceed 250 kg
Option 4	Mail Bags loaded with letter or packet mail bundles providing they are of sufficient dimensions such that they will be retained by attached door and container framework	Gross weight not exceed 250 kg
Option 5	Loose strapped bundles providing they are of sufficient dimensions such that they will be retained by attached door and container framework	Maximum individual bundle weight 6.4 kgs
Option 6	Empty Mail Bags providing they are of sufficient dimensions such that they will be retained by attached door and container framework	Gross weight not exceed 250 kg
Option 7	Non Mail items bundles providing they are of sufficient dimensions such that they will be retained by attached door and container framework	Gross weight not exceed 250 kg

Before use

Lower shelf

Close and secure security lid

Release brake and check for freedom of movement — excessive force should not be required to move container.

Check for defects and follow local repair procedures

Check brake by pushing container with brake applied.

Check base is in place and secure before using.

Check door closes and locks in place correctly

Check door retaining clip is in place

When loading container

Brake must be applied when stationary or before loading.

Ensure security lid is opened

Ensure shelf is raised

Ensure door is clipped backed

Place heavier items at base of stack.

DO NOT exceed the gross weight (load + container).

DO NOT load above shelf bracket height or beyond the framework.

For mixed loads, load trays first then bags on top.

Push any bag necks that are protruding from the side walls into the container.

Ensure loads do not protrude forwards and prevent doors from closing freely.

When manoeuvring containers

Before manoeuvring always lower shelf on the container.

Before manoeuvring always shut and secure lid on the container

Before manoeuvring always shut and secure doors on the container

There must be enough room to manoeuvre.

In normal use unclip brakes by foot.

When placing the container against a wall, e.g. on a loading bay, It is permissible to push from the front in order to position the container.

Only push one container at a time

Take care when pushing as the view may be restricted.

Keep feet clear when manoeuvring.

Manoeuvre using the side of the framework.

When turning sharp corners go to the side facing the direction you want to turn and steer the York by pulling the sidewall.

When manoeuvring heavy loads or operating on slopes assistance may be required.

When nesting

The floor must be up and latched.

Apply the brakes on the first unit.

DO NOT use excessive force when dismantling.

Loading/unloading vehicles

Loaded hired containers (Full Security) must NOT be used on any Royal Mail vehicle

Moving multiple assembled Hired Containers

Moving multiple assembled hired containers (Full Security) must NOT be carried out

Moving multiple nested hired containers

Moving multiple nested hired containers (Full Security) must NOT be carried out

Transporting empty hired containers in vehicles

Empty Hired containers (Full Security) can be used on any Royal Mail vehicle equipped with an approved RM load restraint system (castor brakes must be applied)

Use of Auto Level Packet Sleeve for Hired Containers

ALP sleeves must NOT be used with hired containers (Full Security)

York Container Sleeve (Unsprung Version)

York Container sleeves (unsprung version) must NOT be used with hired containers (Full Security).

Local arrangements for removal from service

An *Out of Service* label must be attached and the nature of the problem noted on the label.

Out of service containers must be placed

Local hazards

IF IN DOUBT ASK YOUR MANAGER

Signed
Name (CAPITALS)

