

## **Joint Statement on the Introduction of DORCs (Delivery Office Roll Containers)**

This Joint Statement provides information about the joint commitment to the safe introduction of DORCs into Offices as storage containers whilst ensuring space and safety standards are enhanced and not compromised.

The Containers will be introduced after assessing the numbers required as follows:-

Phase 1 - Delivery Offices

Phase 2 - Mail Centres and RDCs

It is important to remember that the DORC is not a replacement for the operational York Container but that its introduction is for storage purposes in order to free up thousands of needed operational York Containers needed for operational purposes.

When using DORCs Reference must be made to the SSoW and User Guide at all times.

The Provision and Use of Work Equipment Regulations 1998 will be adhered to at all times.

The SSoW and PUWER Regulations require and risks to people's health and safety, from equipment that they use at work, to be prevented or controlled.

The use of DORCs must be suitable for the intended use as set out in the SSoW and user guide..

Containers must be safe for use and maintained in a safe condition and, inspected to ensure this remains the case.

They must be used only by people who have received adequate information and instruction.

If these containers are to be used in an office this should be risk assessed at a local level with full involvement of the CWU ASR.

It is recognised that different offices will have different space restrictions, again local risk assessment and evaluation should take place with the ASR fully involved in order to identify measures that can be taken to eliminate, or reduce, the risks presented by any particular hazards in the workplace.

The Person in Charge (PIC) should also ensure that any risks, created by the use of the containers are eliminated or controlled in consultation the CWU ASR and RM Regional Safety Team.

An excessive number of Units should not be put into a DO, causing congestion.

Adequate space must be provided for siting and storing the DORCs and make sure floors, corridors and stairs etc are free of obstruction by DORCs, allowing enough space for safe movement and access, e.g. to machinery;

Ensure escape routes and fire doors are unobstructed can be opened easily from the inside.

Heavy movement of the Units within an office must be avoided as the DORC is intended to be a storage unit and not an operational container like a York or Mini-York.

The purpose of the DORCs is clear and the User Guide is clear:-

(a) The new DORC containers are only to be used in the DO/MC/RDC Environment,

- (b) They cannot be used for Transporting mail items to and from the DO/MC/RDC,
- (c) They cannot be used for Movement outside the DO/MC/RDC,
- (d) They cannot be used for Movement on uneven grounds/floors,
- (e) The DORC containers are not be used to transport Mail, Packets, Parcels, Pouches etc to and from the DO/MC/RDC to vehicles in the yard,
- (f) DORCs must not be overloaded.

When moving and repositioning DORCs:-

- Follow the SSoW at all times,
- Only move one cage at a time,
- Move the cage no faster than walking speed,
- Always push the cage as this is ergonomically better than pulling it,
- Seek help if necessary,
- Stack heavier items at the bottom to lower the centre of gravity, position storage DORCs in suitable areas, where possible close to where they are most needed and readily accessed as required,
- Eliminate unnecessary materials handling

The introduction of the DORC Containers will be nationally reviewed at 6 and 12 months.

***Mark Fletcher***  
***Royal Mail Logistics National Container Equipment Manager***

***Dave Joyce***  
***CWU National Health, Safety & Environment Officer***

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