

# MK 4 York Unit Manager brief

February 2017



## Introduction

You will soon be handling through your unit a new container, the MK4 York. The MK 4 York is designed to handle loose parcels as well as existing mail streams while being compatible with the current York container fleet.

You will receive separate operational instructions but the purpose of this pack is to assist you with your duties under the Health and Safety at Work act 1974 and relevant statutory legislation. I have enclosed all the safety documentation that you need to discharge your responsibilities:-

1. SAC1
2. WECSA including Ergonomic screening assessment
3. York and mini York SSoW
4. York container MK4 additional requirements
5. MK4 York training brief

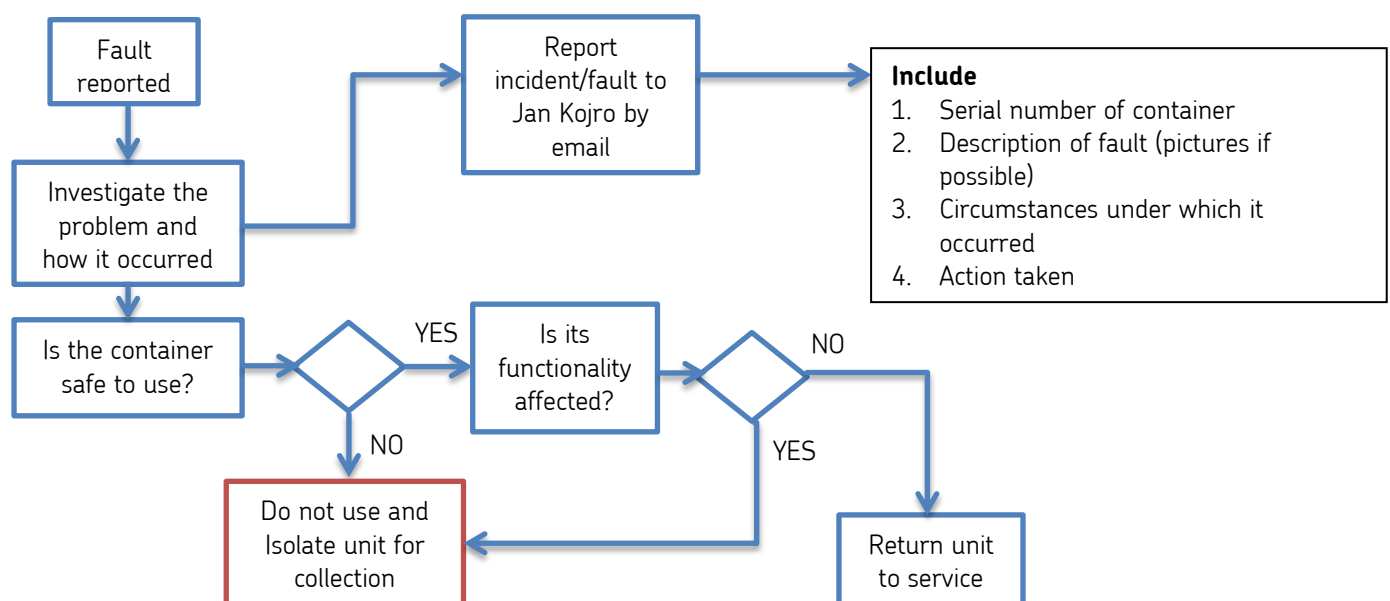
We will be running 'train the trainer' sessions with workplace coaches and by the time you start handling the containers you should have a nominated person in your team that is familiar with the new container and is able to instruct others as required. If this is not the case then please let me know.

The containers that you will be handling are part of a trial that will run for approximately 7 weeks and as such members of the project team will be visiting you to assess the equipment and obtain feedback from you and your staff.



## Reporting procedures

It's important that we capture as much information as possible and this includes when things go wrong. If for any reason one of the units becomes defective please use the following procedure:-



# Safety

## Safety inspection

- Follow 'before use – 10 point checklist' detailed in the York SSoW
- Carry out additional checks described in the MK4 additional requirements SSoW

## Safe System of Work (SSoW)

The current York SSoW is still relevant to using the MK4 unit and this should be applied together with the contents of an additional requirements document that has been written specifically for the MK4 trial container.

Pending the outcome of the trial a new updated SSoW will be produced to incorporate all versions of the York container

## Reporting equipment failure and feedback

All equipment malfunctions and faults must be reported. The unit manager will be given specific instructions on the steps to take and how to feedback information to the project team


## Identifying the container




Unique number engraved on the handle plate in the range TR003 - TR195

**Please quote this number on all communications relating to the container**


### MK4 YORK TRIAL UNIT



**Maximum gross weight  
250 Kg  
(Tare weight 48 Kg)**



**Apply brake when stationary  
Secure gate before moving  
Use base in raised position  
for manual small parcels and**



**Do not fill above side walls**

Date of manufacture 02-17  
Manufactured by K.HARTWALL  
[www.k-hartwall.com](http://www.k-hartwall.com)

**PROPERTY OF ROYAL MAIL  
If lost call 0744 250 7167**

## References:

1. York and Mini York SSoW V3 – 10 point checklist
2. York Container MK4 Additional requirements SSoW – 10 point checklist additional checks
3. Unit manager information pack