



Royal Mail Group

Safety, Health & Environment Guidance

Statutory Notice and Notice Boards Guidance (Appendix 1)

## Royal Mail Group Safety, Health & Environment Management System Statutory Notice and Notice Boards Guidance (Appendix 1)

### 1.1 Introduction

This guidance explains the business arrangements for ensuring a consistent approach to the displaying across Royal Mail Group of:

- Statutory Notices to meet our legal obligation;
- Notices required by Royal Mail Group (RMG) Safety, Health & Environment (SHE) Management System Standards;
- Key SHE performance and management information which are relevant to people at the Unit.

### 1.2 Guidance

#### Notice Board 1 – World Class Mail Safety Cross

**Plymouth Mail Centre**

March  
Month

1	2	3				
4	5	6				
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
	31					

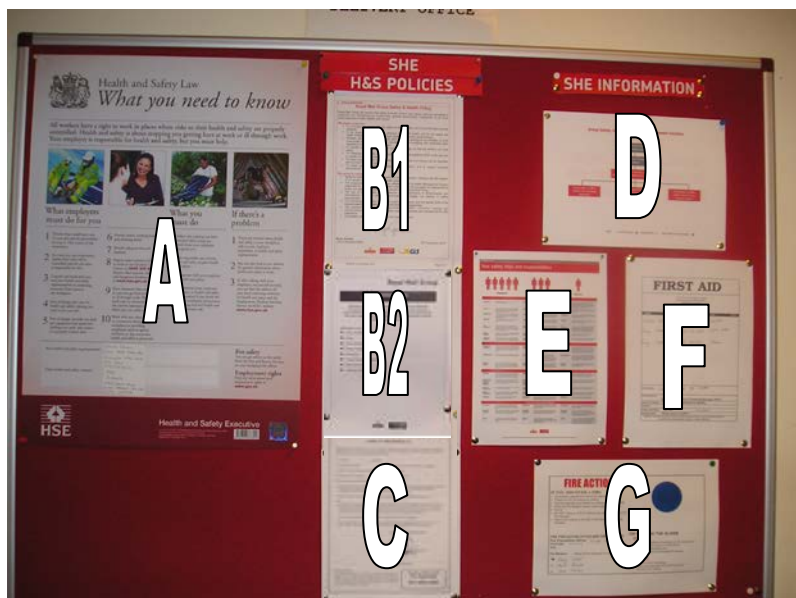
Lost Time Accident  
Non Absence Accident  
Clear

Accident free days this year  
FINANCIAL YEAR

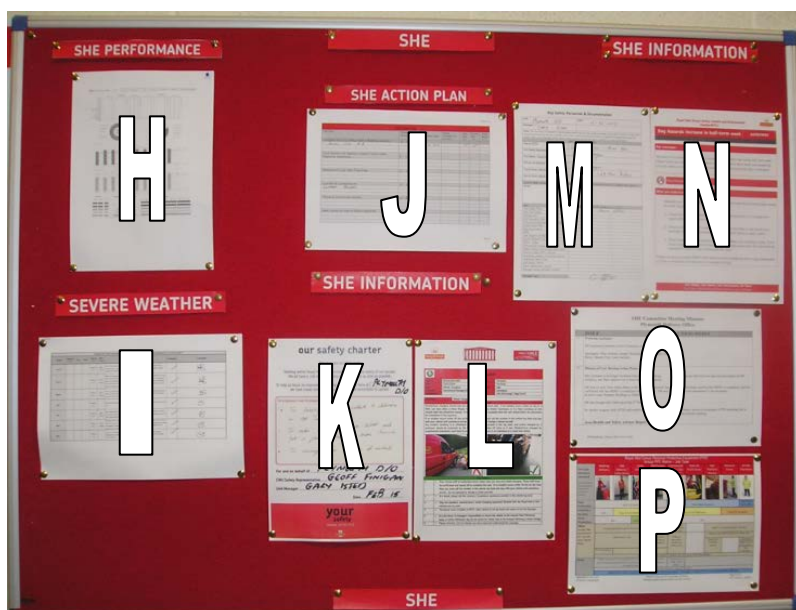
Days since last accident

Royal Mail

## Notice Board 2 – SHE Policies and SHE Information



## Notice Board 3 – SHE Performance, Severe Weather, and SHE Information



It is fully appreciated that the SHE Notice Boards may differ slightly Unit by Unit given the space available however at least one Notice Board at each Unit should be specifically dedicated to Safety, Health and Environment and where implemented one World Class Mail Performance Board. In units where space is available it is acceptable to expand the content over a series of section specific Notice Boards. It is important to ensure that the Boards have all the 'Mandatory' items listed below and that everything displayed is in date and contains accurate information. The guidance below contains attachments or links to the actual posters and documents you require. If further advice is needed, please contact your local SHE Advisor.

Legends		
Mandatory Item	Optional Item	World Class Mail Item
<b>A. HSE Law Poster Mandatory</b>	<p>The Law Poster shown above is the version released in 2014;</p> <p>It is a <b>legal requirement</b> to display this poster. It should show contact details for:</p> <ol style="list-style-type: none"> <li>1) Your Health and Safety Representatives (CWU/CMA Representatives)</li> <li>2) Other Health and Safety Contacts (SHE Advisor, EHO/HSE Contacts)</li> </ol> <p><b>POSITION UNDER POLICIES</b></p>	<p>If room allows this poster should be displayed on the H&amp;S Notice Board but where space is limited it should be displayed elsewhere in a location frequented by all employees. As an example at the entrance to the premises.</p> <p>HSE Law Posters are available to order direct from the HSE. To do this you will need to request via your normal requisitioning route. (SHE Advisors are not able to purchase the poster for Units.) Individual copies of the HSE Law poster detail can be printed from the attached <a href="#">LINK</a> if required.</p>
<b>B1. RMG Safety &amp; Health Policy Statement Mandatory</b>  <b>B2. Environment Policy Statement Mandatory</b>	<p>These are currently the only policy documents that you are mandated to display.</p> <p><b>POSITION UNDER POLICIES</b></p>	<p>Print and display: Click on the link to view the documents on the safety page.</p> <p><a href="#">Health &amp; Safety Policy files</a></p> <p>Print &amp; display Environment Policy via the attached link.</p> <p><a href="#">LINK</a></p>

<b>C. Employers Liability Insurance Cover Mandatory</b>	<p>It is a <b>legal requirement</b> to display this document. The document should be replaced each year in October.</p> <p><b>POSITION UNDER H&amp;S POLICIES</b></p>	<p>Print &amp; display document (Employers Liability Certificate AIG). Click on the link to the insurance policy page.</p> <p><a href="#">Insurance Cover Note</a></p>
<b>D. RMG SHE Organisation Structure Mandatory</b>	<p>This document shows the SHE organisation within the Business.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Click on the link to view the documents on the SHE page. (Only the top sheet needs to be displayed in units with restricted display space.</p> <p><a href="#">SHE Organisation Structure</a></p>
<b>E. RMG Safety Roles &amp; Responsibilities Mandatory</b>	<p>Shows the Safety responsibilities of Directors, Managers and Employees.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Print &amp; display: Click on the link to view the documents on the SHE pages.</p> <p><a href="#">Safety Responsibilities</a></p>
<b>F. First Aider List Mandatory</b>	<p>The first aid list should show all trained First Aiders in the unit, their shift and expiry date of their</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Complete, print &amp; display:</p> <p><a href="#">First Aid Notice</a></p>
<b>G. Fire Evacuation Information Mandatory</b>	<p>This can be locally generated to give full details of what to do in the event of an emergency or fire. The fire Notice details should also be displayed at each fire exit and call point.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>A template exists where a local version has not been completed. Print, complete &amp; display the copy appropriate to your site including where to assemble:</p> <p><a href="#">Fire Safety</a></p>

<b>H. Safety Performance Mandatory</b>	<p>Units can print their monthly safety performance from a download sent each month.</p> <p><b>POSITION UNDER SHE PERFORMANCE</b></p>	<p>The dashboard can be used to print and display local unit performance. Select the most recent period, use drop down arrows to select your unit and print performance to display.</p> <p><a href="#">LINK</a></p>
	<p>World Class Mail Sites, in addition to the World Class Mail Safety Cross, a number of performance related templates should also be displayed such as the S-Matrix.</p> <p>Further details are available from your local Safety Pillar lead.</p> <p><b>POSITION UNDER SHE PERFORMANCE</b></p>	<p>WCM Safety Performance Data Files:</p> <p><a href="#">S-Matrix</a></p> <p>Please contact your local Safety Pillar lead to obtain the relevant WCM template.</p>
<b>I. Severe Weather Preparation Checklist Mandatory</b>	<p>The preparation checklist forms part of the severe weather risk assessment and should be completed in full and updated throughout the year to show that the unit has carried out the necessary actions required in advance of any period of severe weather.</p> <p><b>POSITION UNDER SEVERE WEATHER</b></p>	<p>Print the severe weather preparation checklist, update the contents and display.</p> <p><a href="#">Severe Weather</a></p>

<b>J. SHE Action Plan Mandatory</b>	<p>Every Unit/Shift should have its own Action Plan on display and show the most important long term actions required.</p> <p>Actions resulting from Inspections, WTLL, WPQs, Risk Assessments, Team comments, Huddles, Unite/CWU ASR Reports/ Safety Committee Meetings, EHO/HSE visits etc. Each action should clearly show what, who, when and be up to date.</p>	<p>Complete, print &amp; display:</p> <p><a href="#">SHE Action Plan</a></p>
<b>K. Safety Charter Optional</b>	<p>This signed certificate shows the top 3-10 Safety issues agreed locally in the Unit.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Complete, Print &amp; display:</p> <p><a href="#">Safety Charter</a></p>
<b>L. SHE Alert Optional</b>	<p>SHE Alerts are released when there are important messages which need urgent communication. Once briefed to all staff they can be displayed on the SHE Notice Board.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Display the most recent safety alert relevant to the operation</p> <p><a href="#">SHE Alerts</a></p>
<b>M. Key SHE Contacts &amp; Documentation Optional</b>	<p>This document allows visitors to know at a glance who the key people are and where key safety information is located.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Complete, print &amp; display:</p> <p><a href="#">Key SHE Contacts &amp; Documentation</a></p>
<b>N.WTLL Optional</b>	<p>Display the last WTLL SHE topics briefed.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Display any SHE briefing, preferably after the briefing has taken place.</p>

<b>O. Notes or Action List from SHE Committee Mandatory</b>	<p>This is the documented output from the SHE Committee meetings.</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Display the Notes or list of Actions from the appropriate SHE Committee which covers the Unit.</p>
<b>P. PPE Matrix Optional</b>	<p>When formally agreed a copy of the PPE Matrix to be displayed to inform employees of the correct PPE for their work area</p> <p><b>POSITION UNDER SHE INFORMATION</b></p>	<p>Display the most appropriate part of the PPE Matrix for the unit.</p> <p><a href="#">LINK</a></p>
<b>Heading Banners</b>	<p>Colour headers for the Notice Board; where possible produce using a Network colour printer and laminator</p>	<p>Click on the following links:</p> <p><a href="#">SHE Action Plan Banner</a>  <a href="#">SHE Information Banner</a>  <a href="#">SHE Policies Banner</a>  <a href="#">SHE WTLL Banner</a></p>
<b>General Advice</b>	<p>Notices have a limited lifespan, although some safety Information has to be on display for quite some time. A few basic tips:</p>	<ol style="list-style-type: none"> <li>1. Keep Notice Boards tidy and only display the above items.</li> <li>2. Check monthly to ensure accuracy of data and that nothing is out of date.</li> <li>3. Update performance data regularly (Monthly), daily for the World Class Mail Safety Cross</li> <li>4. Replace damaged displays.</li> <li>5. Any other business unit or function specific SHE notices should be displayed on or as close to the generic safety Notice Board as possible.</li> </ol>

**World Class  
Safety  
Performance  
Board  
Mandatory for  
Sites Engaged in  
WCM**

The World Class Mail Safety Performance Board is shown in Picture 1. This is a standard design. Advice on where to obtain them will be provided by your local safety pillar lead.

**POSITION AT MAIN ENTRANCE**

As a minimum those sites participating in World Class Mail should display a Safety Performance Board at the main entrance to the Unit. The Notice Board comes in a standard format and shows:

- Safety Cross
- Number of Days since last Reportable Accident

Where space allows some units will be able to split performance by shift and display a range of other material examples include:

- SMAT Data
- One Point Lessons
- GPL's
- OPL's
- Near Miss Data

### 1.3 Training

There is no specific training necessary for the deployment of this Standard. Should the Unit Manager need further advice they can contact their local SHE Advisor

To deploy Statutory Notices and Notice Board Standard the Unit Manager will need to have accessed the SHE Management Systems on the SHE Knowledge Database and have access to a printer to print off the documents they require.

### 1.4 References

Standard 1.1 – Health, Safety and Environment Policy Statement  
 Standard 1.2 – Directors, Managers & Employees Roles & Responsibilities  
 Standard 1.8 – SHE Plans & Safety Matrix  
 Standard 1.10 – SHE Calendars  
 Standard 2A – Severe Weather Risk Assessment  
 Standard 2.12 –Appendix 2 Environmental Aspects Information for Display  
 Standard 4.8 – SHE Alerts  
 Standard 15.1 –Building Energy Management  
 Standard 15.2 –Fuel Use & Storage  
 Standard 15.4 –Water Management  
 Standard 15.5- Waste Management