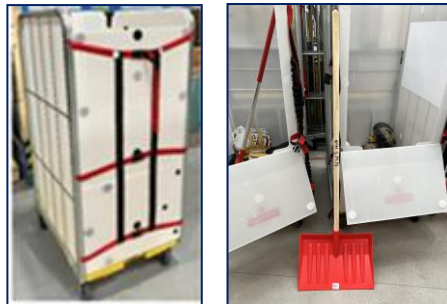


ROYAL MAIL RISK MANAGEMENT

SAFE WORKING INSTRUCTION

Use of York White Sleeve Insert and Slider Tool - Manual Operation v1.1



The purpose of this SSOW is to highlight appropriate safe work practices to minimise exposure to hazards and prevent harm to people. These safety instructions must be followed at all times.

- This SWI should be read in conjunction with the:**
- 'RM Operation and Use of York and Mini York Containers' SSOW
 - relevant task-specific SSOWs/SWIs
- All associated Core Standards and Approved Loads apply.**

Warning

<ul style="list-style-type: none"> • Musculoskeletal/ergonomic • Impact/strike 	<ul style="list-style-type: none"> • Collision/bruising • Slip/Trip/Fall
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Mandatory (Do)

- DO** ensure that you are fully **competent** and have completed the **training** including:
 - Brief of this SWI.
 - Manual Handling Training (within the last 3 years).
 - York White Sleeve Insert and Slider Tool Video.
- DO** use the correct manual handling technique when loading/unloading/sorting.
- DO rotate activity** and restrict sorting from/to sleeved Yorks to a **maximum of 1 hour**.
- DO** use the Slider Tool/Shovel **from the bottom 1/3 of the sleeve downwards** to bring items closer so that you can minimise stretching and bending.
- DO** ensure the York brake is applied when loading, unloading, and sorting.
- DO** ensure that housekeeping standards are maintained at all times and ensure the Slider Tool is stored safely so as not to cause a trip or impact hazard.
- DO** only use Royal Mail supplied or approved equipment.
- DO** check equipment prior to use, report any damaged equipment and remove if required.
- DO** be aware of your surroundings and look where you are walking to avoid slip/trip/falls
- DO** inform your manager/supervisor of **any condition** that may affect your ability to work safely.
- DO** report all hazards, accidents and near miss incidents to your manager.

Safety Actions

Pre-Use Checks – Additional Requirements

- **As per current 'Operation and Use of York and Mini-York Containers' SSOW**
- Plastic sleeve is securely attached with no screws loose or missing.
- The sleeve is in good working order with no significant damage preventing safe use or mail loss.
- All hook and loop dots are present and secure.
- All straps and clips are in good condition, secured, and in working order.
- A Slider Tool is **available and easily accessible**.

Use of the Integrated Gate

- The gate is secured using hook and loop fasteners.
- The front gate should be opened/closed in stages when unloading/loading manually.
- At stage B and C the folded gate should be secured against the upright gate to keep it out of the way.
- To open the bottom section fully, do so from the left-hand side outwards.
- York Straps must be undone/done up at each stage.
- For nesting the whole gate must be opened as shown and secured to the inside of the sleeve.



Step A



Step B



Step C



Step D



Steps A – D (unloading) are reversed for loading.

Loading Sleeves

- Use safe and correct manual handling technique when placing parcels into an empty sleeve.
- You can place items into the bottom of the York initially or hand sort from a reasonable height (so as not to damage any items), decreasing the need for bending as the York fills.
- Items should be placed into the York in a volume and weight that you are comfortable to handle, you should test the weight of the York before moving with the load that this is not too heavy.



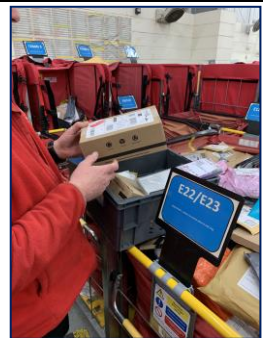
Unloading Sleeves

- Ensure the sleeve is opened in stages as the York is unloaded.
- The **Slider Tool/Shovel** should be used to move small parcels from the rear of base of the York container to the front of the container base to prevent overstretching and prevent back strain.
- Start using the tool from the **bottom 1/3rd of the sleeve**, or as soon as **bending is required**, in order to move items into the most comfortable position.
- When the bottom of the sleeve is reached open the gate and pick up the larger items directly.
- For the smaller items **pull them into a tray** placed on the floor using the **Slider Tool/Shovel**.



Sorting Parcels

- As per current 'Operation and Use of York and Mini-York Containers' **SSOW**.
- For larger parcels, sort directly into Yorks or Mini-Yorks as normal.
- For parcels in trays, either sort by holding the tray under one arm or balancing on a Mini York/Drop Bag Fitting.



Storage of Slider Tool/Shovel

- When unloading/sorting ensure they are **placed safely** between each use.
- When not in use store the Slider Tool in a **safe place** so that it does not cause a tripping hazard.

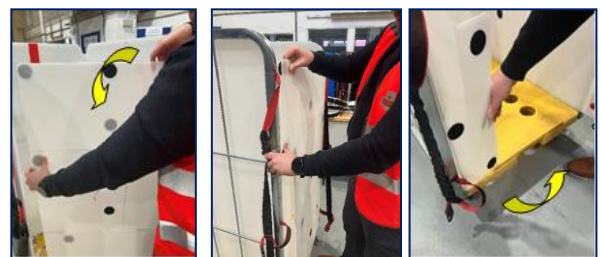
Moving Yorks

- If you can't see over the top of the York, use the visibility window where in place.
- Alternatively manoeuvre the York whilst looking around the sides at regular intervals.
- Only push one loaded York container at a time.



York Sleeve Preparation

- Ensure the 2 x velcro tabs on door are secured to ensure door remains open (inwards).
- Lift the base upwards and fold downwards, bringing the York sides into position ensuring that it is properly located in its upright position.



- Lower the base and tuck the bottom flap behind the lip on the base of the York.
- Gently pull the door forwards into position.
- Attach the Velcro dots of the door to the Velcro tabs on the insert –the door is now in position.

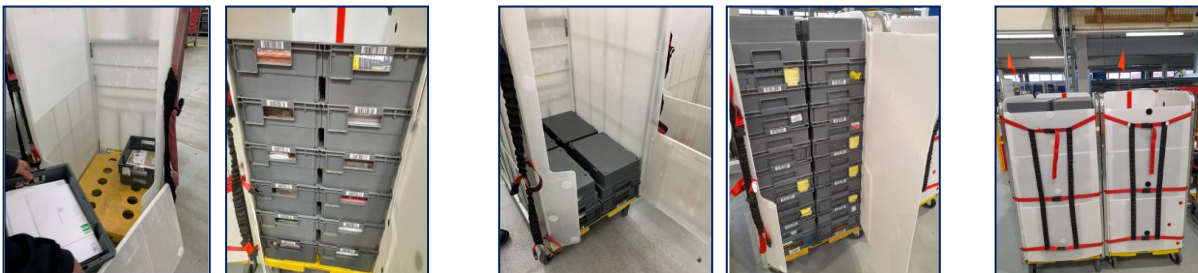
York Nesting

- Yorks must be strapped when moving.
- A maximum of three Yorks can be moved at a time.
- Yellow handles must be used to push the York containers, DO NOT pull on the straps.
- To strap connect the top strap from the back container with the top strap of the front container. Repeat on the other side.
- When nesting into a line of other containers the straps must be released.



Loading, Unloading and Transporting Yorks with Trays

- As per current 'Operation and Use of York and Mini-York Containers' SSOW
- Load trays to the number and weight capacity as per the normal standards
- Either load/unload with the gate open outwards as one piece or by closing/opening each gate.
- The bottom gate must be fully open when loading/unloading the bottom of the York.



Loading and Unloading Vehicles

- As per current:
 - 'Operation and Use of York and Mini-York Containers' SSOW
 - 'Loading and Unloading Large Vehicles' SSOW
 - Relevant Vehicle Loading Plan
- Loaded Yorks must be fully strapped and secured.
- Ensure the straps are released when nesting and transporting Yorks and secured by the vehicle straps.

Author and Local Instructions

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Safety Technical Review	James Cannon	24 th May 2023
Local hazards (hazards and instructions additional to those above)		

Your signature below confirms you have received and understand this Safe Working Instruction

Name (Print)	Personnel No.	Signature	Date
Forename, Surname			
