

Royal Mail - Mk 4 Parcel York Container Roll Out – CWU Area Health & Safety Representatives Involvement

The following is the agreed process for the involvement and consultation with CWU Area Health and Safety Representatives as agreed between RMG and the CWU Health, Safety & Environment Department.

- CWU ASRs will be fully involved and consulted regularly in relation to the roll out and use of Mk4 Containers in all operations as well as RM management of the following:-
- To ensure the maintenance of health and safety standards, compliance with SSoWs, manual handling good practice and musculo-skeletal risk controls.
- Ensuring every staff member using the equipment is trained and competent.
- Ensure staff follow Standard Operating Procedures ensuring that in controlling risks, there is no risk increase elsewhere.
- Control and reduce the risk levels of staff using the equipment on automation plus manual loading and unloading the Containers as well as loading and unloading the containers from Vehicles.
- Ensure that drivers experience no intolerable risks transporting the Containers and loads are secured in line with RM load plans.

Royal Mail Managers in all Offices, areas and Regions must involve and fully consult with Trade Union health and safety representatives, on health and safety issues, including Container and Automation Equipment and Safe Systems of Work. It is important that Union Safety Reps are involved and consulted on the organisation and involved in the process of risk controlled operations of the kit and should always be able to contribute to organisation of operations with their input taken fully into account. Safety Reps can then make sure that safe operation and risk controls have been deployed for all employees in all workplaces, that they cover all areas and activities, that the CWU Area Health and Safety Representatives are up to date.

Employers have a duty to consult with safety reps on all health and safety issues, and to give safety reps information about health and safety matters relevant to their members. This includes information about risk assessments. Risk control and safe working methods is a valid safety rep function.

One of the most crucial roles of a health and safety rep is in the role of checking and challenging their employer's safety management standards and risk controls and ensuring appropriate control measures are in place and working. Safety Reps should also be involved in Monitoring, Evaluations and Reviews.

In Offices where Mk 4 Yorks are to be deployed, the manager must consult the Area Safety Rep prior to commencement, sharing the plans and timetable and at the time the Containers are to be safely deployed.

All staff feedback will be shared and discussed as well as the necessary deployment of appropriate control, training, information, support measures etc. Once measures have been deployed they must be completed and must regularly jointly review and monitored ensuring that any remedial actions are implemented and their effectiveness checked. The Manager will share copies of all documentation with the Area Health and Safety Representative. The documentation including Risk Assessment, Safe System of Work, Equipment Information and Training etc will be part of the roll out and ongoing use and regularly jointly reviewed, feeding any appropriate information up to national level for consideration periodically thereafter.



Signed:
Mark Fletcher Royal Mail Head of Container Equipment



Signed:
Dave Joyce CWU National Health & Safety Officer

Date: 5 March 2018