




ROYAL MAIL GROUP RISK MANAGEMENT

SAFE SYSTEM OF WORK (Appendix 2)

This SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks identified during risk assessments. It is used by work area managers to inform and instruct operators, at induction and refresher training events, how a task they are involved in or work equipment they are using can be completed / used safely. A record should be retained to show that this information and instruction has been shared with those employees affected.

Task / Work Equipment Description	
Generic Task / Work Equipment (SSOW Title)	York Container Mk 4 Additional Requirements 
Associated Risk Assessment	York Container Mk4 SAC1 & WECSA
SSOW Version No:	2.3 SSoW to be read in conjunction with and in addition to York & Mini-York SSoW version 3.1.

Risks Controlled By This SSOW		
Identified Risk	Risk Rating (ref. SMS2.1 Risk Matrix)	Control
Additional information for York container Mk 4 to take account of the functionality.		
Muscular injures	Tolerable	<ul style="list-style-type: none">• SSOW• Training• Raised base of York• Manufacturer assurances of material quality• Noise assessment
Abrasions / bruising	Adequately Controlled	
Striking injuries		
Noise		
Discomfort to hands		

INSTRUCTIONS

Core Standards

As per current York containers.

Approved loads

- Maximum gross weight for all loads is **250kg**.
- Small parcels for manual unloading and strapped bundles with base in high position.
- Small parcels for automated unloading, medium/large parcel and mail bags with base in lower position.
- Up to **21** full letter trays or **39** nested empty trays in **three** stacks.



Base: Lower position



Base: Higher position

Pre Use Checks – Additional Requirements

- The plastic sheets properly attached and no significant damage that could cause injury or loss of mail.
- The gate in good working order without significant damage that could cause injury or mail loss.

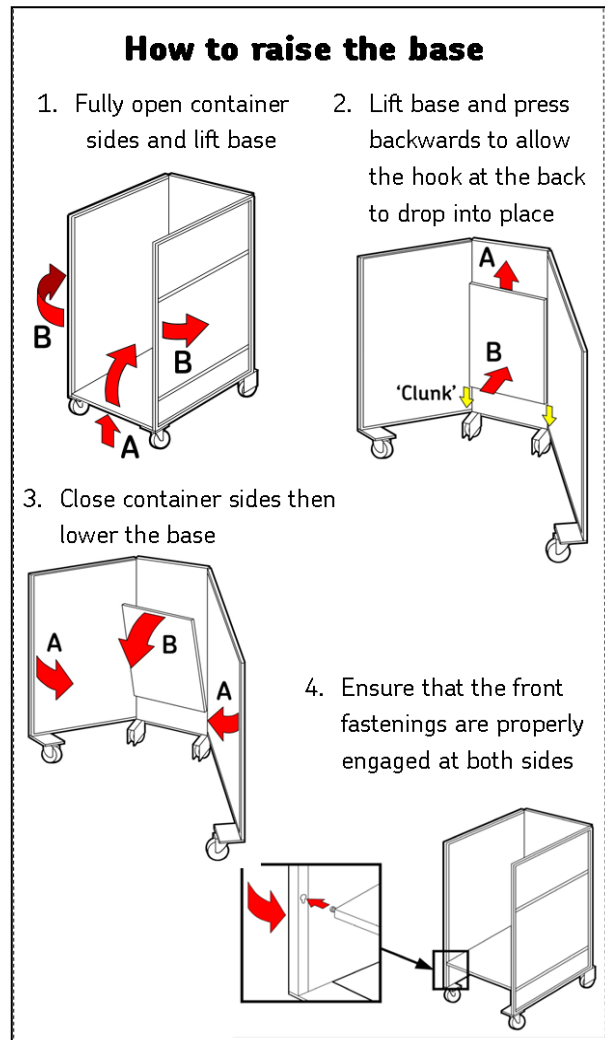
Loading- Additional Requirements

- Mk 4 Containers are primarily designed for use with small parcels and other loads that are not well retained by other York containers.
- For use with the strapped bundles and small parcels that will be manually unloaded the base must be put into the higher position before loading starts. For small parcels that will be unloaded by automated tipping and all other loads the base should be in its lower position.
- As with other versions of the York container it must not be loaded above the sidewalls or a maximum gross weight of 250kg.

How to Raise the Base

The base must be put into its higher position **before loading** for use with manual small parcels or strapped bundles.

Gate should be closed in **stages** when loading so that lifting or bending over the front gate is not required unnecessarily.



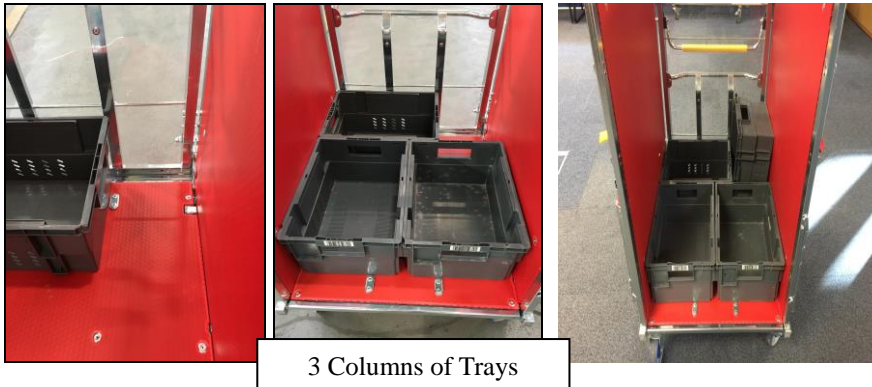
- To release the gate from the stored position, lift with the yellow strap handle.
- When loading with unstable loads e.g small parcels the gate should be closed in stages to allow good access whilst loading and the load is retained as required.



Closing gate 1	2	3	4
----------------	---	---	---

- Once the gates are in position, lock with the side straps across the front of the York.

- Use with letter trays by exception if no other Yorks are available. Trays to be stacked in 3 columns located by lugs on base of the container. The base must be in the lower position for the lugs to align.
- The loose stack at the rear can be stabilised by placing up to 3 upturned trays at the right hand side of the rear stack.



Unloading – Additional Requirements

- The gates should be opened in stages when unloading taking care that the parcels do not all out.
- Unload parcels directly in front of the top gate and lower it as soon as it is clear.
- To prevent leaning over the middle gate, clear parcels directly in front first, then lower the gate when clear.
- To unload parcels at the back, pull them closer before lifting them out and support yourself by holding onto the side with one hand if necessary to reach the lower parcels.
- Fully open the lower gate and secure against the side by lifting with the handle strap and lock the pin in place into the base frame.
- For unloading strapped bundles and heavy boxes open the lower gate and secure against the side by lifting with the handle strap and lock the pin in place into the base frame.

Nesting – Additional Requirements

- Base to be placed in the low position when nested.
- Compatible for nesting with all York versions.
- Connect with the strap on the top rail of the container.
- When nesting with a different York version, the Mk 4 York(s) must always be nested at the rear of the stack.
- **NB Do not overtighten straps as this can cause front container caster wheels to come off ground resulting in instability on dock-levellers and reduced braking.**



Loading / Unloading on to Vehicle – Additional Requirements

Refer to load plan in 'Transport of Yorks and RSC's' in Royal Mail Vehicles' SSOW

COMPETENCY			
Training		Format (Course/Certificated/Qualification)	
York Container Mk 4 Training		Bespoke materials delivered by line manager	
PERSONAL PROTECTIVE EQUIPMENT			
Item	Ordering details	Comments	
No additional – reference RMG PPE Matrices			
SAFETY SIGNAGE			
Item	Ordering details	Comments	
No additional			
SSOW AUTHORISATION			
	Name	Signed	Date
Author	J. Wood	<i>J. Wood</i>	05/03/2018
Safety Support (where applicable)	C. Parsons J. Kojro	<i>C. Parsons</i> <i>J Kojro</i>	05/03/2018
I have authorised this SSOW for deployment			
Safety Authorisation: (As defined in Levels of Authority Appendix 4)	J. Cannon	<i>J Cannon</i>	05/03/2018
On deployment in the Work Area a copy of the SSOW should be retained for reference			

SSOW LOCAL ARRANGEMENTS

SSOW Title	
Region	
Unit (Where applicable to individual Unit)	

(For use where a Unit Manager wants to add local arrangements to a Group or Business Unit SSOW)

While the SSOW provides sufficient INFORMATION and INSTRUCTION to allow managers to control safety risks for a specific task &/or item of work equipment it is possible that local circumstances within a Unit could introduce additional risks. Where local risk assessment indicates this to be the case LOCAL ARRANGEMENTS could be prepared help to remove or reduce the additional risks to an acceptable level. This additional INFORMATION and INSTRUCTION must be used within the Unit(s) affected to inform and instruct those employees affected. It should also be used at induction and refresher training events to inform employees how a task they are involved in can be completed safely &/or how work equipment they are using can be used safely. Any training or briefing using the SSOW should be recorded to show where the additional information and instruction has been given.

NOTE: Local amendments to a SSOW cannot be less stringent than the national version.

LOCALISATION		
Locally Identified Risk	Risk Rating (ref. SMS2.1 Risk Matrix)	Control

LOCAL SIGN OFF	Signature	Date
Local Author		
Safety Authorisation: (As defined in Levels of Authority set out in the Standard)		