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ROYAL MAIL CHRISTMAS OPERATION - TEMPORARY OUTHOUSES HEALTH AND SAFETY

Royal Mail and the CWU are jointly committed to providing and maintaining a safe and healthy workplace, safe work methods and safe equipment at the temporary outhouse mail processing centres for all staff, and to providing the information, training, supervision and equipment needed to achieve this.

Royal Mail operational management supported by the Regional SHE Teams will take responsibility for health and safety procedures, working with CWU Area Safety Representatives to ensure the following;

- Staff safety training & information including - Site induction training & Manual Handling training
- Statutory H&S notices in place
- New employees and visitors to the workplace understand safety procedures
- Safe systems of work are provided and followed
- Environmental controls
- Adequate heating and lighting
- Safe place of work - identifying and controlling any significant risks inside the building
- Good housekeeping
- Safe and suitable machines, plant and equipment
- Faults are rectified
- Noise & Dust controls in place
- Fire safety and prevention, Fire evacuation plan in place
- Adequate first aid facilities and welfare
- All accidents and near misses are reported and investigated
- Emergency procedures in place
- Joint workplace Safety Inspections and monitoring
- Site access and Involvement of CWU safety representatives
- Workplace transport and yard risk controls, continued effective vehicle & pedestrian segregation on site
- Wearing of PPE and equipment, when required

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