

Safety on the PSM

Month Year

Intended Audience:

e.g. PSM Operators and Work Area Managers

Managers' Brief for
Cascade

Introduction

Safety is the responsibility of all everybody who works in the Mail Centre and it is important that all SSOW are followed as they have been developed to protect you, and your colleagues that work on the Parcel Sort Machine.

We have recently seen people overriding safety systems and this has led to three incidents where one of our engineers has been injured or could have been injured.

Overview

When working on the eject station of the PSM there is a jog push button to start the conveyor belt as illustrated below, this should be pressed when required to move ejects along the belt to the table where they can be sorted.

There have been 3 incidents reported where this button has been fastened down with elastic bands so the belt runs continuously, that have resulted in parcels becoming stuck between the belt and the table. Engineers have then been called and there have been 2 near misses and an accident.

The engineers can be seriously injured if this safety mechanism has been overridden.

There are no circumstances under which this action is acceptable and by interfering with a safety button you are risking serious injury to your colleagues.

Anyone found to be in breach of the SSOW may be subject to disciplinary action. Section 7 of the Health and Safety at Work Act puts a duty upon employees to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts and omissions at work.

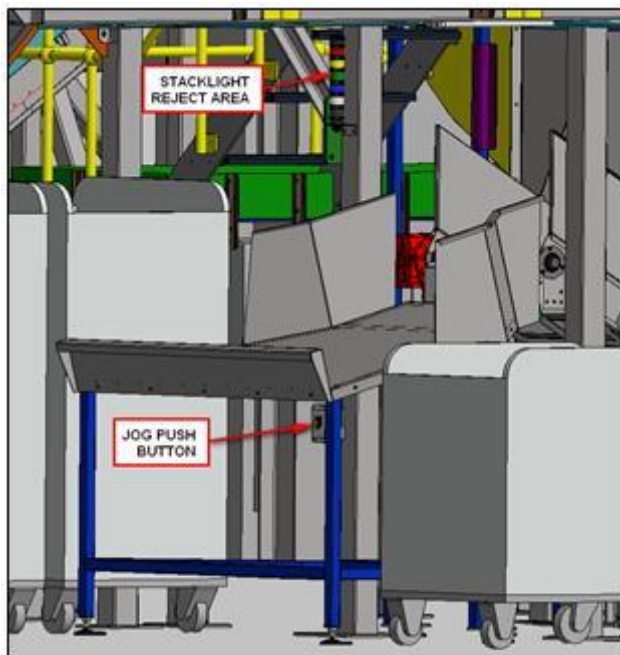
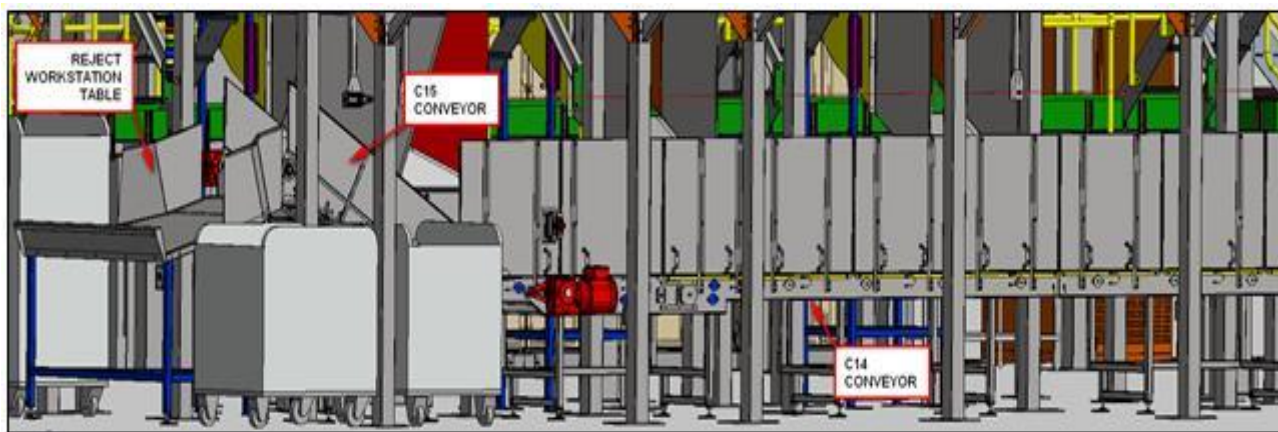
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Print the brief to hand out while the discussion takes place



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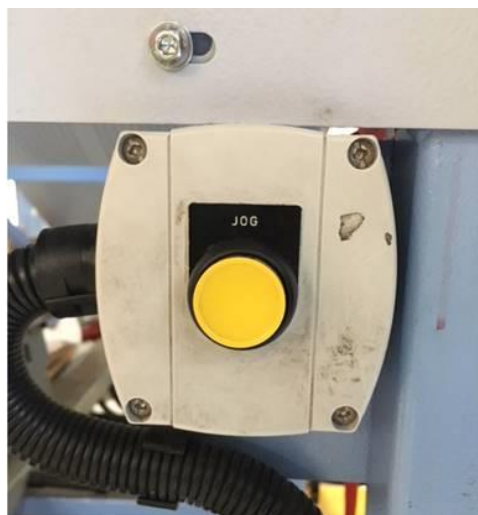
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Machine was isolated prior to this photo being taken for illustration purposes only.



Actions

Work Time Listening and Learning Brief



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- Follow the Safe System of Work for Operating the PSM at all times
- When working on the reject station press the jog push button to move parcels along the conveyor belt for sortation
- Never fasten the jog push button down so that the conveyor moves continuously

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Preparing your WTLL session

Explain what the frontline manager needs to know or do in order to prepare to successfully deliver the brief

Include additional information or resources for the frontline manager e.g. answers to common questions that may be asked or things to be aware of in the wider context

Facilitation tips

Include information that could be useful for the frontline manager to know in actually delivering the brief - refer to any additional resources e.g. supporting video, information pack or follow up communication

Running the session

Outline the running order of how the information should be presented and anything further the frontline manager should know in delivering the information

Work Time Listening and Learning Brief



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