

MANAGEMENT  
*of*  
HEALTH  
&  
SAFETY

*Safe Systems  
of Work*

# Cardboard RSCs

# SSoW



## Cardboard RSC

Location	Date
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This safe system of work must be followed at all times and consolidates advice given in operator training. Any problems should be reported to your line Manager immediately.

It is the legal responsibility of every employee at work:

- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions.
- To report defective or faulty equipment immediately.

### Background & Use

This Safe System of Work (SSoW) applies to the 'Cardboard RSC'.

The Cardboard RSC is intended:

- As an additional container during the Christmas Peak Periods.
- For use for Deferred Mailings during the Christmas peak period.
- For storage of empty bags and trays to release RSCs into the network.
- To be a reusable container.
- To be used indoors and in the RDC network, but NOT for external storage where they might get wet.
- For conveyance of empty Bags to customers.

The Cardboard RSCs:

- Are produced by 2 different suppliers, DS Smith and Boxes & Packaging
- Are constructed of triple ply corrugated cardboard.
- Are approx 1.2m wide x 1m deep x 950mm High.
- Consist of 3 parts:
  - A cardboard tray mounted on a standard 1200 x 1000 mm wooden pallet
  - A folding sleeve which folds to fit inside the base tray and can be assembled to construct the Pallet Box.
  - A Cardboard lid which fits over the sleeve when assembled and over the Base Tray when the sleeve is folded flat inside the Base Tray.
- Weights (approx as depends on manufacturer)
  - Lid 1.5 - 2.0 kg
  - Sleeve 10.0 - 10.5 kg
  - Tray 1.5 - 2.0 kg
  - Pallet 20.0 kg (Approx as \* Pallet weights will vary)

- Have a carrying capacity of 650kg as a single or double stack or

<u>Manufacturer</u>	<u>1 or 2 High</u>	<u>3 High</u>
• DS Smith Unit	650kg	510kg
• Boxes & Packaging	650kg	280kg
• Approx weight	filled with empty trays 85 kg	
	filled with bags of mail	340 kg
- Are designed to be stacked as follows:
  - 3 high when assembled and loaded with empty bags and empty trays.
  - 2 high when assembled and loaded with mail.
  - If in doubt of the contents ONLY stack 2 high.
  - 10 high when delivered new, strapped and unused
  - 8 high when empty and folded flat.
- May be moved by MHE stacked 2 high assembled and 8 high when empty and folded flat.
- Are not compatible with the RSC and must not be stacked with any other container type.
- Use for: Empty Bags, empty Trays and Bags of Mail
- Not for use with: Bundled / strapped mail, Trayed Mail, loose packets or any heavy items.
- Are to be moved using a Forklift, Powered or Hand Pallet Lifter.
- May be secured and moved by vehicle.
- Are to be folded flat when being stored empty.



### New Cardboard RSC

It is intended that new Cardboard RSC be supplied folded.

When new the folded gate fronts may be very stiff, if so the following procedure may need to be followed to fold them correctly so as not to damage the cardboard.

- The Lid should be removed and the sleeve unfolded and set up in the Base Tray.
- The cardboard gate has 2 folds, the cardboard gate MUST be folded inwards initially, this will crease the lower fold. The second crease should then be folded. If this is very stiff a

RSC gate may be placed inside the cardboard sleeve along the crease and the cardboard folded over the RSC gate. These initial folds **MUST** be to the inside of Cardboard RSC. Care must be taken to ensure the folds are fully creased before the gate may be used correctly.

- Once the first two creases have been folded to the inside of the Cardboard RSC, the gate may be folded to the outside of the Cardboard RSC.
- When being filled or emptied the gate must be folded so that it can be inserted between the Base Tray and the Sleeve wall.

The Pallet base may be lifted by 2 people to position it correctly but a Forklift, Powered or Hand Pallet Lifter should be used to move the Cardboard RSC once assembled.

### Condition

The Cardboard RSC must be safe to use, unsoiled by substances hazardous to health and without large holes or tears (large enough to lose contents).

Any damage needs to be checked. The following damage would render the Cardboard RSC unusable:

- Water damaged / wet cardboard.
- Tears greater than 25% /  $\frac{1}{4}$  of the length of any one side or along any seam.
- Tears in 2 adjoining corners of the tray or lid.
- Staples in the seam undone with exposed points.
- Broken Pallet Base such that the wooden planks are broken or the corner blocks are damaged such that they would not support a load.

The following would not necessarily render the Cardboard RSC unusable:

- Small holes in the side walls, for example made by fork lift tines.
- Small tears, ie less than 25% /  $\frac{1}{4}$  of the length of any one side or along any seam.
- One tear in the corner of the tray or lid.

If there is any doubt as to the safe condition of the Cardboard RSC, then it must be considered damaged.

Any Damage which renders the sleeve unusable needs to be reported and the damaged part (ie the lid, sleeve or tray) marked with a cross from a thick marker pen. Only the damaged part needs be marked as the undamaged parts may be used as spares.

Transport and transfer equipment must meet the receiving customer's safety requirements.

### General

Know the types of containers used in your workplace. (See section R2 of Risk Assessment Manual.)

Know their gross weight (load + container).

Use the personal protective equipment provided, especially gloves when handling pallets.

**DO NOT** stack the Cardboard RSC with any other type container.

**DO NOT** use any parts that have been marked as damaged.

## **Before Use**

Use in a designated 'dry' Area free from hazards and protected from the wet.

Pallet bases should be moved into place by MHE whenever possible. Gloves should be used if handling the pallet base.

The intended load should be placed in the designated area. The operation should be carried out close to the intended load. Loose bags etc should not be carried more than a short distance to be placed in the Cardboard RSC.

Position the Cardboard RSC where it is to be used.

Place the lid safely to one side where it will not cause an obstruction, eg leaning against the back of the Cardboard RSC.

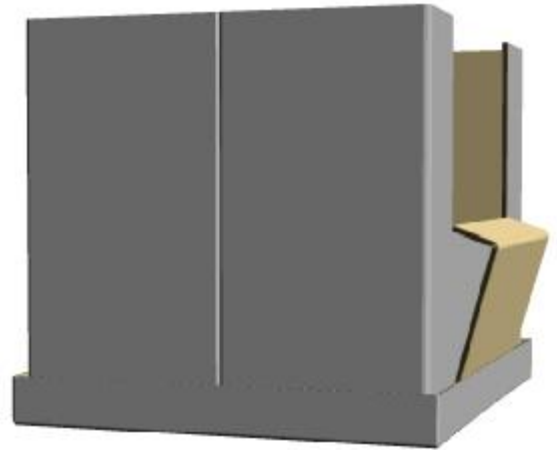
Unfold the sleeve so that the gate is the correct side and the sleeve is fully inside the Base Tray.

Fold the gate down so that the end is tucked between the Base Tray and the Sleeve wall. The gate should remain in place. If the gate is stiff or the sleeve is new follow the guidelines above for folding the gate.

Do NOT use a damaged Cardboard RSC and report any defects to your manager eg:

- Sharp, jagged or pointed hazards. (This may apply to the pallet used as a base or to the contents rather than the Cardboard RSC itself).
- Anything, which prevents proper assembly or movement.
- Temporary or amateur repairs.
- Any Water damage or wet containers.
- Any Container marked as damaged.

The Cardboard RSC may only be used if it is to be at least half filled (ie up to the lower gate fold) before it may have the lid fitted and moved / stacked.



## **Loading to Cardboard RSC**

Ensure the gate is folded down and tucked between the Base Tray and the Sleeve wall.

Collect, carry and carefully place the items to be loaded.

Load items from the Gate end.

Load items initially inside against the front and then the inside corners of the Cardboard RSC to help maintain the shape of the container and to keep the gate tucked into the tray.

DO NOT load the Cardboard RSC above the height of the sides.

Ensure the load is even and the sleeve stays firmly in place whilst loading.

When loading with empty bags ensure they are processed, ie folded flat.

When loading with Mail bags ensure that they are placed carefully inside the sleeve (especially when starting to fill) and ensure that the Sleeve is not so full that force is required to close the gate

Only empty trays should be loaded to the Cardboard RSC. There are however 2 manufacturers of Cardboard RSCs and the 2 types are slightly different in size. One size will take only 7 trays per layer, the other 8. Trays must be loaded so that they remain below the edge of the sleeve.

The Cardboard RSC is to be at least half full (ie up to the lower gate fold) before it may have the lid fitted and moved / stacked.

When full, unfold the gate so that it is upright.

Place the lid securely on the sleeve once full ensuring the gate is folded and retained inside the lid. The lid is not a tight fit as it is designed to go over the base tray, so will appear loose.

Ensure there are no loose items protruding between the Lid, Gate, Sleeve or Base Tray, (tuck in any loose ends).

Ensure the sleeve is still correctly seated in the base.

### **Unloading from Cardboard RSC**

Place the Cardboard RSC where it is required for unloading using MHE.

The contents of the Cardboard RSC may have moved in transit and may be pressed against the gate. For this reason the gate should be held whilst the lid is lifted to check the contents. If the contents are pressing against the gate, push the lid back and remove any shifted contents. If necessary ask for assistance.

Lower the gate and tuck it into the base.

Empty the Cardboard RSC, removing the contents via the Gate end.

Place the lid somewhere safely out of the way.

Take care not to lean on / against the sides as these will become more unstable as the load is removed and may fold.

Any heavy items should be left until last and then may be removed by lifting the sleeve off the pallet base giving free access to the contents. This **MUST NOT** be done except in exceptional circumstances and only then when as much of the contents as possible has been removed.

Once empty, fold the empty sleeve and store inside the Base Tray, place the lid back on top.

Ensure the pallet is removed and stored safely.

### **Before moving loaded Cardboard RSC**

NEVER move an empty assembled Cardboard RSC using MHE, empty Cardboard RSC **MUST** be folded and stored.

Check there are no loose items protruding from the Cardboard RSC and secure any loose ends.

Check the load does not roll easily.

Check there is enough room to manoeuvre.

## **Moving**

An empty Cardboard RSC may be positioned by 2 people but because of the total weight is approx 35kg, the lid and sleeve should be removed before moving the pallet base. Lift carefully from the base, keeping the back straight and bending the knees and do not lift above waist height.

Unless positioning always move using a Lift Truck, Powered Pallet Truck or Hand Pallet Truck.

Only trained operators may use Lift Trucks, Powered Pallet Trucks or Hand Pallet Trucks.

Prior to lifting, CHECK that there are no loose items which may be caught in the lifting gear of a fork lift.

Because of the light weight of the Cardboard RSC, extra care must be taken to move slowly and smoothly so that the Cardboard RSC does not spill from the forks.

When assembled the Cardboard RSC may be moved 2 at a time or 8 high when empty and folded flat. Always take care when manoeuvring.

DO NOT use faulty containers.

DO NOT stack on or under any other container.

DO NOT move assembled empty containers using MHE, ALWAYS fold flat an empty container.

Local environmental conditions must be taken into consideration so that the Cardboard RSC may be safely moved. ie visibility, low light conditions and space constraints.

## **Stacking / De-stacking**

Powered MHE may be used to move 2 loaded or 8 flat folded Cardboard RSCs.

NEVER stack onto an empty assembled Cardboard RSC, ALWAYS fold flat when empty.

Cardboard RSCs must be placed accurately on existing stacks of Cardboard RSCs.

When stacking / de-stacking RSCs avoid snagging other containers and adjacent stacks as this could cause injury.

Use pyramid style (1, 2, 3) when stacking adjacent to a walkway.

Damaged Cardboard RSCs must be folded flat and stacked in a designated area for Repair / Disposal.

Any stack that is unsteady should be de-stacked and restacked.

Always check that the lids are correctly seated before stacking.

## **Storage**

Store in dry conditions only.

RSCs may be stored as follows unless local conditions prevent this.

- 3 high when assembled and loaded with empty bags and empty trays.
- 2 high when assembled and loaded with mail.
- If in doubt of the contents ONLY stack 2 high.
- 10 high when delivered new, strapped and unused
- 8 high when empty and folded flat.

Cardboard RSC when empty MUST be folded flat and stored stacked.

When stored / stacked a gap between the pallet and the next adjacent container must be left in order to avoid forks snagging other stacks.

- If all truck on site has 1000mm long forks, a clearance of 100mm (4 in) is required.
- If any truck on site has 1150mm long forks, a clearance of 200mm (8 in) is required.

### **Use on Vehicles**

Ensure that vehicle restraints are correctly used.

A visual check of the load should be carried out after strapping to ensure that the side-walls and lids are correctly in place.

Cardboard RSCs may be transported 2 high when assembled or 8 high when folded flat.

### **Local arrangements for removal from service**

If damaged and unusable the Cardboard RSC should be placed in a designated area for repair / recycling. Only damaged parts should be disposed of, other parts may be used as spares.

### **Comments and queries to ...**

Please address any comments to Ian M McDonnell, MHE Development Manager 5363 3236, these may include:

- Any defects to equipment
- Comments as to the SSoW
- Comments as to the use of the Cardboard RSC
- Any issues or injuries



**Out of service containers must be placed**

**Local hazards**

IF IN DOUBT ASK A MANAGER

Signed

Name (CAPITALS)