

SAFETY

Outdoor Work - Avoiding Slips Trips and Falls

Accidents can happen when working outside because of unsafe acts caused by safe systems of work not being followed, a lack of concentration on the task being carried out, or unsafe conditions, such as uneven pathways, snow and ice or difficulty in accessing customers' premises.

The following are some suggestions on how we can avoid accidents when working away from the office.

Key messages:

- Wear the shoes provided as part of your uniform - they have been specially developed to provide good grip in all conditions. Make sure the tread is good - if not let me know and I will arrange for a replacement pair to be supplied
- Concentrate on what you are doing and look where you are walking - **be particularly vigilant at premises you are not familiar with**, and do not use personal stereo systems
- **Comply with maximum weights for pouches, mailbags and letter trays**
- Do not read whilst walking. Memorise the details you need before moving off
- **Do not run or jog, and never take short cuts (over walls, fences, across lawns etc)**
- Do not jump off elevations eg loading platforms, vehicles
- Be particularly careful when going up or down stairs - use the handrails and do not skip steps. Check for obstructions, worn/missing treads, unstable handrails, poor lighting
- Keep an eye out for hazardous walking conditions, for example:
Uneven ground/paving slabs, objects left in walkways, hidden steps or changes of level, worn steps, excavations, unguarded holes/potholes, wet leaves; high kerbs, muddy areas, steep pathways
- Report route hazards to me and your colleagues so they can be warned (walk logs updated). I can also ask the customer or council to take appropriate remedial action
- Allow for the unexpected when turning corners and do not turn sharply
- Beware of adverse weather - take extra care in snow, fog, rain, high winds and icy conditions. In slippery conditions a better foothold can be achieved if you walk slower, take shorter strides, and bring your feet down flatter
- Walk in well lit areas whenever possible - use a torch if necessary.

Summary:

- These are all common sense steps that will keep yourself and others safe, and help avoid accidents that can cause pain, loss of earnings and, in the most extreme cases, long term disability. Most accidents are caused by a combination of more than one factor so watch out for safety hazards at all times. If in doubt about your safety when delivering mail to an address, bring the mail back and report the hazard to me.

Any questions?

