


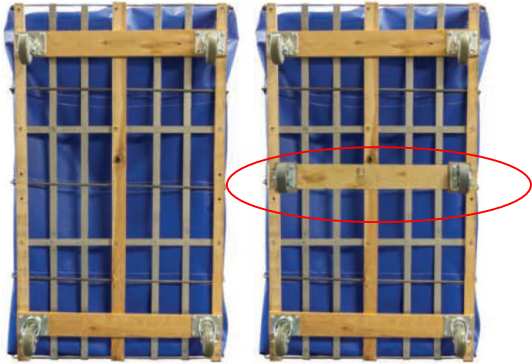














Job Safety Analysis

Title: Carriers Using Large Capacity Hampers

	<p>Task:</p>	<p>Carriers loading / unloading large capacity hampers at the case, transporting the hamper, and unloading into the delivery vehicle.</p>
	<p>Job Description:</p>	<p>The large capacity hampers are loaded with parcels during distribution operations or in some delivery units there is a Small Delivery Unit Sorter (SDUS) where hampers are loaded automatically. The Carrier transports the loaded hampers to the case or directly to the delivery vehicle and unloads the hamper.</p>
Task Steps	Potential Hazard	Control
<p>1. Transporting hamper to case or directly to the delivery vehicle.</p> 	<p>1.1. Failure to control hamper movements and speed causing hamper to strike objects or people.</p>  <p>1.2. Uneven surfaces and obstacles in parking area causing striking of obstacle or hamper and hamper tipping over.</p>	<p>1.1.1 Push (don't pull) the hamper for greater control. 1.1.2 Move one hamper at a time. 1.1.3 Slow down. 1.1.4 Stay alert for obstacles and coworkers. 1.1.5 Use a 6-caster hamper over 4-caster hampers when possible.</p>  <p>1.2.1 Check speed and line of travel for uneven surfaces, obstacles, and coworkers. Always yield right of way to others.</p>

Task Step	Potential Hazard	Control	
<p>2. Loading parcels and other mail trays into hampers at the case.</p> 	<p>2.1. Lifting heavy mail trays and parcels causing bending and twisting of the back and strain to shoulders and arms.</p> <p>2.2. Overloaded equipment.</p> 	<p>2.1.1 Load heavier mail such as letter and flats trays and heavier parcels on top.</p> <p>2.1.2 Use proper lifting procedures to reduce back bending and extended reaches. Ask for assistance, if necessary.</p> <p>2.1.3 Use a spring-platform insert with Hamper SPR Insert Liner when possible.</p>   <p>2.2.4 Ensure load does not block visibility.</p> <p>2.2.5 Make more than one trip, if necessary.</p>	
<p>3. Unload hamper at vehicle.</p>  	<p>3.1. Bending and lifting of mail trays and parcels out of hamper to load the vehicle causing strained back and/or upper extremities.</p>  	<p>3.1.1 Use proper lifting procedures to reduce back bending and reaching.</p> <div data-bbox="1066 678 1543 982"> <p>1. Keep a wide stance and let your leg muscles do the work.</p>  </div> <div data-bbox="1066 982 1543 1409"> <p>3. Balance heavier and bulkier packages on the side of the hamper to adjust stance/grip before moving.</p>  </div>	<div data-bbox="1558 678 2034 982"> <p>2. Support the upper body when lifting from bottom of hamper.</p>  </div> <div data-bbox="1558 982 2034 1409"> <p>4. Pivot with your feet and don't twist your back when moving the load.</p>  </div>

Task Step	Potential Hazards	Control
<p>4. Use this insert to prevent SPRs from falling between the spring platform and the cart. The insert fits secure around the rim of the cart, over the spring platform.</p> 	<p>4.1. Tipping the hamper onto its side to unload creates an unstable situation where the hamper could fall and strike an employee. It is a source of body strain when lowering the hamper and increases the amount of bending and lifting required to unload.</p> 	<p>4.1.1 Use a spring-platform to bring the load to an acceptable working height.</p> <div data-bbox="1066 155 1535 496">  <p>Without Spring-Platform and SPR Insert Liner</p> </div> <div data-bbox="1560 155 2028 496">  <p>With Spring-Platform and SPR Insert Liner</p> </div> <div data-bbox="1066 505 1535 792">  </div> <div data-bbox="1560 505 2028 792">  </div> <p>4.1.2 Do not tip, kept the hamper upright to unload, using alternative methods such as a spring-platform.</p>
<p>5. Return hamper to proper staging area.</p> 	<p>5.1 Hamper is a potential struck by or tripping hazard if left in an undesignated or improper location.</p> 	<p>5.1.1 Ensure the hamper is stored properly - away from aisles/passageways and is not a tripping hazard.</p> <div data-bbox="1089 948 1541 1281">  </div> <div data-bbox="1560 948 2028 1281">  </div>
<p>Created By: Larry Duke, Ergonomist. Safety Research & Development</p> <p>Date: 07/18/2024 (supersedes previous version dated 9-10-19)</p>		<p>Approved By: Eric J. Clark, Mgr., Safety Research & Development</p>