



The Safety, Health and Welfare at Work, (General Applications) Regulations 2007 (sec 69) outlines the requirements that must be adhered to in relation to manual handling and (sec28) the use of work equipment. The Radkutsche 'Musketier Etrike' is CE marked, conforming to Directive 2006/42/EC on work equipment.

This company Safety Task Procedure (STP) is intended to provide information and guidance to Final Mile Collection and Delivery management and duties who are required to use this type of Cargo Etrike by way of their work during Mails and Parcels Operations.

This pedal assisted (electric) Etrike purpose use is intended to transport mail items in urban areas which can be readily and easily manually handled. The use of a hand trolley as an aid can assist in this process, so as to avoid unnecessary carrying.

The usable cargo load area is the size of a Euro pallet (1200 x 800mm).

It has a Tare weight of 80Kgs unladen and the advised safe working load (SWL) of mail volumes not to be exceeded during transport is 120kgs (incl front basket of 15Kgs). **This SWL weight should not be exceeded.**

It is equipped with an electric motor and has a rechargeable battery (4-5hours to full charge) with a range of 40-50Kms when fully charged, subject to use. It can reach an average speed of 25Kmph, subject to terrain.



It can be securely locked when unattended.

NB. Etrikes should not be used in high wind conditions as the cargo box has a large surface area, which may cause the Etrike to be blown over.

SAFETY CONTROL MEASURES /RESPONSIBILITIES

Light Commercial Vehicle (LCV) Fleet Management Transport Section, Mullingar and Final Mile Operations Management

Final Mile duties required to use the Etrike must have already attended for manual handling training and must receive Etrike familiarisation training prior to first use, by:

- Supplier company (GreenAer) providing onsite induction training using this safety task procedure, training video and their company record titled '*Etrike familiarisation Session*'.
- Supplier and local DSM use this STP as part of induction training, ensuring that trike duties are provided with a hard copy and sign off as having received training and a copy of this STP).
 - An information Video on the Musketier Etrike is available at: <http://intranetnlb/CompanyInformation/HumanResources/LearningDevelopment/Learning-Resources/Pages/Driving.aspx>
 - Etrikes must be fitted with an appropriate White front lamp and a Red rear lamp in accordance with S.I. No. 189/1963 - Road Traffic (Lighting of Vehicles) Regulations, 1963.
 - The contractual agreement for a maintenance schedule by An Post and the Supplier company GreenAer is on a quarterly basis, by site attendances. Records of such maintenance are maintained by GreenAer with copies held by Transport Section, Mullingar.
 - Mechanical aids (e.g. a hand trolley) should be provided to Postal Operatives to assist in delivering heavier items of mail.
 - Defective trikes must be taken out of service until repaired or replaced (BER)
 - Personal protective equipment (PPE) such as bicycle helmet, hi-vis vest and safety footwear must be worn at all times by users.
 - During inclement weather, the company issue Hi-Vis wetsuit should be worn.
 - In the event that a localised extreme weather event is anticipated which may compromise the safety of Etrike users, local DSMs should consult with their respective regional area / operations manager in order for a decision to be made on the appropriate course of action to be taken. The action to be taken should depend on the level of risk and weather forecasted conditions (met.ie) in any particular geographic location. See STP 06.15 Mails Collections and Delivery during adverse weather conditions and An Post Adverse Weather Policy at the following link <https://anpost.sharepoint.com/sites/HRLibrary> .
 - Ideally, etrikes should only be used in Urban areas with good hard standing and lighted road infrastructure with appropriate traffic controls and calming measures, and which can be readily supported by the An Post site they may emanate from. Spare backup batteries should be held on each site.

Final Mile Operations - Etrike Duties

You must have attended and passed the 'Etrike familiarisation Session' provided for you, to make you aware of how to use your Etrike safely for work during Final Mile collection and deliveries.

You must always adhere to the following safety procedures when using your Etrike, taking responsibility for your own health and safety.

General Safety and Use

- Do NOT use Personal stereos, headphones/earbuds or anything that can impede your ability to hear while on collection or delivery -you need to hear the presence of traffic and pedestrians around you.



No
Headphones



No
Earbuds



No
Mobile Phone:



No
Handheld
Devices



No
Smoking or Vaping

- Do **NOT** use any hand held devices (i.e. a mobile phone/scanner) when you are using your Etrike. Stop and park safely if you do need to use them.
- Use front and rear lights during the hours of darkness, twilight and in conditions of poor visibility.
- Use the handbrake to support the Etrike during loading/unloading.
- Use correct manual handling techniques when loading and unloading the Etrike.
- Take extra care when opening/closing cargo door in windy conditions**
- Watch out for wet leaves, muddy patches, frozen or snow covered ground, excavations, loose objects, faulty steps and other hazards.
- Concentrate on the route ahead -don't get distracted, do not deviate from the agreed route or take short cuts.
- Take heed of changing road surfaces in poor weather conditions.
- During periods of extreme hot and sunny weather, wear sun screen provided for and drink plenty of fluids to prevent dehydration. Avoid getting sunburn by wearing the hat provided for you by An Post.

MANDATORY PPE TO BE WORN:



Bicycle Helmets, High Vis-Vests and Safety Footwear must be worn at all times.

Safe Operating Procedures for E-trikes



Parking:

The Etrike footprint measures some length 2.85 x Width 1.06 metres and so the space required when parking is similar to that of a car and it should be only parked in designated areas.

- Ensure that the cover provided is securely placed over Etrike at end of duty (outdoor parking).
- Ensure that the handbrake is applied fully.
- Do not obstruct loading bays and or other traffic thoroughfares.

Daily Etrike Checks:

Before commencing on your clar/duty, ensure that you carry out your 'Daily Etrike Check' looking for possible damage/defects in your Etrike.

Always pre check brakes/lights/saddle height/door locks/battery power and tyres before starting out on delivery.

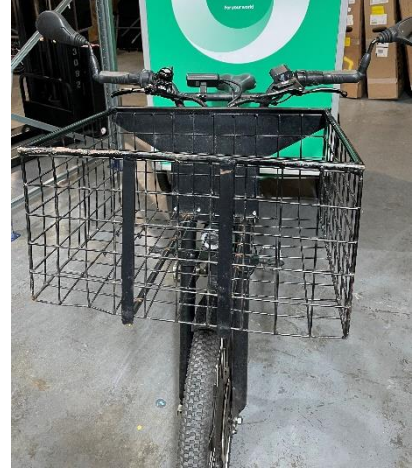
Ensure that your saddle is correctly adjusted for your height and comfort.

Report defects to your manager, as you observe them.

Do NOT use an Unroadworthy Etrike.

Loading/unloading your Etrike

- Always load the Etrike so that your mail items (**SWL 120Kgs**) are evenly distributed in the cargo hold and use the string basket/shelf where appropriate to contain mail items. Light mail items should be placed on the top shelf with heavier and larger mail items placed on the floor area.
- The front basket has an advised max weight of 15Kgs and can be used for carrying letters/flats and small parcels etc.
- Avoid over-reaching and or twisting your upper body when loading/unloading the cargo box, especially so with large, bulky or heavy items. Use a hand trolley to avoid carrying whenever possible. Use correct manual handling practices.
- Take extra care when opening/closing the cargo door in windy conditions, ensuring that the cargo door is fully locked and secured before moving off and cycling.
- Take extra care when mounting and dismounting your etrike.



Fitting your Helmet:

Wearing a helmet reduces the risk of you getting a head injury



- Your helmet should sit level on your head, covering the front of your forehead.
- The chin strap splitter should lie right below your ears.
 - Straps should lie flat and not be twisted
 - The Chin strap should be tight enough to allow only one finger between the strap and neck, without choking
 - The helmet should not be able to rock from side to side.
 - The helmet should rock slightly forwards and backwards.
- If it can lift up off the forehead or come down over the eyebrows it needs further adjustment.
 - To ensure a correct fit, helmets must not be worn with caps, hats, etc. underneath. In wet weather, wear your helmet rain cover.

NB. The wearing of a bicycle Helmet for this type of duty is Mandatory.

When Cycling:

- Always observe the rules of the road.
- Keep both hands on the handlebars except when signalling or changing gear.
- Ride well clear of the kerb. It will help drivers to see you and allow more room to move if you come across obstacles or if vehicles pass too close to you.
- Always look behind and give proper signals before moving off, changing lanes or making a turn.
- Watch your speed, especially when cycling on busy streets and going downhill
- Keep well back from motor vehicles in case they brake.
- Beware of Blind spots- all vehicles have blind zones and the driver may not be able to see you. Steer well clear of left-turning trucks: let them turn before you move ahead.
- When braking, apply both brakes together.
- Keep both feet on the pedals.
- Do not continue to cycle if you have a puncture - contact your office and request assistance.
- Do NOT cycle on the footpath.
- Beware of cars exiting driveways or pedestrians on the footpath.
- Do NOT ride close behind another vehicle or cyclist.
- Do NOT carry anything which will affect your balance or may get tangled up with your chain or wheel spokes.
- Always secure the rear door using both locking mechanisms.
- Look well ahead for drains, potholes, parked cars and obstructions. Where a significant hazard exists, e.g. a large pothole.
- If a situation/premises is under the control of Gardaí / Fire Service, seek their advice before proceeding.
- Do NOT leave your Etrike where it can endanger or obstruct other road users or pedestrians
- Wear cycle clips if you have them and always wear your PPE.

Traffic Lights and Road Signs

- On approach to a green light, you may proceed if it is safe to do so.
- Anticipate that it may change to amber.
- You must stop at an amber light unless it is not safe to do so
- Never try to race through an intersection when the traffic light shows amber.
- Come to a full stop when the light is red.
- Do not move off until the light has turned green and it is safe to do so
- A stop sign means STOP for all vehicles - including trikes.
- Be particularly careful when a road sign warns of an oncoming hazard - like a dangerous bend or a pedestrian crossing.

Signalling

- Always look back before you signal.
- Always signal a turn or a change of lane clearly and in good time.
- Never pull out, turn, or change lanes without signalling

Turning Left

- Stay in the left lane when you are turning left.
- Signal your turn in good time
- Never cycle between another left turning vehicle and the kerb. Stay well behind it and let it go. Then turn and don't swing out into the road.
- Never pass a vehicle on the inside when it may turn left. Keep well clear of buses and trucks near junctions.

Turning Right

- Turning right can be very dangerous. Many collisions happen when cyclists are turning right.
- Plan your turn well in advance
- Always Signal using the indicators on the Trike.
- As you approach a junction, look all around and stop if required. Look right and left and then look right again. Ensure it is safe to proceed, otherwise stop.
- When it is safe to go, you should signal again and move off.
- Stay well into the left as you enter the lane if you don't feel confident.
- Cars, trucks and other vehicles can be dangerous to cyclists even when they are parked. Always signal and pull out well in advance when you are passing a parked vehicle. Leave plenty of space when you are passing - if someone opens a door, it can knock you off your Trike.
- Remember all vehicles have blind spots and drivers may not be able to see you.

Tram tracks/lines:

- Cyclists need to take special care because tram tracks can be slippery, especially during wet or icy weather. In particular, Etrike users should avoid braking while on tram rails. They should always cross tram rails at a right angle or as close to it as possible. They should take care to avoid getting their Etrike wheels caught in the groove of the tram rails.
- Always look right and left before crossing, and never park on a tram track.

Battery Charging:

Your Etrike used a rechargeable Lithium-Ion battery pack, which can be charged on-board or removed from your Etrike for convenience of charging which for a full charge takes 4 to 5 Hours.



Charging Procedure

- Uncouple connector and remove battery to charging location or leave on Etrike.
- Connect male to female cables and plug charger into mains socket outlet (taking care to ensure cable is not tangled/twisted, but straight)
- When charging is complete, unplug and disconnect cables,

checking charger levels on LED Light indicator panel.

- Do not use a damaged charger or battery and if you observe excessive heating or sparking, smoke etc., turn off mains switch immediately. Disconnect leads and remove for repair/replacement.
- NB. Always ensure that the battery is turned off before connecting/disconnecting the lead and or battery charger.

Do Not use a damaged charging Unit or Battery

Etrike Breakdown/Battery failure

If it possible, return to your site. NB. The etrike can be safely cycled without battery pedal assist/power. You personally should assess whether you can continue safely with your duty or not.

If not, contact your Manager with details of the exact problem, your etrike fleet number, your contact phone number, exact location etc.

Manager then contacts Transport Section on **1800283027** who alert GreenAer Ltd about the breakdown and their technician will then initiate a call out and or contact etrike user directly to discuss and advise a resolution.

Adverse Weather - Refer to STP 06.15

Bad weather such as torrential rain, severe winds, fog, ice and snow can strike suddenly catching road users off guard.

- Follow all local advised weather precautions during adverse weather conditions such as Snow, Ice, Hail, Rain, High winds conditions etc.
- Take heed of changing road surfaces in poor weather conditions.
- Obey all warning signs and follow company STP 06.15 Mails Collection and Delivery during Adverse Weather conditions.

AN POST-S&E-STP 07.07
USE OF THE RADKUTSCHE 'MUSKETIER' ETRIKE

- **Be Safe - Be Seen** - Wear your Hi-Vis clothing and other PPE and ensure your Etrike lighting is working and on.
- Consult your manager if you have concerns regarding weather conditions and your safety when using your Etrike.

Animal Attack - Refer to STP-06.07

It is a fact that cyclists may be subjected to dog attacks when using their Etrike and as such you should take the following precautions if you encounter such an event:

- **FIRST** - Remove yourself to a place of safety.
- If you are able to continue with your duties, you must contact your manager on return to your site and provide details of the incident.
- If you have been bitten and are injured, you should report for medical treatment as soon as is possible. Keep your manager informed of your condition as they will need to contact the local dog warden or Garda.
- If you are injured, you will be required to complete and submit an Accident report form to your Manager (4.5.2.1 -1 Preliminary Notification)
- Only if safe to do so, obtain photographic/video evidence of the address (where the attack took place), the dog and/or the person in charge of the dog via a mobile device. This will assist your Manager as part of their investigation/ reconstruction of the incident and also any subsequent investigation.

Risk Assessment Matrix							
Frequency of Exposure to Hazard		+	Severity of Likely Outcome	x	Probability of Occurrence	=	Risk
10	Continuous	10	Catastrophe (Multiple deaths)	5	Certain to Occur	100	Very High Risk, Take immediate action
9	Very Frequent						
8	Frequent, A few times a day	9	Disaster (Death)	4	Can Be Expected To Occur	90	High Risk, Action Require Urgently
6	Occasionally, A few times per week	8	Very Serious (Hospital)	3	Quite Possible	50	Medium Risk Correction Required
4	Few per month	7	Serious (Doctor)	2	Unusual Possible	20	Low Risk Possible Action Required
2	Rare, Few per Year	5	Important (First Aid)	1	Unlikely	10	Low Risk Acceptable
0	Very Rare	3	Noticeable	0	Practically Impossible	0	No Action Required

Degree of Risk is defined as:

Frequency (9) + Likely Outcome (8) x Probability (2) = Degree of Risk which is 34 = **MED RISK**

WHERE ALL CONTROLS HAVE BEEN PUT IN PLACE

(0-20 Low risk; 21-50 Medium Risk; 51-100 High risk)

HAZARDS (Non-Exhaustive)

Staff using Etrike without appropriate information/training and Instruction.
 Slips, Trip and Falls during duty.
 Falling or tripping when mounting or dismounting Etrike
 Collision with other road vehicles, Pedestrians and or fixed structures, buildings, traffic controls, roundabouts, street furniture etc.
 Loss of control when speeding.
 Poor road surfaces, potholing, ravelling, oil etc.
 Entanglement of trousers/pants in bicycle spokes/wheel.
 Adverse weather conditions such as ice, sleet, snow, hail, flooded road surfaces, extremes of heat/temperature/sun exposure etc.
 Trike overturning in high winds conditions
 Overloaded trike, the advised safe working load (SWL) or Mails load to be carried is 120Kgs
 Unevenly distributed loads
 Rollaway, where brake is not applied.
 User exposure to inclement weather conditions, damp, sun, heat etc.
 Back strain through poor postural position caused by incorrect saddle height.
 Manual Handling related injuries-overreaching into cargo body or incorrect manual handling.
 Animal Attack
 Robbery/Theft
 Electric shock where battery or leads may be damaged during use.

MED RISK

*NB. Company related documents are available on 'SharePoint' Safety Server:
<https://anpost.sharepoint.com/sites/AnPostSafetyManagementSystem/STPsa ndGuidanceDocs/Forms/AllItems.aspx>*