



In compliance with the 2005 Safety, Health and Welfare at Work 2005, An Post is committed in so far as is reasonably practicable to ensuring the safety, health and welfare of its employees and all those affected by its work activities which may be carried on during Adverse Weather conditions.

Adverse weather means damaging weather events, including, but not limited to, storms, floods, extreme heat, and extreme cold.

Extreme and severe weather events can impact on our Company's ability to maintain services to customers and operate business in a normal manner. Such events can also have an impact on our employees and their ability to attend work as rostered.

The Company understands that during period of adverse weather events, employees may be left in a position where they are unable to attend for work or have to attend earlier/later than scheduled due to access or transport difficulties.

This Safety Task Procedure (STP) should be read in conjunction with company HR Policy document HRP 9.5- **Adverse Weather Policy** dated April 2021, the purpose of which is to provide a clear statement of our company's policy and outlines procedures by which decisions on the maintenance of operations, with consequences for employee attendance and work during adverse weather conditions, will be made.

This Safety Task Procedure is intended to provide information for Mails Delivery Networks, Mails Processing and Final Mile Operations Management and Staff who may be required to supervise or perform work during adverse weather conditions.



Not unusual weather.
Localised danger



Infrequent.
Dangerous or disruptive



Rare.
Extremely dangerous or destructive

SAFETY CONTROL MEASURES /RESPONSIBILITIES

Mails Delivery Networks/Mails Processing and Final Mile Operations Management

In adverse weather the hazards associated with walking, cycling and driving for work increase greatly. In winter especially, darker, shorter days and bad weather such as rain, hail, fog or snow reduce visibility. High winds, hail showers, frost ice and slush can make walking, cycling and driving more difficult. Winter sun tends to be low and can cause glare.

In the event that a localised extreme weather event may compromise the safety of staff, Line Managers 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 will depend on the level of risk.

See <https://anpost.sharepoint.com/sites/HRLibrary> An Post Adverse Weather Policy.

Where appropriate, and practical, Line Managers should provide staff briefings and post any relevant information on staff safety noticeboards, to include all or some of the following (depending on the role of their employees):

- Drawing attention to this safety procedure and company policy on adverse weather;
 - Reminding employees that they are responsible for their own safety in all cases when off site and following safety rules and procedures onsite;
 - Drawing attention to tips for driving in specific conditions;
 - Drawing attention to role relevant safety task procedures;
 - Ensuring the wearing of PPE (mandatory);
 - Checking of Company vehicles, lighting, drying facilities etc.;
 - Communicating the arrangements for reliance on grit/salt/shovels;
 - Posting details of telephone numbers for local Gardaí/Doctor;
 - Ensuring the provision of sunscreen during periods of hot weather
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- Delaying, withdrawing or suspending business activities, where appropriate.

Mails Delivery Networks /Mails Processing and Final Mile Operational Walking/Cycling/Etrike and Driving Duties

DRIVING -STARTING OUT

- Listen to weather forecasts, travel bulletins and any advice issued by An Garda Síochána [www.garda.ie] or the Road Safety Authority [www.rsa.ie]. Change or delay your journey as appropriate. Follow Garda or other emergencies Services warnings about closed roads etc.
- Plan you journey, stick to major routes where possible. Allow extra time for your journey.
- Turn your lights on to ensure that your vehicle is visible to other road users.
- Fill your washer bottle with windscreen wash. The concentration used should be appropriate for the weather conditions.
- Reduce your speed and drive according to the road and weather conditions, maintain greater stopping distances (double in wet weather and ten times greater in icy weather).
- Wear sunglasses (prescription glasses if required) if the sun is low.
- Avoid harsh braking or acceleration. Carry out any manoeuvres slowly and carefully.
- Ensure that your vehicle is in a roadworthy condition prior to driving (driver daily check), checking that:
 - Tyres are in good condition and inflated to the correct pressure (including the spare).
 - The vehicle has plenty of fuel.
 - An ice-scraper or de-icer is available for ice or snow.
 - Checking your window washer contains anti-freeze at the correct strength and that windscreen wipers and washers are working properly, have lights which are clean and working, mirrors and windows are clear before setting off on your journey.
- Obey the rules of the road at all times - It's the Law

Ensure that you are wearing your safety footwear and high visibility vest, so as to ensure maximum visibility for other road users

**ALWAYS BE SEEN -
BE SAFE**



DRIVING DURING ADVERSE WEATHER

- Personal stereos/headsets, ear buds/pods etc, must **NOT** be worn or used while Walking, Cycling, using Etrikes and Driving when performing Collections and Delivery duties.



No
Headphones



No
Earbuds



No
Mobile
Phones



No
Handheld
Scanners



No
Smoking or
Vaping

- Mobile phones, scanners and other similar hand held devices should never be used when driving and if you have to make or take a call, park up safely before doing so.
- If using a mobile phone or hand scanner for communication, please remember that you could break down in an area where coverage is poor/limited so ensure you have warm clothing and your hi-visibility vest before leaving your site.
- Double or even triple your normal stopping distance from the vehicle in front.
- Take extra care during hail showers and or where hail stones have fallen, as it will reduce any wheel traction you may have on road surfaces. - Stop and park safely if necessary with hazard lights on.
- On motorways and dual carriage ways, stay in the clearest lane where possible, away from slush and ice. Keep within the clear tyre tracks if you can and stay in a higher gear for better control.
- As conditions improve make sure your fog lights are only on if necessary -they can dazzle other drivers.
- In falling snow, use dipped headlights to make yourself visible to others (especially pedestrians)
- Steer clear of trucks. They are heavier than cars and need considerably longer stopping distances. Their tyres also tend to spray snow and rain into parallel lanes, further hindering your visibility.
- Take special care in high wind conditions when opening and closing vehicle doors during loading/unloading. Use door stays where available.
- Never try to catch a door when it is closing under the force of wind and always ensure that you are not standing in a position where a door can be blown closed on you.

DRIVERS - ENSURE THAT YOU ALWAYS CARRY OUT YOUR DAILY VEHICLE CHECKS AND RECORD IN DRIVERS DAILY LOG

IF YOU BREAK DOWN DURING ADVERSE WEATHER CONDITIONS

- If you break down, stay with your vehicle if practicable and seek help by contacting your line manager in the first instance and then Transport Section Helpline number 1800283027.
- Do not drive your vehicle if you have assessed it as being unroadworthy.
- If you have to leave your vehicle, ensure that you are wearing Hi-Visibility clothing.

PEDESTRIANS - WALKING DUTIES, PUSHING HIGH CAPACITY TROLLEYS, USE OF ETRIKES, BICYCLE DUTIES IN ADVERSE WEATHER

- Personal stereos/headsets, ear buds/pods etc, must **NOT** be worn or used while Walking and or Pushing High Capacity Trolleys, when Cycling and or using Etrikes and when Driving while performing Collections and Delivery duties.
- Check that your delivery trolley (HCT), Etrike (fully charged) and or bicycle is in good condition with appropriate lighting.
- Wear foot crampons where provided for
- Obey the rules of the road at all times.
- DO NOT deviate from the agreed route or take short cuts.
- 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.
- Never go near any activity where you feel you may be placing yourself at risk of personal injury.
- Move about with care, stay focused on what is underfoot and remember that some places will remain icy for longer than others.
- If a journey cannot be avoided walk on a footpath, not in the street.
- If there are no footpaths walk on the right hand side of the road (towards oncoming traffic). Be extremely careful as frost, ice and snow will make walking on footpaths difficult. Do not use a bicycle where you have assessed it to be unsafe to walk.
- Remember that footpaths may not be treated so walk with extreme care; make sure you are wearing your safety footwear. Use any traction aids provided for.
- Visibility is reduced in snowy conditions so wear high visibility clothing and ensure the lights on your bike are working correctly. Cyclists should adhere to the requirement of a solid white light to the front and a red solid light to the rear.
- Wear your cycle helmet at all times.
- Take extra care when near traffic or crossing the road in extremely windy conditions as sudden gusts can blow you into the path of an oncoming vehicle.
- Take heed of changing road surfaces in poor weather conditions-especially cyclists.
- Do not pass flooded roads, there may be have hidden dangers. Wait until the water level drops or use an alternative route.
- 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 and wear loose clothing.

Ensure you are wearing your safety footwear and high visibility vest/jacket, so as to ensure maximum visibility for other road users.

If you are concerned about any of the hazards listed above or any other potential hazards that may emerge on your route, inform your line manager immediately.

HAZARDS	MED RISK
<ul style="list-style-type: none"> • EXPOSURE TO THE ELEMENTS (WIND/ RAIN/SNOW/HAIL-SLEET/ICE -SUN/FOG) • DRIVERS AND CYCLISTS IN COLLISION WITH OTHER ROAD USERS (INJURY FROM CONTACT WITH MOVING VEHICLES) • VEHICLE COLLISION, COLLISION WITH FIXED STRUCTURES • SLIPS, TRIPS AND FALLS WHEN LOADING/UNLOADING VEHICLES, WHEN WALKING AND PUSHING A HIGH CAPACITY TROLLEY (HCT) • SLIPS, TRIPS AND FALLS WHEN USING AN ETRIKE OR WHEN CYCLING • SUNBURN, DEHYDRATION, HEAT STRESS • ETRIKES OR BICYCLES FALLING OVER IN HIGH WIND CONDITIONS • PROPERTY/INFRASTRUCTURAL DAMAGE • DOWNED POWERLINES • FLOODED ROADS 	MED RISK

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 But	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 (4) + Likely Outcome (5) x Probability (2) = Degree of Risk which is 33 = **Medium Risk**
WHERE ALL CONTROLS HAVE BEEN PUT IN PLACE
 (0-20 Low risk; 21-50 Medium Risk; 51-100 High risk)

*NB. Company related documents are available on 'SharePoint' Safety Server
Additional Resources*

- HRP 9.5- Adverse Weather Policy dated April 2021

Useful Information

www.winterready.ie www.met.ie (weather) https://www.met.ie/weather-warnings www.iws.ie (water safety) www.hse.ie (health)	www.rsa.ie (road safety) www.tii.ie (traffic information) www.flooding.ie (OPW) www.emergencyplanning.ie
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Weather Warnings Explanation

- Met Éireann is the Irish National Meteorological Service as recognised by the World Meteorological Organisation under an international convention since 1950 and one of its most important roles is to protect life and ensure citizen safety. The service also supports the activities of the citizen and other agencies to mitigate damage to property and reduce disturbance to economic activity and so enhance support for impact-based decision making for weather events.
- Met Éireann's main suite of warnings are issued by the duty forecaster between 10am and midday and are updated as necessary as new information becomes available. In general, warnings will not be issued more than 60-hours ahead of the expected adverse weather but advisories on potential hazards are issued up to a week in advance.
- Impacts from wind/rain/snow etc., vary depending on location, recent weather conditions, the state of ground, the time of year as well as the duration of the event. In particular the timing and location of the occurrence of extreme weather can significantly affect the impact which extreme weather may have on society, or on the economy.
The colour coding used by Met Éireann is fully aligned with international best practice and the European Meteolarm system (www.meteoalarm.eu)

Yellow	Not unusual weather. Localised danger.
Orange	Infrequent. Dangerous / disruptive.
Red	Rare. Extremely dangerous / destructive.