



Designing a Mail Center

CALL-IN INFORMATION:

THURSDAY, SEPTEMBER 16, 2010

Eastern Time – 12pm

Central Time – 11am

Mountain Time – 10am

Pacific Time – 9am

1. Dial-In Conference Number: **1- 816-410-7493**
2. Enter the Conference Bridge Number: **343226#**
3. We will respect your time by starting and ending on time.

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Overview

- Principles and Concepts
- Equipment
- Examples (workflows, photos)
- Resources



Principles and Concepts

- Workflow
- Ergonomics
- Safety
- Security



Principles and Concepts Workflow

- Clockwise, left to right
- Proximity to entrance and exit
- Separate areas for separate functions
 - Inbound / Outbound
 - Rough sort / Fine sort
 - Prep packages / Shipping and metering



Principles and Concepts Ergonomics

- “Ergon” = work / “nomos” = rules
- Musculoskeletal Disorders (MSDs)
Injury to the muscles, tendons, ligaments, peripheral nerves, structures, bones or associated vascular systems of the body.
- Ergonomic Risk Reduction Process (ERRP)



Introduction to ERRP

USPS Boston Processing & Distribution Center

- Introduction
- USPS Tradition
- What is ERRP
- ERRP Core Team
- What are MSDs
- Describing Ergonomic Risk Factors
- Ten Principles of Ergonomics
- Computer/Office Ergonomics
- What YOU Can Do



Principles and Concepts

Ten Principles of Ergonomics

1. Use neutral postures
2. Reduce unnecessary force
3. Keep everything in easy reach
4. Work at proper heights
5. Reduce repetitive motions



Principles and Concepts

Ten Principles of Ergonomics

6. Minimize strain and fatigue
7. Minimize contact stress
8. Provide clearance
9. Move, exercise and stretch
10. Pay attention to the environment



Principles and Concepts Safety

- Clear paths, clean work areas
- Wipe up spills as soon as possible
- Risk assessment
 - Corporate Insurance
 - Corporate Security
 - Human Resources



Principles and Concepts Security

- Limit access to mail center
- Posted emergency and evacuation plans
- Training
- Rehearsals

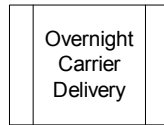


Equipment

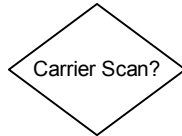
- Design before you buy
 - Facilities management
 - Architect
 - Furniture sales company
- Why not wheels?
- Durability isn't always inexpensive
- Buy – don't borrow (USPS tubs are for mail)



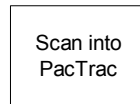
Examples Definitions of Shapes



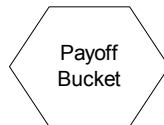
This shape means a predefined process.



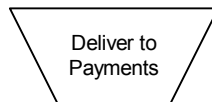
This shape means a decision point.



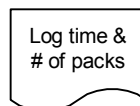
This shape means a process.



This shape means a preparation.



This shape means a manual operation.

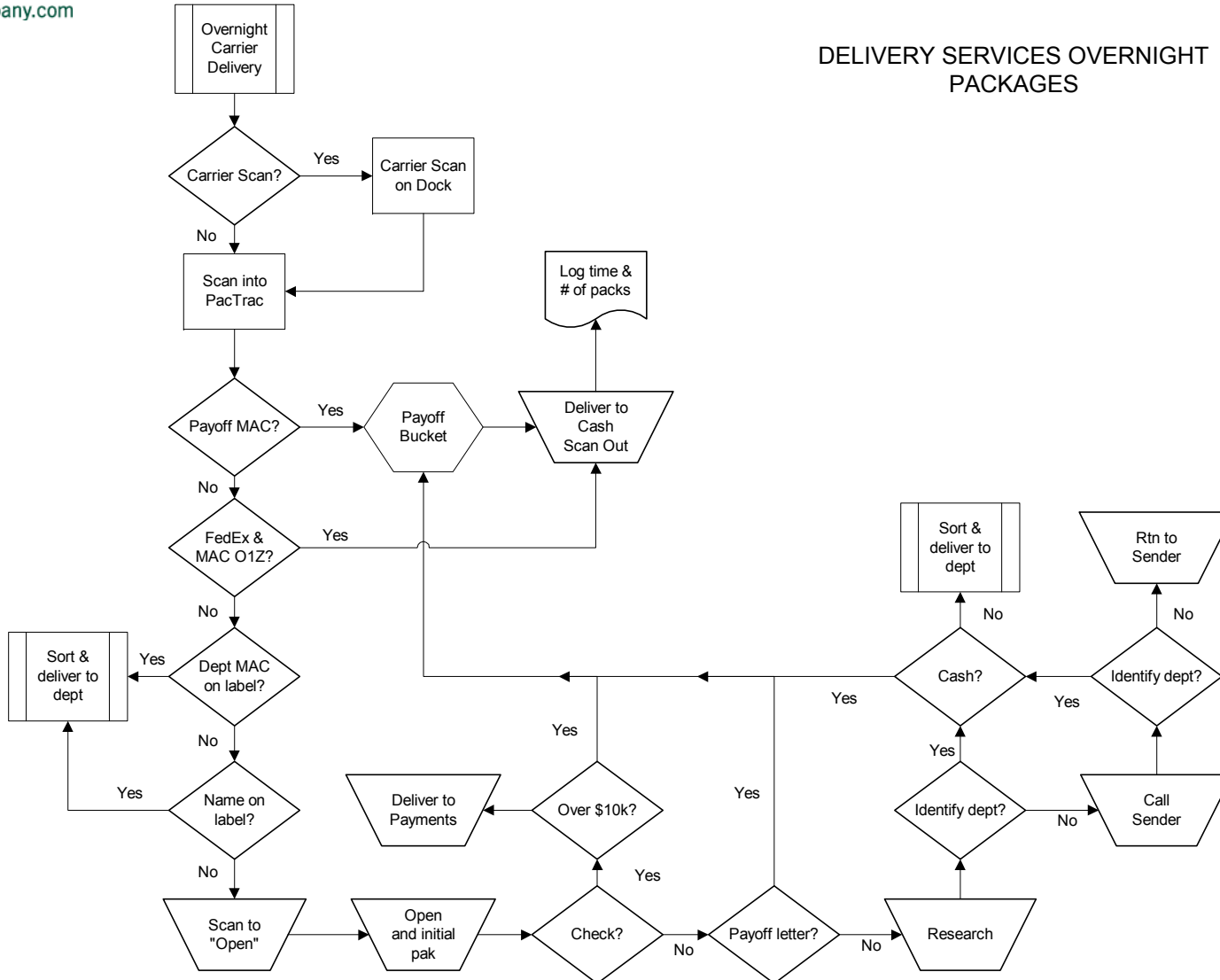


This shape means a document.

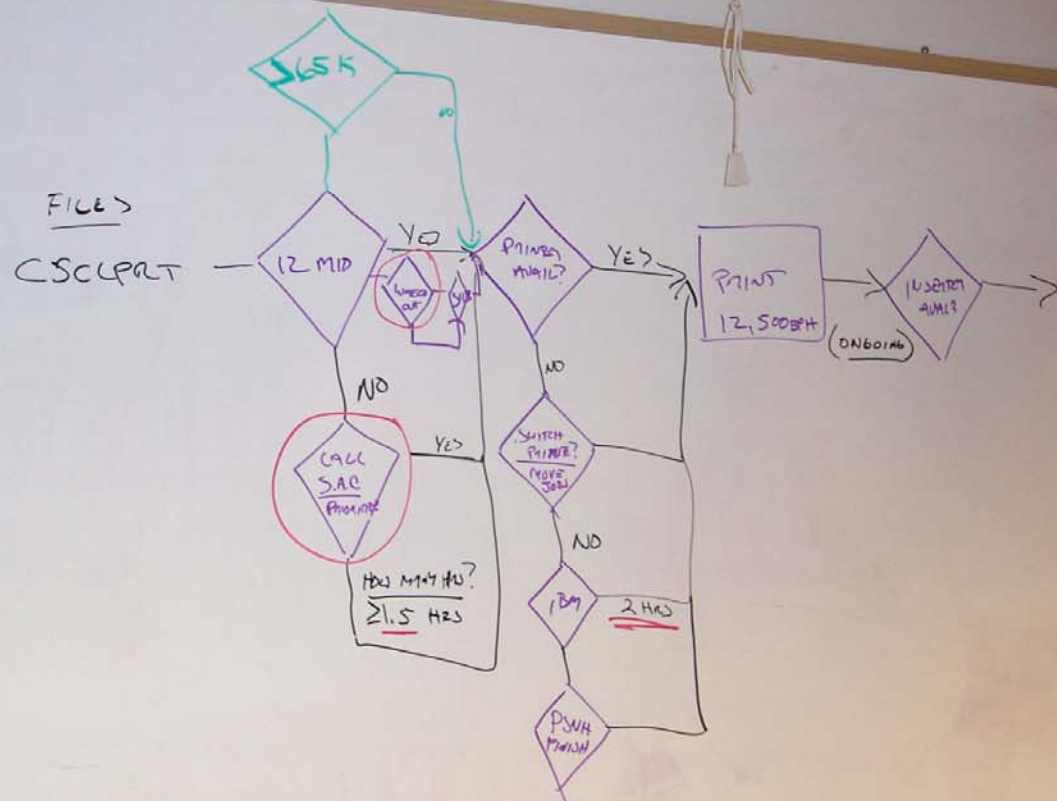


Examples

DELIVERY SERVICES OVERNIGHT PACKAGES

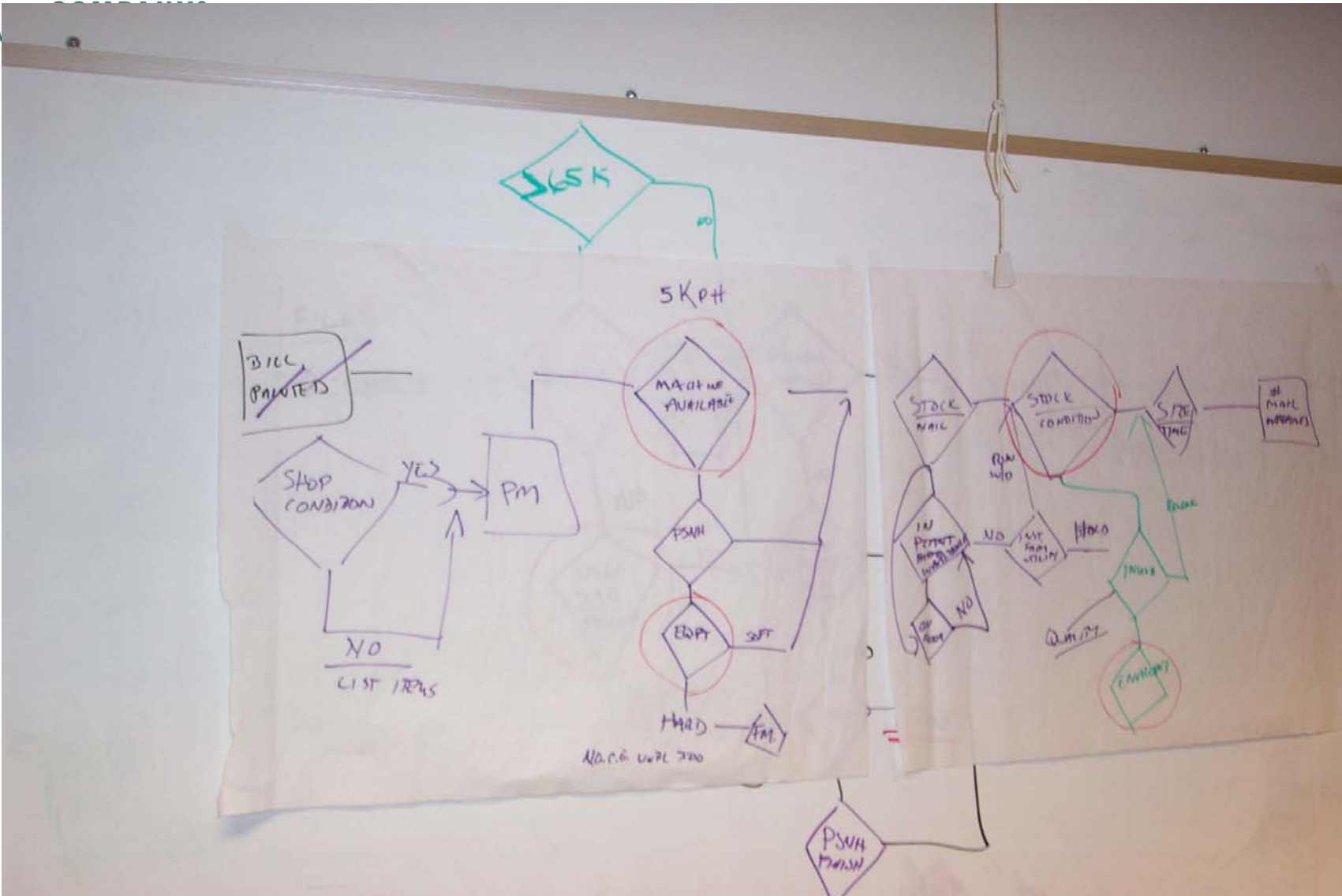


Examples



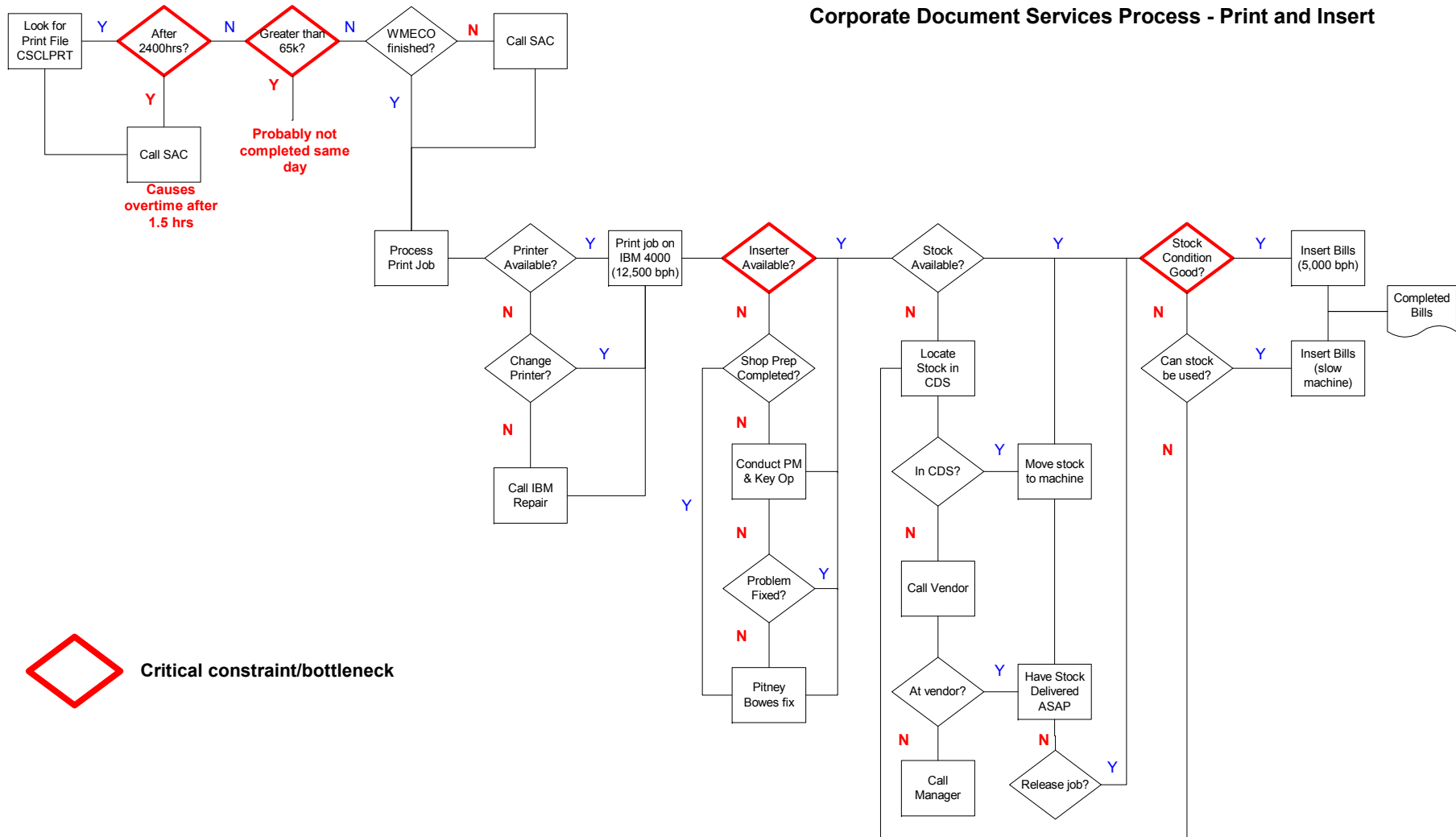
Examples

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Examples

Corporate Document Services Process - Print and Insert



Examples



Photo courtesy of Charnstrom Company, (www.charnstrom.com)

Examples



Photo courtesy of The Carrington Company, (www.carringtoncompany.com)

Examples





Resources

- American with Disability Act (ADA)
www.jan.wvu.edu/links/adalinks.htm
- Ergonomics
www.ergonomics.org
- National Institute for Occupational Safety & Health (NIOSH)
www.cdc.gov/niosh/homepage.html
- Occupational Safety & Health Administration (OSHA)
www.osha-slc.gov/SLTC/ergonomics/



Questions?

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