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Handling of such incoming mail has given a paramount importance because improper handling of data create various problems. Hence the mail should be handled with speed and accuracy. Efficient handling of mail requires establishment of a definite procedure which are termed as steps of handling of mail.

What are the various steps involved in handling incoming ...

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Mail Handling Manual Mailing Standards of the United States Postal Service Domestic Mail Manual Mail Handling Procedures Ground Operations Safety Manual 12 Issue 1 Revision 1 1 Introduction 1.1 Purpose and Scope 1.1.1 With effect from 9 July 2014, the Ground Operations Safety Manual (GOSM) supersedes the Responsibilities of Ground Handling ...

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Manual handling means transporting or supporting a load by hand or bodily force. It includes lifting, putting down, pushing, pulling, carrying or moving loads. A load can be an object, person or...

Manual handling at work: Overview - HSE

ScopeThe procedure covers the processes of handling incoming and outgoing mail. The process begins with collecting the mail fromthe firms PO Box/mail box and finishes with the distribution and filing of all relevant correspondence.3. Persons AffectedAll professional staff4.

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Manual handling at work: Good handling technique - HSE

Manual handling is no different. Any business in which manual handling of heavy objects, whether boxes of files, equipment or even patients, should have a manual handling policy, and this will be informed by the risk assessment. This is not a complex procedure, and is mostly common sense.

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