



INJURY PREVENTION

# Quick Review of Safety

## Safe Mail Handling

### HAZARD RECOGNITION

Trust your instincts; if something feels wrong, don't ignore it.

For mailed letters and packages some standard indicators include:

- Excessive postage
- Misspelled common words
- No return address or strange return address
- Sent by someone unfamiliar or unexpected
- Incorrect titles or mailed to a title rather than a specific person
- Restrictive markings such as "personal," "confidential," or "do not X-ray"
- Excessive tape or packing material
- Oily stains, discoloration or strange odors
- Lopsided or uneven packages or envelopes of unusual weight
- Protruding wires
- Unusual powders or substances

### BEST PRACTICES

- Do your best to remain calm. The vast majority of these incidents tend to be nothing more than false alarms or hoaxes.
- Do not open, smell or taste the contents.
- Do not show the item to others.
- Back away and do not handle the item any more.
- Isolate the area immediately.
- Notify a supervisor and law enforcement.
- Notify facilities or maintenance to stop heating, ventilation or air conditioning systems to prevent hazards from spreading throughout a location.
- Wash your hands with soap and water.

This document is intended for general purposes only and should not be construed as legal or coverage advice on any specific matter.



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