CITY OF HAMILTON - CORPORATE SAFETY GUIDELINE

DEVELOPED BY: CORPORATE WORKPLACE SAFETY SECTION
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INTER-DEPARTMENTAL MAIL ENVELOPES GUIDELINE

"Inter-Departmental Mail Envelopes", especially ones that have been in circulation for some time may be damaged and it has become common practice to seal them by "stapling" the flaps together.

This apparently harmless practice unfortunately creates the possibility of puncture wounds and/or scratches to workers hands and arms when the envelopes are being opened and in particular when the contents are being removed. In a worst case scenario such scratches and/or punctures could become infected and create unnecessary pain and suffering for the injured worker.

In its continuing efforts to prevent accidental injuries the City of Hamilton requires that the practice of sealing envelopes with staples be stopped and that envelopes with staples already in them either be discarded or the staples safely removed.

Damaged envelopes may continue to be used by sealing them with tape or by folding the flap inside and over the top of the document. Some of the envelopes are, in fact, designed in this manner, others, the majority in circulation, have the tab and drawstring design.