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UNITED STATES POSTAL SERVICE

November 18, 2022

Mr. Ivan D. Butts
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Ivan:

As a matter of general interest, the Postal Service has developed three Occupational Safety and Health (OSH) instructional resources for newly appointed field Safety Specialists/Managers, Occupational Health Claims Specialists/Managers and Occupational Health Nurse Administrators (OHNAs).

These instructional resource presentations are designed to welcome newly appointed staff to the OSH function and to explain the importance and expectations of their role. The instructional resources include tools of the trade documents and other essential information to promote success in their new role.

The instructional resources are as follows:

- *Welcome to the Team – Occupational Safety and Health Tools of the Trade for Occupational Health Nurse Administrators (OHNAs)*
- *Welcome to the Team – Occupational Safety and Health Tools of the Trade for Occupational Health Claims (OHC)*
- *Welcome to the Team – Occupational Safety and Health Tools of the Trade for Safety*

We have enclosed copies of the slide presentations and the *Tools of the Trade* document for the three instructional resources.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter.

Sincerely,

James Lloyd
Director (A)
Labor Relations Policies and Programs

Enclosures

475 L'ENFANT PLAZA SW
WASHINGTON DC 20260-4100
WWW.USPS.COM

UNITED STATES POSTAL SERVICE®
Occupational Health

TOOLS OF THE TRADE

Welcome to Occupational Safety and Health (OSH)

SAFETY SPECIALIST/MANAGER

The mission of Occupational Safety and Health is to support and sustain a work environment where employees are empowered to affect their personal safety and health and remain accident and injury free. Through the development of policies, programs, and initiatives, the team ensures that all employees are provided with the tools needed for long, rewarding, and successful careers.

Training

HERO (*various safety-related courses available*)
OSHA Recordkeeping
Safety Training (OSHA Written Programs)
SHMT usps.enablon.com/USPS/go.aspx
Area/Local Joint Labor-Management Safety and Health Committee Training (HBK EL-809T)
Advanced Postal Safety Training*

Access/Systems

SHMT (Safety & Health Management Tool)
EDW (Enterprise Data Warehouse)
ETK (Environmental Toolkit)
FDB (Facilities Database)
IMSOT (Informed Mobility Safety Observation Tool)
MTSC (Maintenance Technical Support Center)
eFMS (Facilities Management System)
OSH Scorecard
CARE (Counseling At Risk Employees)

OSH Partners

Injury Compensation
Medical Services

External Links

CDC	EPA	FEMA
NFPA	NSC	OSHA
MSDS/SDS	NIOSH	OSHA eTools

Manuals/Handbooks/Regs

ELM, Chapter 8 – Safety, Health, and Environment
HBK EL-801: Supervisor's Safety Handbook
HBK EL-802: Executives' and Managers' Safety & Health Program and Compliance Guide
HBK EL-803: Maintenance Employee's Guide to Safety
HBK EL-804: Safe Driver Program
HBK EL-809: Guidelines for Area/Local Joint Labor-Management Safety and Health Committees
HBK EL-814: Postal Employee's Guide to Safety
Management Instructions
OSHA 29 CFR (Code of Federal Regulations)

Resources

OSH Scorecard
OSH Teams (Microsoft Teams Link)
Blue Page: Occ Safety & Health Homepage
- BlueTube™ (usps.gov)
- Safety Overview
- Accidents Overview
  - Accident Investigation, Prevention, & Reduction
- Workplace Safety Overview
- A-Z Occupational Safety & Health Topics
- OSHA Written Program Templates
- More Safety References

National Preparedness-USPS®
Environmental Compliance
Smart Safety Moments

Miscellaneous Information

National Get it Right Goals: 5.39 OSHA Injury and Illness Rate • Early Case Management Target 70% RTW during COP Period• 4% Disability Compensation Reduction

USPS® Forms
Employee Engagement
Safety Leadership and Vision Awards
USPS® Wellness

* Advanced Postal Safety Training—This curriculum offers 7 core safety related courses designed to build foundational knowledge and prepare safety professionals for workplace safety challenges. To maintain technical proficiency, safety personnel are encouraged to pursue professional credentials and advanced education and to participate in professional safety and health-related organizations.

Occupational Safety & Health

Welcome to OSH – Safety

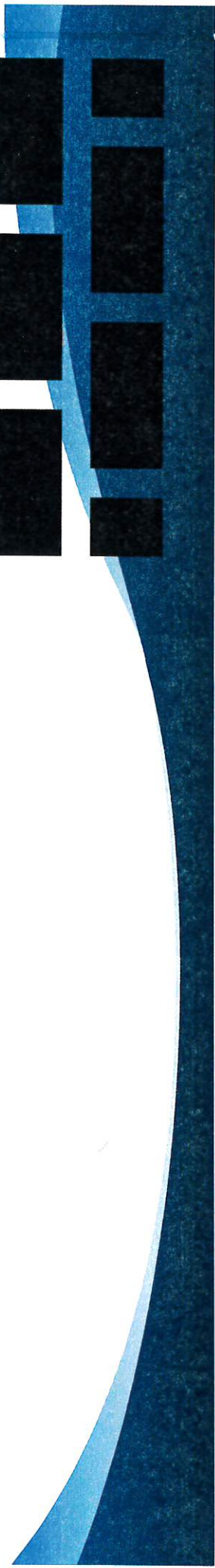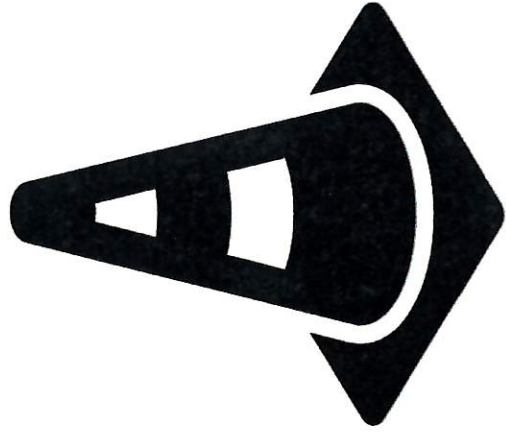**Tools of The Trade**

UNITED STATES
POSTAL SERVICE®

November 2022

Welcome to the Team!

Occupational Safety and Health (OSH)
Tools of the Trade for Safety Specialist/Manager

Topics:

❖ Tools of the Trade

❖ Roles and Responsibilities

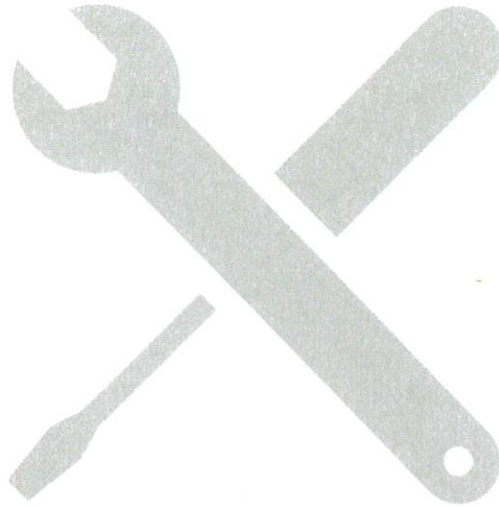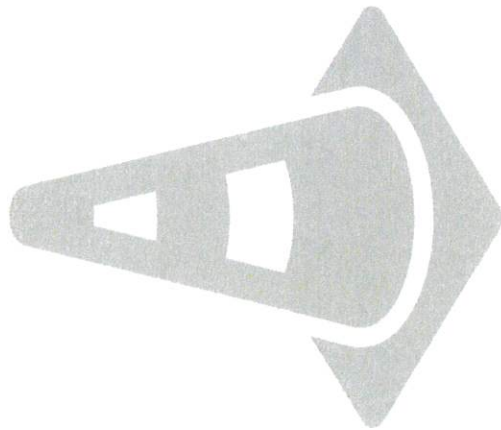❖ Goals and OSH Scorecard

❖ Safety and Health Management Tool (SHMT)

Tools of the Trade

Tools of the Trade Snapshot

UNITED STATES POSTAL SERVICE
Occupational Health

TOOLS OF THE TRADE

Welcome to Occupational Safety and Health (OSH)

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CARE (Counseling At Risk Employees)

OSH Partners
Injury Compensation
Medical Services

External Links
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NFPA   **NSC**   **OSHA**
MSDS/SDS   **NIOSH**   **OSHA eTools**

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    • Accident Investigation Guide
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  • OSHA Written Program Templates
  • More Safety References
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National Get it Right Goals: 5.39 OSHA Injury and Illness Rate • Early Case Management Target 70% RTW during COP Period • 4% Disability Compensation Reduction

USPS Forms
Employee Engagement
Safety Leadership and Vision Awards
USPS Wellness

April 2022

Tools of the Trade: Training

Training

HERO (various safety-related courses available)

OSHA Recordkeeping

Safety Training (OSHA Written Programs)

SHMI usps.enablon.com/USPS/go.aspx

**Area/Local Joint Labor-Management Safety and Health Committee Training (HBK EL-809T)**

Advanced Postal Safety Training*

ADVANCED POSTAL SAFETY TRAINING:

- Accident Investigation and Recordkeeping
- Automation & Mechanization
- Safety Performance Management
- Industrial Hygiene
- Performing Safety Inspections
- Required Written Programs
- Life Safety, Fire Prevention & Electrical Safety.
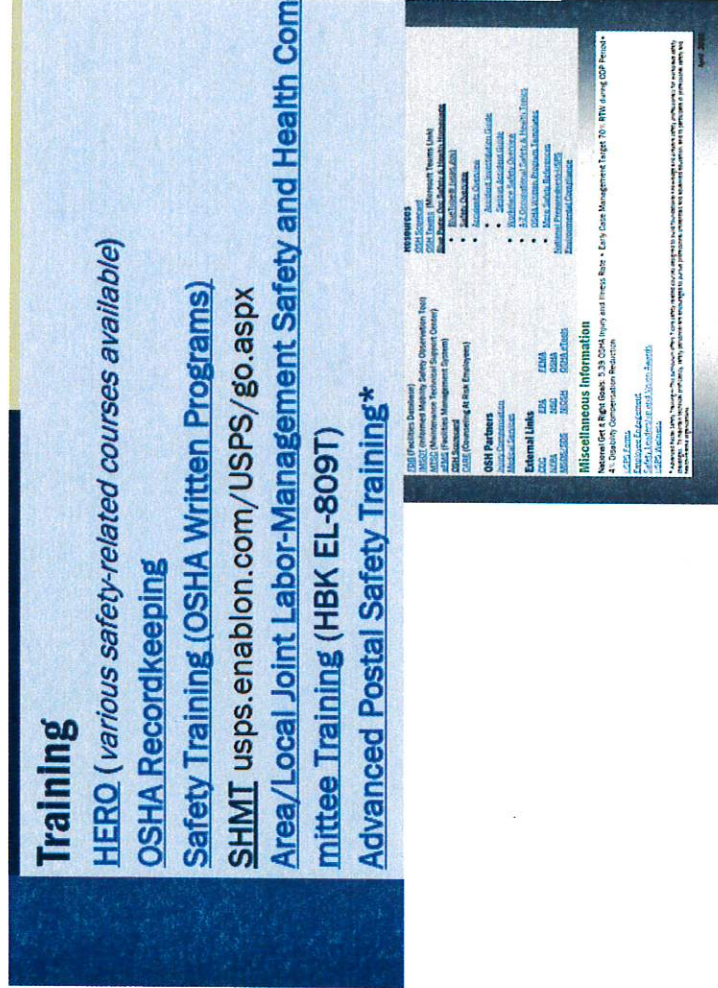
Tools of the Trade: Manuals/Handbooks/Regs

Manuals/Handbooks/Regs

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Tools of the Trade: Access/Systems

Access/Systems

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OSH Scorecard

CARE (Counseling At Risk Employees)

Tools of the Trade: Resources

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- Safety Overview

- Accidents Overview

  - Accident Investigation, Prevention, & Reduction

- Workplace Safety Overview

- A-Z Occupational Safety & Health Topics

- OSHA Written Program Templates

- More Safety References

National Preparedness-USPS

Environmental Compliance

Smart Safety Moments

Tools of the Trade: OSH Partners

OSH Partners
Injury Compensation
Medical Services

External Links
CDC   EPA   FEMA
NFPA   NSC   OSHA
MSDS/SDS   NIOSH   OSHA eTools

Centers for Disease Control and Prevention
CDC 24/7: Saving Lives. Protecting People™

NIOSH

EPA United States
Environmental Protection
Agency

FEMA

NATIONAL FIRE PROTECTION ASSOCIATION
The leading information and knowledge resource on fire, electrical and related hazards

NFPA

UNITED STATES
DEPARTMENT OF LABOR

nsc

Tools of the Trade: Miscellaneous

Miscellaneous Information

National Get it Right Goals: 5.39 OSHA Injury and Illness Rate • Early Case Management Target 70% RTW during COP Period • 4% Disability Compensation Reduction

USPS Forms

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Welcome to Occupational Safety and Health (OSH)

SAFETY SPECIALIST MANAGER

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Training

Manuals/Handbooks/Regs

Roles and Responsibilities

Roles and Responsibilities

❖ Evaluate safety and health training needs and work with managers to ensure safety training is completed as required.

- ○ General Safety Orientation
- ○ Training Required by Occupational Safety & Health Administration (OSHA)
- ○ HERO assigned Training
- ○ Special Emphasis Training
- ○ Refresher Training
- ○ Training in New or Additional Equipment and Techniques

❖ Conduct periodic facility inspections and assist with abatement activities to ensure corrective action and standards compliance.

- ○ Area and Targeted Inspections
- ○ Safety and Health Inspections
- ○ Fire Inspections
- ○ OSHA Walkthroughs
- ○ Ad-Hoc and Facility Specific Inspections
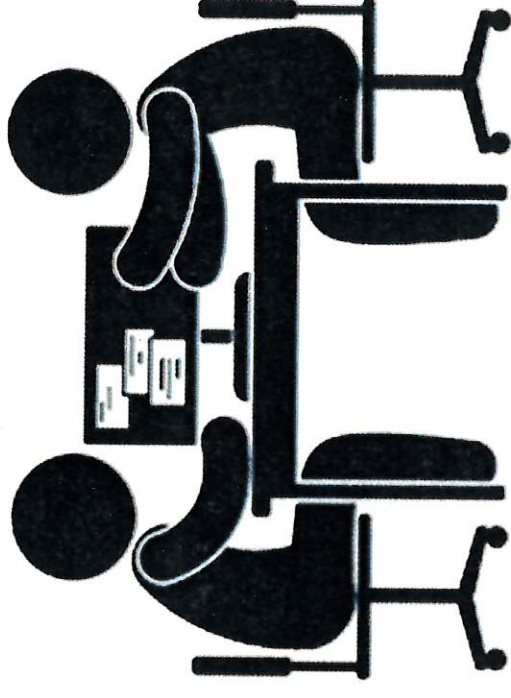
Roles and Responsibilities 2

❖ You may investigate serious accidents and fatalities and/or assist with accident review boards and root cause analysis.
   - OSHA Investigations.
   - Recommendations to prevent accident Recurrence.
   - Reviewing the quality of action taken by supervisors where accident occurred.

❖ Analyze accident data to determine causes, detect trends, and develop accident reduction/action plans.
   - Best Practices
   - Intervention Programs
   - Business Reviews

❖ Ensure management enforcement of compliance with established safety and health policy, procedures, regulations, and standards.
   - Management Instructions
   - Maintenance Management Orders
   - Handbooks and Publications
   - Required postings (i.e.: OSHA Poster, OSHA Form 300A, and OSHA Citations)

Roles and Responsibilities 3

❖ Help develop safety and health promotion activities and campaigns to increase employee safety and health awareness.

- ○ Counseling At Risk Employees (CARE)
- ○ Dog Bite Awareness
- ○ Slip, Trip, and Fall Prevention Campaigns

❖ Participate in labor/management safety and health committee meetings and providing technical guidance and direction.

- ○ Review of Safety & Health Inspections
- ○ Accident Reduction Activities
- ○ Safety and Health Training
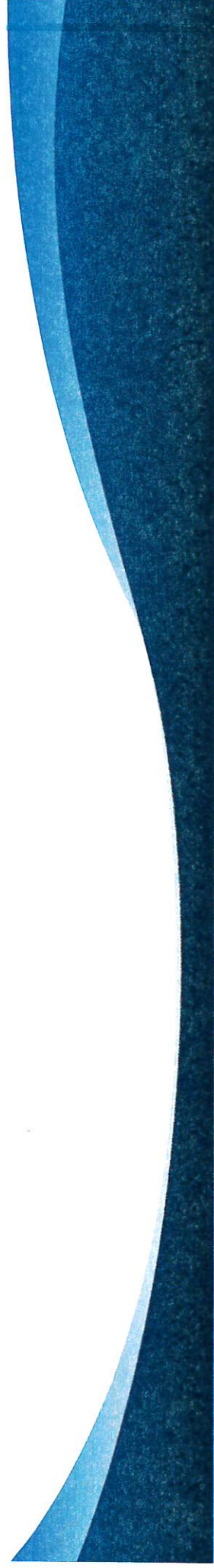
Roles and Responsibilities 4

❖ Provide oversight and technical guidance including the interpretation of laws, regulations, and procedures related to safety and health accident prevention and standards applicable to postal operations.
  - Driver Safety
  - Heat Illness Prevention
  - Informed Mobility Safety Observation Tool (IMSOT)
  - Job Safety Analyses' (JSA's)
  - Safety Talks

❖ Provide support to the Emergency Management Team (EMT) regarding safety and health issues related to emergency management.

❖ Participate in the Incident Command structure during all phases of emergencies.
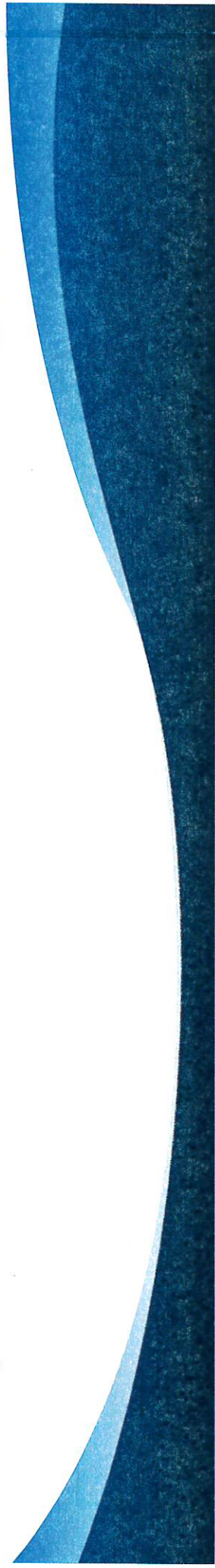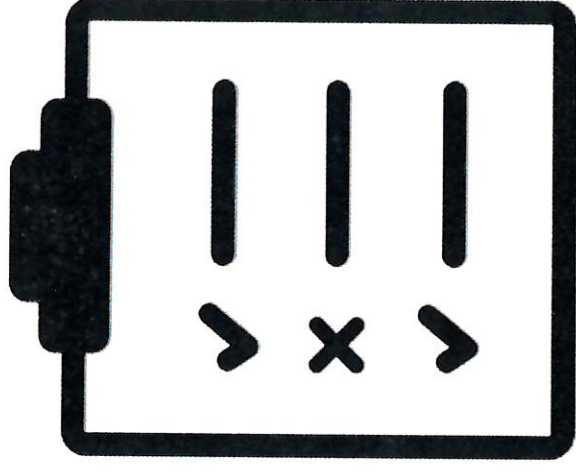
Roles and Responsibilities 5

- ❖ Assist with the development safety and health aspects of the Integrated Emergency Management Plan (IEMP) to include:
  - ○ Preparation of emergency action plans.
  - ○ Coordination with local emergency officials.
  - ○ Conducting training exercises.

- ❖ Work closely with OHC partners to ensure OSHA Injury and Illness data is accurately reported.
  - ○ Monthly OSHA Injury & Illness (OSHA I&I) Recordkeeping audits.

- ❖ Monitor accident reporting and perform gatekeeping activities to ensure accidents data is accurately reported utilizing the Safety and Health Management Tool (SHMT):
  - ○ Monthly Reconciliation Reports
  - ○ Missing Impacts
  - ○ Investigations
  - ○ Causes
  - ○ <2 Action Plans
  - ○ Near Miss
  - ○ Weekly Gatekeeping
  - ○ Action Plan Details Reports

Roles and Responsibilities 6

❖ Run and analyze Safety and Health Management Tool reports to ensure data integrity.

- o Accident Life Cycle
- o Motor Vehicle Incident (MVI) Cause
- o Accident Secondary Cause
- o Processing/Logistics MVI, Industrial (IND), and Serious Accident Report (SAR)
- o SAR Accident Life Cycle
- o Occupational Health Claims (OHC) Folder
- o Maintenance Primary and Secondary
- o Fleet Management
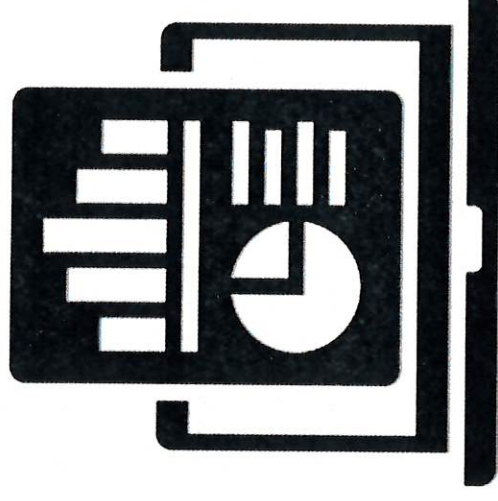
Roles and Responsibilities 7

- ❖ Serve as an occupational safety and health technical advisor and consultant to line management for an assigned territory.

- ❖ Develop, coordinate, and monitor activities related to safety and health.

- ❖ Plan, coordinate, and evaluate safety and health activities to meet safety and health goals and objectives.

	1	2	3	4	FY2022 Target 5	6	7	8	9	10
Total Accidents Rate - Processing & Maintenance	12.00	11.00	10.00	9.00	8.00	7.00	6.00	5.00	4.00	3.00
Total Accidents Rate - Retail & Delivery and Logistics	24.00	21.75	19.50	17.25	15.00	13.20	11.40	9.60	7.80	6.00
Total Accidents Rate - National	16.90	16.04	15.18	14.31	13.45	12.96	12.47	11.98	11.49	11.00
Total Accidents Imp	0.00	-2.50	-5.00	-7.50	-10.00	-14.00	-18.00	-22.00	-26.00	-30.00

$$\text{Accident Rate} = \frac{\text{YTD Total Accident Count} \times 200{,}000}{\text{Exposure Hours}}$$

OSH Goals and the Scorecard

4	FY2022 Target 5	6
9.00	8.00	7.00
17.25	15.00	13.20
14.31	13.45	12.96
?9	-10.00	-?

OSH Targets

FY22 - Total Accidents

- ❖ Processing and Maintenance, with an accident rate of 8.00 or below, NPA Cell 5 or below
- ❖ Retail & Delivery and Logistics with an accident rate of 15.00 or below, NPA Cell 5
- ❖ National Total Accident Rate of 13.45 or below with a NPA Cell 5
- ❖ Total Accident improvement rate -10.00 or better

Total Accidents Rate - Processing & Maintenance — Targets and Thresholds

1	2	3	4	5	6	7	8	9	10
12.00	11.00	10.00	9.00	8.00	7.00	6.00	5.00	4.00	3.00

Total Accidents Rate - Retail & Delivery and Logistics — Targets and Thresholds

1	2	3	4	5	6	7	8	9	10
24.00	21.75	19.50	17.25	15.00	13.20	11.40	9.60	7.80	6.00

Total Accidents Rate - National — Targets and Thresholds

1	2	3	4	5	6	7	8	9	10
16.90	16.04	15.18	14.31	13.45	12.96	12.47	11.98	11.49	11.00

Total Accidents Improvement — Targets and Thresholds

1	2	3	4	5	6	7	8	9	10
0.00	-2.50	-5.00	-7.50	-10.00	-14.00	-18.00	-22.00	-26.00	-30.00

OSH Scorecard / Safety Dashboard Video

BlueTube™

Brought to you by Enterprise Analytics
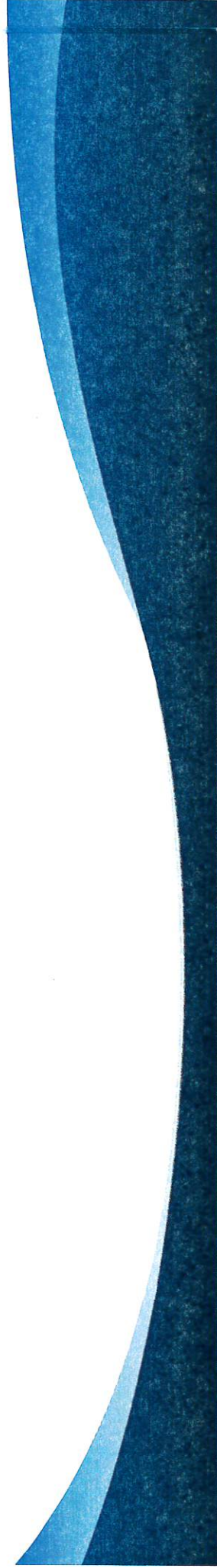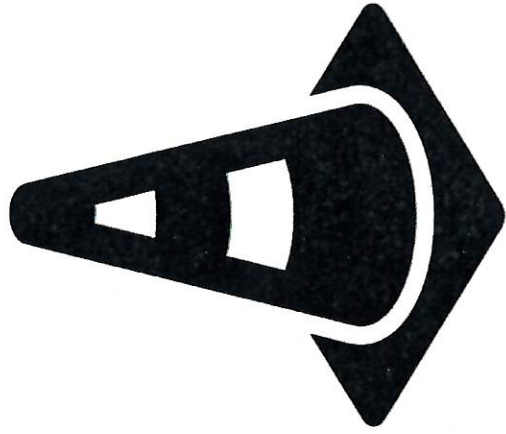
Safety and Health Management Tool (SHMT)

Ongoing Support

❖ Peers
❖ Safety Manager
❖ Area OSH Partners
❖ HQ OSH Partners
  • **OUTREACH SUPPORT**
  • **TECHNICAL SUPPORT**

OUTREACH SUPPORT Search in

Outlook: HQ Safety Outreach Team

hqsafetyoutreachteam@usps.gov

  o Field Resource Liaison
  o Identifying strategies and best viable practices
  o Risk Assessment
  o Streamlining processes
  o Education

TECHNICAL SUPPORT Search in

Outlook: HQ Safety Technical Team

hqsafetytechnicalteam@usps.gov

  o SHMT
  o Internal Auditing
  o OSHA
  o NPA
  o IMSOT
  o OSH Scorecard

Let's Re-connect to!
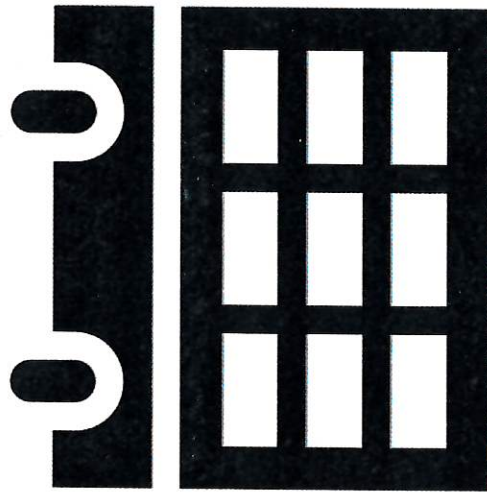
- ❖ Follow-up
- ❖ Check on how you are doing.
- ❖ Get Feedback on your usage of the tools.
- ❖ Train
- ❖ Discuss topics related to your development.

Thank You

UNITED STATES POSTAL SERVICE®
Occupational Health

TOOLS OF THE TRADE

Welcome to Occupational Safety and Health (OSH)

OCCUPATIONAL HEALTH CLAIMS SPECIALIST/MANAGER

The mission of Occupational Safety and Health is to support and sustain a work environment where employees are empowered to affect their personal safety and health and remain accident and injury free. Through the development of policies, programs and initiatives, the team ensures that all employees are provided with the tools needed for long, happy and successful careers.

Training

HERO (FECA Overview)

SHMT Library usps.enablon.com/USPS/go.aspx

ECOMP Help (FECA Claimant, Agency Reviewer & Supervisor)

OWCP IC Basic Training

Access/Systems

AQS Agency Query System	ICPAS
ECOMP Login	RMSS
eHRMISA/iPOT	SHMT Home (ARIS)
EPAH	TACS
eRMS	
eIWS	
Mainframe (Rocket BlueZone)	

Manuals/Handbooks/Regs

5 USC 81 Federal Employees' Compensation Act

20 CFR Part 10 (Code of Federal Regulations)

FECA Procedure Manual (FECA PM)

CA-810 Injury Compensation for Federal Employees

ELM 540 IC Programs

EL-505 Injury Compensation Handbook

F-21 Time and Attendance

29 CFR 1904 OSHA Recordkeeping

Resources

Early Case Management (ECM) Process Digital Notebook

OSH Scorecard

Blue Page: Occupational Safety & Health

- BlueTube™ (usps.gov)
- Injury Comp Café Presentations
- Safety Overview
- Claims Management (Injured Worker Packet)

Miscellaneous Information

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Timely Filing (Timelag) Requirements: CA-1/CA-2 - Submit to OWCP within 10 working days and CA-7 – within 5 working days

Bargaining Unit Pay (usps.gov)

USPS® Forms

OWCP Forms | U.S. Department of Labor (dol.gov)

OWCP PEER Initiative: Protecting Employees, Enabling Reemployment Initiative | U.S. Department of Labor (dol.gov)

OWCP Solicitor: RESPONSIBILITY FOR FECA THIRD-PARTY CASES | U.S. Department of Labor (dol.gov)

Welcome to the Team!

Occupational Safety and Health (OSH)

Welcome to OSH for Occupational Health Claims (OHC)

Bios

Kimberly Ferreira
HQ IC Specialist Team Lead

Kim began her Postal career in December 1986 as a Tour I Letter Sorting Machine Operator at the Providence, Rhode Island Processing & Distribution Center, and quickly moved into Human Resources, where she has spent most of her career. In 1988 she began working in Safety & Health at the former Southeast New England (SENE) District in Providence, and within that year moved into Injury Compensation (IC). While in IC, she was also an Ad-Hoc EEO Coordinator and held several details as Manager of IC, as well as Labor Relations Specialist. In 2006 she became the District FMLA Coordinator, and then in 2011, due to a restructure, she became the Postmaster of Orleans on Cape Cod, Massachusetts. She moved back into HR as a Labor Relations Specialist in the Greater Boston, Massachusetts District shortly thereafter, and in 2012 got back to her passion in IC, when she was promoted to Manager of Health & Resource Management. Kim joined the Headquarters team in 2015 as IC Specialist Team Lead for the Northeast Area. While at HQ she has held details to the Manager of Occupational Health Field Operations and Executive Manager of IC & Medical Services positions. She is currently the Team Lead for the IC Execution Team within HQ Occupational Safety & Health Field Operations. In her current position she leads a team of Specialists in identifying strategies and best practices for administration of the FECA. Her work is focused on streamlining processes, education, and risk assessment. Kim is married with three adult children, twin girls plus another, and she lives on the Southeast coast of Massachusetts with her husband, daughters, and dog, Oakley. In her spare time, she enjoys reading, walking on the beach, researching her genealogy, and spending time with family.

Teresa Williams
HQ Injury Compensation Specialist

Teresa's Postal career began in 1991 as a casual and transitional employee in Long Beach, California working in the District Injury Compensation Office, filing, and answering the phones. She was eventually hired as a career employee in December 1997 as a Distribution Clerk but remained in the Injury Compensation Office. She worked her way up to IC Specialist at the District, eventually joining the Pacific Area team in January of 2005 as an Area IC Specialist, and then in 2007 became a member of the HQ IC team. Prior to her U.S. Postal Service career, Teresa served in the U.S. Army as an Intelligence Analyst and was honorably discharged with the rank of Sergeant. After the military, she taught English as a Second Language and Physical Education at the middle school level in the Los Angeles area. She enjoys reading, sports, photography, teaching, music, and family.

Gwendolyn Wanzo
HQ Injury Compensation Specialist

Gwendolyn has worked for the U.S. Postal Service since 1978 and has a diverse background. She has worked in Operations and Customer Services as both a Supervisor and Station Manager. She conducted hiring seminars in Human Resources and has also worked in Finance. She has a passion for the work she does and learns something new every day. In her spare time, she enjoys cooking and has catered numerous events, including her nephew's wedding.

Tara Howard
HQ Injury Compensation Specialist

Tara began her Postal career in December 1995 as a Mailhandler at the Dallas Air Mail Center where she was given the opportunity to 204b. In 1998 she took a position as a NTE Supervisor at the Dallas AMC Annex. In 2001 she was accepted into the Associate Supervisor Program for Customer Service and was then promoted and assigned to Plano Coit Station. She has worked in many different locations throughout the Dallas District sharing her knowledge of Delivery/Customer Service. In 2008, she performed a detail as HRM Specialist in Dallas and was awarded the position permanently in 2012. In December 2012 she was detailed to Acting HRM Manager and was promoted to the position in 2016. Within that capacity, she also served as the District Reasonable Accommodation Chair, member of the District Threat Assessment Team, testified as a subject matter expert in arbitrations, attended Joint Labor Management Safety Committee meetings, responded to Congressional inquiries, and trained all new supervisors on injury compensation processes. In April 2019 she was promoted to Headquarters Injury Compensation and is currently working on the IC Execution Team providing strategies and best practices to the field. She is very passionate about injury compensation and the sanctity of the program, but her greatest accomplishment has been raising her 3 boys to become successful men. Her favorite thing to do is "vacation," and her commitment is to always wake up and give 100% of herself to everything she touches.

Rhonda Berns
HQ Injury Compensation Specialist

Rhonda started her career as a scheme clerk in Phoenix AZ. She had various clerk positions including MPLSM, Flat Sorter, PSDS/Timekeeping, Accounting Technician, details in LDDC, Secretary, Consumer Affairs, AMS, HR, Injury Compensation, and Acting Supervisor in the plants and stations. In 2005 she was promoted to HR Associate, then promoted to HRM Specialist, then detailed to HQ Injury Compensation Specialist, and promoted to HQ IC Specialist in 2021. In any position, she strives to do the best she can to contribute, teach, coach others, and get the job done. Rhonda holds a Bachelor of Science degree from Arizona State University. She enjoys volunteering with veterans groups, with children reading programs, traveling, shopping, reading, trying new experiences and most of all, spending time with her son and her extended family and friends.

Agenda

- Roles and Responsibilities
- Confidentiality
- Priorities
- Tools of the Trade
- Contacts
- Questions
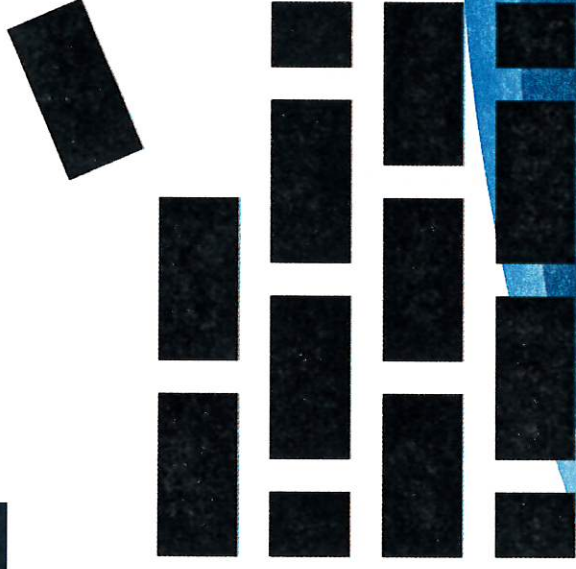
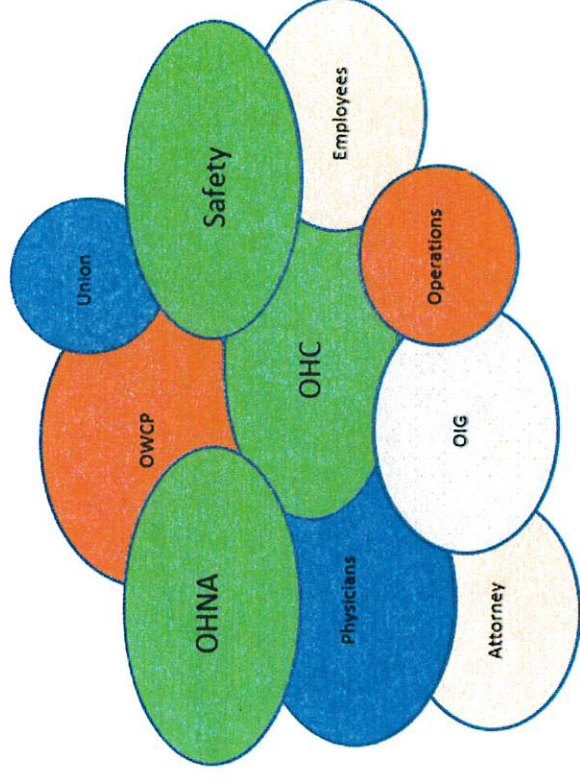# Roles and Responsibilities 1

- What does OHC do?
  - Ensures employee receives benefits
  - Protects the agency
  - Controls costs / Cost avoidance
- Who are our customers?
  - Union representatives
  - Physicians
  - Attorneys
  - Nurses
  - Office of Workers' Compensation Programs (OWCP)
  - Operations personnel
  - Labor Relations
  - Finance
  - Safety
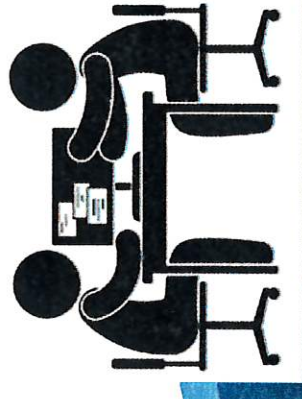 - Office of the Inspector General (OIG)
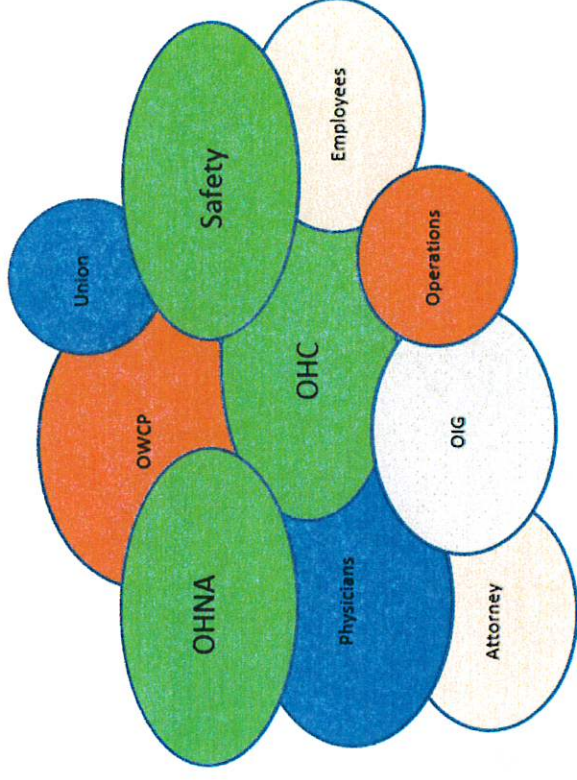
Roles and Responsibilities 2

- What does it take?
  - Good communication
  - Maintain a positive rapport
- What does it need?
  - Professionalism
  - Great relationships with stakeholders
  - Collaboration with Safety and Medical

Safety

Union

Employees

OWCP

OHC

Operations

OHNA

Physicians

OIG

Attorney

Roles and Responsibilities 3

- What is your role?
  - Claims processing
  - Data entry
  - A leader
  - A resource
  - An investigator
  - A teacher
  - An advocate for employees and the agency

Confidentiality

- Privacy Act – USPS® System of Records
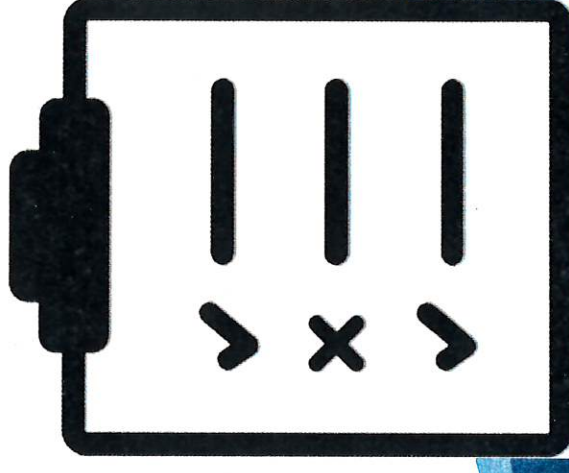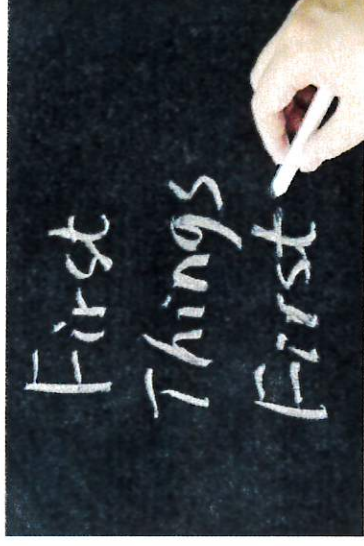- FECA MOUs – DOL-GOVT1 System of Records
  - Union requests for information
  - Non-union requests for information
  - Verbal or written
- Personally identifiable information (PII)
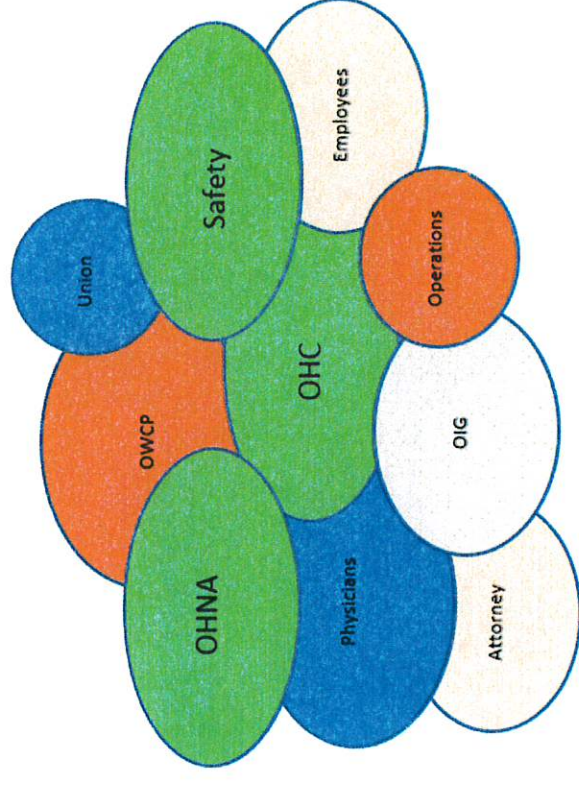
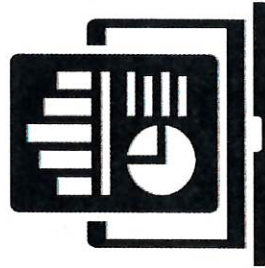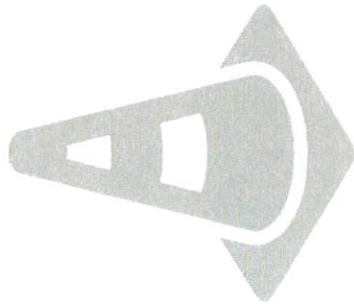# Priorities

OHC priorities:

- Employees' Compensation Operations & Management Portal (ECOMP) dashboard
- Federal Employees' Compensation Act (FECA) statutory timelines
- Early case management
- Disability compensation reduction
- OSHA recordability
- Claims Examiner Query Link (CE-LinQ) tasks
  - Timely, complete, and quality responses
- Goals
  - PMG Get it Right (GIR)
  - OWCP PEER initiative

Tools of the Trade

UNITED STATES POSTAL SERVICE®
Occupational Health

TOOLS OF THE TRADE

Welcome to Occupational Safety and Health (OSH)

OCCUPATIONAL HEALTH CLAIMS SPECIALIST/MANAGER

The mission of Occupational Safety and Health is to support and sustain a work environment where employees are empowered to affect their personal safety and health and remain accident and injury free. Through the development of policies, programs and initiatives, the team ensures that all employees are provided with the tools needed for long, happy and successful careers.

Training

HERO (FECA Overview)
SHMT usps.enablon.com/LISPS/go.aspx
ECOMP (FECA Claimant, Agency Reviewer & Supervisor)
OWCP IC Basic Training

Access/Systems

ADS—Agency Query System
ECOMP
eHRMISA/IPOT
EPAH
eRMS
eWS
ICPAS
Mainframe
RMSS
SHMT (ARIS)
TACS

Manuals/Handbooks/Regs

5 USC 81 Federal Employees' Compensation Act
20 CFR Part 10 (Code of Federal Regulations)
FECA Procedure Manual (FECA PM)
CA-810 Injury Compensation for Federal Employees
ELM 540 IC Programs
EL-505 Injury Compensation Handbook
F-21 Time and Attendance
29 CFR Part 1904 OSHA Recordkeeping

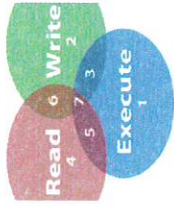### Resources

Early Case Management (ECM) Process Digital Notebook
OSH Scorecard
Blue Page: Occ Safety & Health Homepage
• Blue Tube® (usps.gov)
• Injury Comp Café Presentations
• Safety Overview
  ⇒ Resource Library
• Claims Management (Injured Worker Packet)

Miscellaneous Information

National Get It Right Goals: 5.39 OSHA Injury and Illness Rate • Early Case Management Target 70% RTW during COP Period •
4% Disability Compensation Reduction
Timely Filing (Timelag) Requirements: CA-1/CA-2 • Submit to OWCP within 10 working days and CA-7 • within 5 working days

Bargaining Unit Pay (usps.gov)
USPS Forms
Forms | U.S. Department of Labor (dol.gov)
OWCP PEER Initiative: Protecting Employees, Enabling Reemployment Initiative | U.S. Department of Labor (dol.gov)
OWCP Solicitor: RESPONSIBILITY FOR FECA THIRD-PARTY CASES | U.S. Department of Labor (dol.gov)

Ongoing Support

Jean Rusk, Team Lead
IC Implementation Team
ICImplementationTeam@usps.gov

IMPLEMENTATION

- Initial Claim/Early Case Management
- Return to Work/NWA
- Modified assignments/Job searches/2499
- Use of tools & medical resources within our processes for identifying potential RTW opportunities

Roger Collado, Team Lead
IC Financial Team
ICFinancialTeam@usps.gov

FINANCIAL

- Chargeback Reviews
- SOX compliance
- Discrepancies/overpayments
- Payrate calculations/CA-7
- HB Refunds
- USPS99/LWOP verification
- COP

Kim Ferreira, Team Lead
IC Execution Team
ICExecutionTeam@usps.gov

EXECUTION

- Identifying strategies and best practices
- Streamlining viable processes
- Education
- Risk Assessment
- FECA MOU/Privacy Disclosure
- Separation/Disability

Angela Williamson, Team Lead
IC Compliance Team
ICComplianceTeam@usps.gov

COMPLIANCE

- Role in SHMT/Resource go-to for OSH Field team members regarding clarifications, updates, consistency in messaging
- Collaborative efforts with local OSH partners
- Sharing/identifying of best viable practices
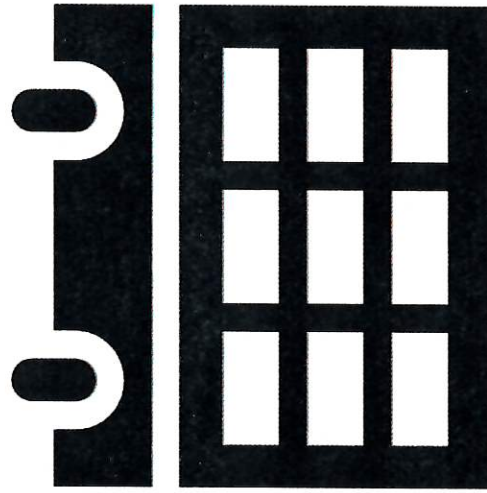- Internal Auditing

10

Let's Re-connect to!

- ❖ Get feedback
- ❖ Answer questions
- ❖ Receive suggestions

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Occupational Health

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Training

Hero Communication Accommodation
Hero First Aid AED
Hero Narcan
Threat Assessment Training

Access/Systems

Caduceus Portal Email address to request access to portal
Digital Signature
E-Access Request below Programs:
ACE Messaging Fax Service (eFax)-confidential fax number
ACE (active directory)
eBuyPlus
EDW General Access (ALL users)
eHRMISA HR Analytics Web Portal(RADAR)
EPAH
eRMS
E-screen
Purchase Card
SHMT request is requested through ARIS : ARIS (usps.gov);
then the tool is found: My Dashboards (enablon.com)
webCOINS

Miscellaneous Information

USPS® Forms

- VPN Token (if assigned laptop for off-site work)
- Outlook
- Office 365 Teams and Planner
- Full Office 365
- Internet Access request level of internet access from manager
- ACE Software Options- Microsoft Office Professional

Manuals/Handbooks/Regs

Alcohol and Drug Testing
Bloodborne Disease Exposure
Employee Medical Records MI
Fitness-for-Duty Examinations MI EL-860-2022-8
Reasonable Accommodation
ELM 512 - Annual Leave
ELM 513 - Sick Leave
ELM 515 Absence for Family Care or Illness of Employee
ELM 519.7 - Non-Bargaining Unit Personal Absence
ELM 865 - Return to Duty After Extended Illness or Injury
FMCSA DOT Resource
US DOT SAP Information
Family Medical Leave Act - HRSSC
FMLA Overview - Law Department
FMLA Publication 1420 (must be posted in all USPS® locations)

EL-505 -Injury Compensation Handbook
ELM 540 –IC Programs
CA-810 -Injury Compensation for Federal Employees
FECA Procedure Manual (FECA PM)
20 CFR Part 10 (Code of Federal Regulations)
F-21 Time and Attendance

Resources

Claims Management
OSH Scorecard
Wellness

Blue Page: Occ Safety & Health Homepage
- BlueTube™ (usps.gov)
- Injury Comp Café Presentations

Welcome to the Team!

Occupational Safety and Health (OSH)
Tools of the Trade for
Occupational Health Nurse
Administrators (OHNAs)

Role of OHNA

- What does an Occupational Health Nurse Administrator do?
  - Subject Matter Experts (SMEs)
  - Preventative health education
  - Medical contract services
  - Financial responsibilities
  - Medical emergency response (MERT)
  - ✓ Narcan education/training
  - ✓ Automatic External Defibrillator (AED) education/training
  - ✓ Wellness initiatives
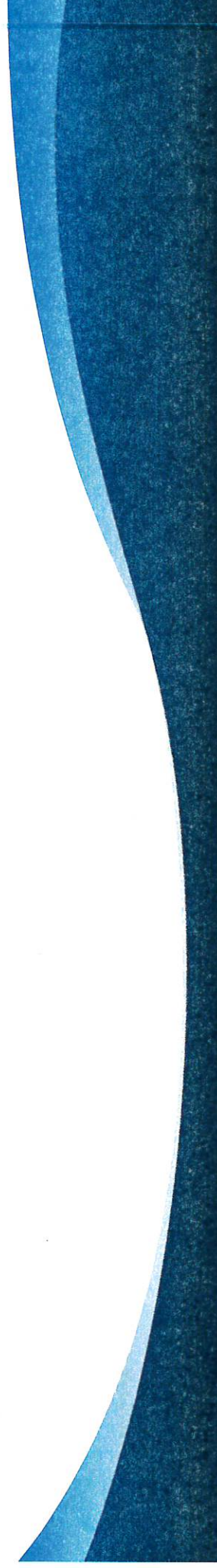
Role of OHNA 2

- What does an Occupational Health Nurse Administrator do?
  - Fitness for Duty examinations
  - Wellness initiatives
  - Employee Assistance Program (EAP)
  - Safety & Health programs
  - Crisis management plans
  - Teams
    - ✓ Threat Assessment
    - ✓ Serious Accident Review Board
    - ✓ District Reasonable Accommodation
    - ✓ Joint Safety & Health Committee

Role of OHNA 3

- What does an Occupational Health Nurse Administrator do?
  - Occupational Health Claims support / Federal Employee Compensation Act (FECA)
  - Hazard identification
  - Human Resources cross function support
  - Programs
    ✓ Transportation DOT
    ✓ COVID-19
    ✓ Family Medical Leave Act (FMLA)
    ✓ Light duty
    ✓ Return to work case management

Sensitive Information

- Employee Medical Files (EMF)
- Confidentiality
- Privacy Act/Freedom Of Information Act (FOIA)
- Cyber Security training
  - Personal Identifiable Information (PII)
    - Internal vs external emails
  - #SENSITIVE#

Tools of the Trade

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Tools of the Trade 2

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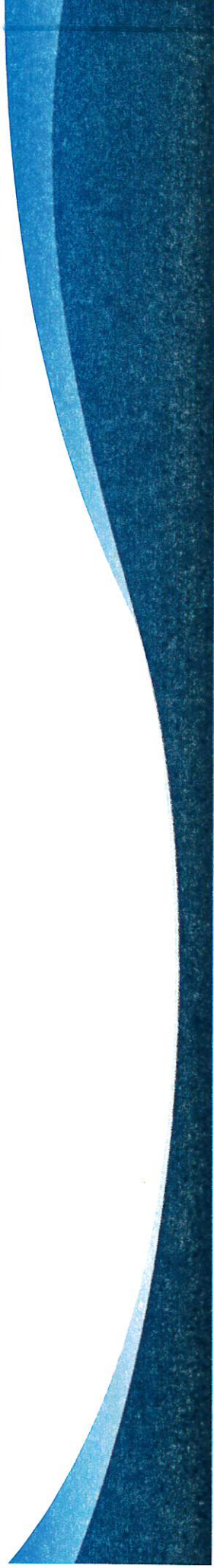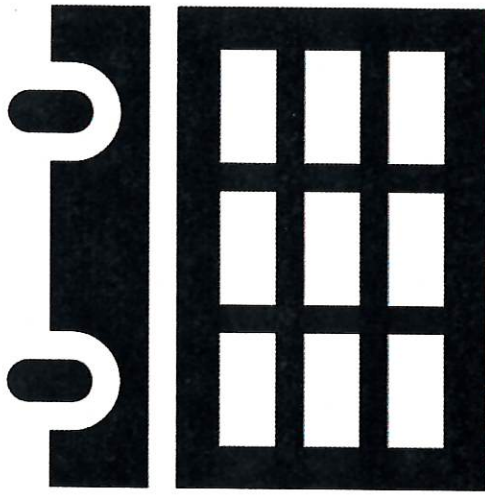
Ongoing Support

- Regional OHNA
- Occupational Health Claims Manager

Specific Local Unit

- A Senior OHNA in the Region

TEAM

Let's Re-connect to!

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Thank You

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Occupational Health

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Hero Narcan
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