UNITED STATES
POSTAL SERVICE

April 12, 2024

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

RECEIVED
APR 15 2024

Dear Ivan:

As a matter of general interest, the Postal Service is revising Handbook EL-802, *Executives' and Managers' Safety and Health Program and Compliance Guide.*

These revisions recognize organizational changes and inclusion of the Safety and Health Management Tool (SHMT).

Enclosed are the final draft copies of the Handbook EL-802, one with and one without changes identified.

Please contact Lindsey A. Butler at extension 7194 if you have any questions concerning this matter.

Sincerely,

for Bruce A. Nicholson
Director
Labor Relations Policies and Programs

Enclosure

UNITED STATES POSTAL SERVICE.

Executives' and Managers' Safety and Health Program and Compliance Guide

Handbook EL-802   May 2024

A.   **Explanation.** This is a complete revision of Handbook EL-802. It addresses changes in the organization, including updated technology, reference resources, and program compliance in the Safety and Health Management Tool (SHMT).

B.   **Availability.** This handbook is available online on the Postal Service™ "PolicyNet" page at *https://blue.usps.gov/cpim/hbkid.htm*.

C.   **Comments.** Address comments or questions regarding the content of this handbook to:

> OCCUPATIONAL SAFETY AND HEALTH (OSH)
> U.S. POSTAL SERVICE
> 475 L'ENFANT PLZ SW RM 1831
> WASHINGTON DC 20260

D.   **Effective Date.** This publication is effective on the date that this edition posts online.

Linda DeCarlo
Senior Director,
Occupational Safety and Health

Contents

1 Introduction

1-1 Purpose

The purpose of this handbook is to help Postal Service™ employees:

- Understand their roles in the Postal Service commitment to safety as a smart business practice.
- Get involved in promoting safety programs, and to recognize and correct unsafe acts, working conditions and practices.
- Ensure accountability for effective programs in all Postal Service facilities.

The handbook also includes information on management responsibilities under the Occupational Safety and Health (OSH) Act, and regarding Occupational Safety and Health Administration (OSHA®) inspections and citations.

1-2 Content Summary

Chapter 1 — Includes the purpose of this handbook, a summary of the handbook's content, and a list of references.

Chapter 2 — Provides an overview of Postal Service obligations under the OSH Act so that managers understand their legal and Postal Service responsibilities under the OSH Act.

Chapter 3 — Includes an overview of the Postal Service Safety and Health Program, including information on using the safety, environmental, and ergonomic resources in the Safety and Health Management Tool (SHMT) to manage Safety and Health programs.

Chapter 4 — Provides information on working with OSHA, including responding to employee complaints, handling OSHA inspections and citations, and managing citations.

Appendix — Postal Service Executives' Safety and Health Planner.

1-3 References

Key references used throughout this handbook include:

- *Employee and Labor Relations Manual* (ELM), Chapter 8, "Safety, Health and Environment" (*https://blue.usps.gov/cpim/manuals.htm*).
- Safety and Health Management Tool (SHMT).
- Postal Employees Safety Enhancement Act (Public Law 105–241) (*https://www.govinfo.gov/app/details/PLAW-105pub241*).
- Occupational Safety and Health Administration (OSHA) (*https://www.osha.gov/*).

Information on OSHA inspections and compliance activity, and employer rights and responsibilities following an OSHA inspection is available on the "OSHA® FactSheet: Occupational Safety and Health Administration (OSHA) Inspections" at *https://www.osha.gov/sites/default/files/publications/factsheet-inspections.pdf*.

2 Regulatory Requirements and Postal Service Policy

2-1 Postal Employees Safety Enhancement Act

2-1.1 Change in Postal Service Status as Employer Under OSHA

In 1998, the Postal Employees Safety Enhancement Act (PESEA) changed the status of the Postal Service as an employer under the Occupational Safety and Health (OSH) Act of 1970. Previously, the Postal Service, as a federal agency, had been exempt from the private sector provisions of the OSH Act.[1]

2-1.2 PESEA Requirements and the OSH Act

When PESEA became effective, the Postal Service, like most private sector employers in the United States, became fully subject to the OSH Act. This means that OSHA has jurisdiction over the Postal Service in matters relating to employee safety and health. The Postal Service must comply with the OSH Act and OSHA standards and regulations. If violations occur, the Postal Service may be cited, fined, and, in extreme cases, referred for criminal prosecution by OSHA.

PESEA also does the following:

- Amends federal law to prohibit the Postal Service from:
    - Considering compliance with OSHA in determining whether to close or consolidate a Post Office®; or
    - Restricting, eliminating, or adversely affecting any service it provides because of paying a penalty imposed under OSHA.
- Prohibits the Postal Regulatory Commission from considering compliance with OSHA in determining whether to increase rates, and provides that OSHA compliance must not otherwise affect the service of the Postal Service.

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1. Federal agencies are covered under Section 19 of the OSH Act and Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees,* February 26, 1980.

2-2   Postal Service Policy

The Postal Service complies with OSHA requirements described in 2-1. The Postal Service is committed to:

- Developing and promoting safety programs.
- Recognizing and correcting unsafe acts, working conditions and practices.
- Ensuring accountability for effective programs in all Postal Service facilities.
- Promoting safety as part of smart business practices.

See the *Employee and Labor Relations Manual* (ELM).

3 Postal Service Safety and Health Program

3-1 Guidelines

The Postal Service has a Safety and Health program, which includes the following guidelines:

a. *Management leadership and employee participation:*

- Management commitment and employee involvement are complementary.

- Management commitment provides the motivating force and the resources for organizing and controlling activities within an organization.

- Employee involvement provides the means through which workers develop and express their commitment to safety and health protection.

b. *Workplace analysis (surveys and job hazard analysis, inspections and hazard controls, and employee hazard reporting):*

- Worksite analysis involves a variety of worksite examinations to identify not only existing hazards, but also the conditions and operations where changes may occur to create hazards.

- Effective management actively analyzes the work and the worksite to anticipate and prevent harmful occurrences.

c. *Accident reporting, investigation, and analysis:*

- Reporting and investigating accidents and near-miss incidents and analyzing their causes helps determine a means for preventing them.

- Analyzing injury and illness trends over time helps identify common causes and develop preventive measures.

d. *Hazard prevention and control:*

- This activity is triggered by a determination that a hazard or potential hazard exists.

- Where elimination is feasible, hazards are prevented by effectively designing job tasks and/or the job site.

- Where elimination is not feasible, hazards are controlled to prevent unsafe conditions and unhealthful exposure.

- Elimination or control is accomplished in a timely manner.

f. *Emergency response:*

    Effective emergency response includes written emergency action plans, training, fire inspections, and first aid.

g. *Safety and health training:*

    - Effective safety and health training addresses the safety and health responsibilities of all personnel, whether salaried or hourly.

    - Safety and health training is most effective when incorporated into other training about performance requirements and job practices.

    - The complexity of training depends on the size and complexity of the worksite and nature of hazards.

    - Effective safety and health training ensures that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards.

    - Such training ensures that supervisors carry out their safety and health responsibilities, including:
        - Analyzing the work under their supervision to identify unrecognized potential hazards;
        - Maintaining physical protection in work areas;
        - Reinforcing employee training through continual performance feedback; and
        - Enforcing safe work practices.

h. *Motor vehicle safety and driver training:*

    - Effective motor vehicle safety and driver training ensures proper driver selection, training, and supervision, in accordance with Handbook EL-804, *Safe Driver Program.*

    - Such training ensures compliance with U.S. Department of Transportation regulations.

3-2 Postal Service Program

3-2.1 Requirements

Managers must demonstrate a commitment to providing safe and healthful working conditions in all Postal Service owned and leased installations, along with being involved in day-to-day safety performance. They must be held accountable for safety performance and compliance with OSHA standards and regulations.

In facilities that do not have a full-time safety professional assigned, installation heads must designate an Executive and Administrative Schedule (EAS) employee as facility safety coordinator (FSC).

3-2.2 Program Elements

The Postal Service program elements include management commitment, involvement, and accountability.

3-3 Management Commitment, Involvement, and Accountability

3-3.1 How to Demonstrate Commitment

Key steps for demonstrating commitment include the following:

■ **Develop a written policy statement.**

Executives and managers at all levels must ensure that a current written safety policy statement is in effect. This policy must stress that safety is a line-management responsibility supported by Postal Service Safety and Health Program professionals and senior management officials.

■ **Establish personal communications.**

Executives and managers should:

- Periodically send to targeted audiences memorandums, articles, etc., highlighting major safety initiatives, success stories, exceptional safety performance, and other safety-related activities.

- Stress commitment, involvement, and accountability to managers and supervisors.

- Publicize information on OSHA compliance activities and the Postal Service Safety and Health Program.

■ **Consider funding needs.**

During annual budget reviews, consideration must be given to adequate local funding for the Postal Service Safety and Health Program, as noted in ELM section 818, "Safety and Health Program Budgeting."

■ **Establish Executive Safety and Health committees.**

ELM section 815, "Executive and Management Safety and Health Committees," requires executives and managers to establish these committees at all levels. Executives must ensure that the committees meet at least quarterly to address safety program issues, as required by standards in the ELM.

■ **Attend Joint Labor-Management Safety and Health Committee meetings.**

Executives and managers must attend meetings of the Joint Labor-Management Safety and Health Committee, and do the following:

- Discuss the Postal Service Safety and Health Program and their personal commitment to safety in the workplace and to the program.

- Discuss the committee's function and responsibility, and their expectations of and support for the committee.
- Review local initiatives.
- Review successes and failures.
- Ask about the agenda, minutes, and recurring items.
- Review employee complaints and PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice,* submitted by employees, and entered into SHMT.
- Review accident data and accident-reduction plan performance as compared to established accident-reduction targets in SHMT and on the Safety Dashboard.
- Ensure that committee members receive appropriate training.

■ **Encourage employee participation.**

Executives and managers should encourage and be involved in national and local employee participation programs. Refer to SHMT for the latest information on facility efforts.

3-3.2 How to Demonstrate Involvement

3-3.2.1 Conduct Safety-Specific Executive and Management Field Visits

Field visits present excellent opportunities for executives and managers to demonstrate their commitment and direct support for doing business safely. Executives and managers should focus visits solely on demonstrating commitment and involvement in the safety process. Suggested activities for these visits include:

■ **Talk with employees and supervisors.**
- Discuss local accident experience and employee concerns over safety hazards.
- Review procedures for reporting hazards and defective equipment.
- Talk with Joint Labor-Management Safety and Health Committee members.
- Ask for success stories to share with others.

■ **Meet with safety professionals and other supporting employees.**
- Discuss support for safety and solicit comments on the local program's effectiveness.
- Review interaction between Postal Service Safety and Health Program and Occupational Health Claims (OHC) functions.

■ **Attend safety and health-related awards ceremonies.**

Opportunities include:
- National Safety Council's Safe Driver annual pin recognition and Million Mile awards.
- Safety Leadership and Vision Award.
- Local ceremonies that acknowledge excellent safety performance.

- **Visit employee orientation, craft safety training, and initial-level supervisor, associate, or supervisor refresher training.**

  These activities provide excellent opportunities to discuss:
    - How safety is smart business.
    - The Postal Service Safety and Health Program and processes.
    - Line-management responsibility and accountability.
    - Employee rights and responsibilities.

3-3.2.2 Inspect and Observe

Managers at all levels must periodically check for unsafe acts, conditions, and work practices. The Executives' and Managers' Safety Observation Checklist is a useful tool for conducting inspections. (See the Appendix.)

3-3.3 How to Demonstrate Accountability

3-3.3.1 National Performance Assessment

The National Performance Assessment (NPA) provides scorecards that may be used to *monitor performance* of the entire enterprise across the nation. The scorecards include safety-performance criteria, such as OSHA-provided national injury and illness rates, the total accident rate, and OHC initiatives.

3-3.3.2 Pay for Performance

The Pay for Performance (PFP) program emphasizes the organization's success through objective *measurable performance indicators* that are aligned at the corporate level, and include safety and OHC indicators. Headquarters establishes Postal Service Safety and Health Program and OHC indicators and targets. By implementing effective program management and accident-reduction programs, executives and managers can achieve these targets.

Note: Executives' and managers' performance in this program is measured based on Postal Service Safety and Health Program performance.

3-3.4 Resources

See SHMT and the OSH Scorecard.

3-4 Accident-Reduction Plans

Accident-reduction plans target specific Postal Service Safety and Health Program indicators (such as slips, trips, and falls) with specific actions and tasks to reduce the number of accidents. Each year accident-reduction plans that target specific Safety and Health Program indicators must be implemented and tracked in SHMT.

3-5 Inspections, Improvement Plans, and Written OSHA Compliance Programs

The following includes benefits of safety inspections, safety-improvement plans, and OSHA safety-compliance programs, and information on templates available for OSHA safety programs:

- Inspections identify hazards.
- Improvement plans identify procedures to abate hazards.
- Templates for OSHA-required written programs ensure compliance with specific OSHA standards. Templates are available for programs, such as hazard communication, personal protective equipment, and confined-space safety. Templates are also available on the following safety topics:
  - Asbestos.
  - Bloodborne pathogens.
  - Electrical work plan
  - Hazardous material.
  - Hearing conservation.
  - Lead.
  - Respiratory protection.

3-6 Engagement of Postal Service Unions and Employees

Effective engagement promotes employee involvement and includes agreements with unions on specific Postal Service Safety and Health Program initiatives. (See Article 14 of labor-contract agreements between the Postal Service and national unions.) Examples of effective engagement:

- Promoting active participation in practicing safety and ergonomics in the workplace.
- Providing methods for employee feedback on ideas to improve safety.
- Showing to employees the Postal Service Safety and Health Program video series, "Safety Depends on Me," which enables communication with employees on safety and fosters motivation for using safe practices.

3-7 Safe Driver Program

The Safe Driver Program focuses on preventing motor vehicle accidents by providing detailed guidance on how to select and train individuals who will drive vehicles for the Postal Service as part of their job responsibilities. The program also provides guidance on refresher training for Postal Service drivers. For further information, see Handbook EL-804, *Safe Driver Program*.

3-8 Safety and Health Management Tool (SHMT)

3-8.1 Purpose

The Safety and Health Management Tool (SHMT) is designed to be used by all levels of the organization, providing managers and employees with access to information about Postal Service Safety and Health Program inspections, accident and hazard reporting, and tools to track safety-program progress.

3-8.2 Content

SHMT provides Postal Service employees with a wealth of safety, health, environmental, and ergonomics information.

The SHMT library contains accident-reduction information. This site also provides the following resources, including but not limited to:

- Guidance and tools for managing accident-reduction plans and goals.
- Best practices and countermeasures.
- Tools for data management and accident analysis.
- National Job Safety Analyses (JSAs) for many tasks for local adaptation.
- Safety inspection checklists.
- Written program guides and templates for 10 OSHA standards.
- Guidance and references for safety and health topics, such as:
  - Developing Emergency Action Plans (EAPs).
  - Reporting on motor vehicle and industrial accidents.
  - Giving safety talks (including sample safety talks on many topics).
- Links to Postal Service safety references (manuals, handbooks, management instructions, etc.).

3-8.3 Access

To access the SHMT:

- Go to Blue at *https://blue.usps.gov*.
- Click on *MyHR* on the bar at the top of the page or *Featured Topics* at left on the page.
- Under *MyHR* click on "Safety & Labor" and then "Safety Tools for Managers."
- Under *Featured Topics*, click on "Front Line Supervisor's Toolkit, and then the tab "Apps/Tools." Under "Apps/Tools" click on "SHMT."

Contact the local Safety office or OHC for additional assistance.

4 Working With OSHA

4-1 Investigating Employee Safety and Health Complaints

4-1.1 Complaints and Inspections

4-1.1.1 Employee Complaints to OSHA

Many investigations and inspections result from employee complaints. The most effective method to reduce the number of employee complaints to OSHA is to ensure that:

- PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*, submitted by employees, or entered into SHMT, are handled expeditiously.

- Hazards are abated in accordance with Postal Service policy and documented in accordance with requirements in the ELM.

4-1.1.2 Handling Complaints Internally

If, for whatever reason, an employee or employee representative still complains to OSHA, there still may be an opportunity to address the complaint internally, as follows:

- OSHA procedures allow for contacting the employer to:
  - Advise management of the complaint; and
  - Request an investigation and correction of hazards by the employer.

- Managers may avoid an unnecessary inspection by:
  - Responding within 5 working days and correcting any hazards;
  - Posting the information that the complaint has been addressed and any hazard corrected; and
  - Notifying employees of any hazard and that it has been corrected.

- Managers may also request additional time and dispute complaints with detailed evidence of the conditions. OSHA shares the information obtained from management with the complainants.

- OSHA has wide discretion to forego an inspection if OSHA personnel believe the hazard:
  - Does not exist; or
  - Has been abated.

4-1.1.3 NIOSH Health Hazard Evaluations

Based on employee complaints, the National Institute for Occupational Safety and Health (NIOSH) may indicate the intent to conduct a Health Hazard Evaluation (HHE). A manager who receives a written or telephone notification that NIOSH intends to conduct an HHE must immediately contact area Senior Field Safety specialists. Managers must not refuse an investigation or deny NIOSH entry onto the premises. However, they may request time to coordinate with senior safety specialists. A manager must not initiate a request to NIOSH for an HHE without consulting with Senior Field Safety.

4-1.2 Steps to Take

Managers must take the following steps to ensure that employee safety complaints are handled expeditiously:

- Ensure that PS Forms 1767 submitted or entered into SHMT by employees are properly tracked and responded to in accordance with ELM section 824.6, "Investigating Employee Reports of Hazard, Unsafe Condition, or Practice."

- Hold supervisors responsible for responding timely to submitted PS Forms 1767.

- Place the highest priority on responding to requests by OSHA for investigation of employee complaints, as follows:
    - Upon receipt of such a request, notify the installation head and the supporting Safety office.
    - Make sure the response to OSHA is signed by the installation head and transmitted on time (within 5 working days).

- Notify Senior Field Safety if NIOSH communicates the intent to conduct an HHE.

4-2 OSHA Inspections and Citation Management — Postal Service Responsibilities

4-2.1 Executives and Managers

Executives and managers must do the following:

- Achieve compliance with OSHA standards as part of their overall safety and health responsibilities.

- Lead the OSHA compliance effort.

- Review and be familiar with ELM section 825, "OSHA Inspections." (The ELM is available at *https://blue.usps.gov/cpim/manuals.htm.*)

- Review OSHA guidance on conducting inspections, information on employer rights and responsibilities, and other safety and health information available at *https://www.osha.gov.*

4-2.2 Installation Heads

Installation heads must do the following:

- Achieve compliance with OSHA standards within the facilities under their control.

- Review and be familiar with ELM section 825, "OSHA Inspections." (The ELM is available at *https://blue.usps.gov/cpim/manuals.htm*.)

- Review OSHA guidance on conducting inspections, information on employer rights and responsibilities, and other safety and health information available at *https://www.osha.gov*.

Information on OSHA inspections and compliance activity, and employer rights and responsibilities following an OSHA inspection is available on the "OSHA® FactSheet: Occupational Safety and Health Administration (OSHA) Inspections" at *https://www.osha.gov/sites/default/files/publications/factsheet-inspections.pdf.*

4-2.3 Occupational Safety and Health (OSH)

OSH Headquarters:

- Oversees the citation management process for Headquarters.

- Coordinates with the General Counsel and affected Headquarters responses to citations for violations.

- Oversees quality control of citation information entered in the OSHA Citation Management in SHMT.

- Resolves discrepancies in the information with the responsible safety specialist.

- Analyzes citation information.

- Reports the results of the analysis to key Postal Service personnel.

- Identifies national opportunities to prevent further citations and improve safety and health programs based on the analysis of citation data.

- Assists on-site to resolve citation issues as required.

4-2.4 General Counsel

The Postal Service General Counsel's centralized OSHA unit:

- Oversees legal aspects of the citation management process nationally, at Headquarters and in the field.

- Is responsible for approving citation-related correspondence to be sent to OSHA.

- Prepares all protective notices and notices of contest and mails them to OSHA.

- Prepares and distributes additional correspondence to OSHA for selected citations as determined citation by citation.

- Provides consultative assistance to Occupational Safety and Health field staff and Senior Field Safety personnel.

- Helps Occupational Safety and Health field staff and Senior Field Safety personnel resolve citation issues.

- Oversees and handles all required litigation with the Occupational Safety and Health Review Commission and federal courts.

4-2.5 Maintenance Policy and Programs, Engineering

Maintenance Policy and Programs, Engineering, Headquarters:

- Helps implement programs to abate systemic maintenance-related hazards.
- Distributes OSHA citation information to appropriate personnel.

4-2.6 Maintenance Operations (Area)

Managers of Maintenance Operations (Area):

- Oversee abatement of hazards resulting in violations in their area of responsibility.
- Support district and plant managers in abating hazards.
- Help implement programs to abate systemic maintenance-related hazards.

4-2.7 Facilities Service Offices

Personnel in Facilities Service offices make sure that processes are in place to ensure prioritizing projects based on OSHA citations and abatement schedules.

4-2.8 Safety Specialists

Field safety specialists, assigned by managers of Safety and Health within each district, enter OSHA inspection and citation data into the SHMT. To perform this task, they must:

- Enter citation information for facilities in their area of responsibility (including Headquarters field units) as soon as they are received, but no later than by close of business (COB) on the day the citation is received from OSHA.
- Fax or email copies of the citation to OSH, the General Counsel at Headquarters, and Senior Field Safety, preceding the faxes or emails with a telephone call.
- Keep the citation information current and accurate as hazards are abated and citation management activities progress. Enter this information as soon as these activities are accomplished, but no later than COB that day.
- Enter abatement actions as soon as they are accomplished, but no later than COB that day.
- Keep Senior Field Safety and the responsible manager informed.
- Facilitate abatement actions with responsible managers.
- Before transmittal, coordinate all citation-related correspondence to OSHA with OSH, the General Counsel at Headquarters, managing counsels, field offices, and Senior Field Safety.

4-2.9 Safety (Area)

The Senior Field Safety office oversees the citation management process within its areas. Senior Field Safety personnel:

- Identify facilities, program areas, and procedures within their areas that require improvement, and notify management.
- Help implement nationally targeted efforts to improve program areas and procedures.

- Before transmittal, coordinate all citation-related correspondence to OSHA with OSH, the General Counsel at Headquarters, and with their area legal staff representative.

4-3 OSHA Citation Management in SHMT

4-3.1 About the SHMT

The Safety and Health Management Tool (SHMT) is a real-time application that safety specialists use to record OSHA inspection and citation information. Once safety specialists digitally enter key information from OSHA citations, the information is made electronically available in a series of views, reports, and charts. SHMT users with authorized access may view the data or print the presentation-quality reports and charts. The views, reports, and charts present the inspection information in logical, easy-to-understand formats that simplify analyzing the data.

The goal of offering the SHMT is to provide quick and reliable access to OSHA inspection information so that managers:

- Address citation settlement promptly.
- Ensure prompt abatement of hazards.
- See the types of citations their facilities or like facilities receive and take appropriate preventive or corrective action at their facilities.
- May identify trends in the OSHA citations and develop action plans to prevent similar citations at like facilities.

The SHMT also allows the Postal Service to maintain an accurate electronic record of OSHA citations.

4-3.2 Access

The opening inspection screen shows the main view of the citation data, year to date, and provides:

- A list of inspections by area and access to the full text of each inspection report.
- Access to data-entry forms for new citations by:
  - Clicking the "Audit" tab at left on the home page;
  - Then clicking "Inspection Management;" and then
  - Clicking on "Inspections."

To locate the applicable OSHA inspection, use the search option to view details of each violation associated with the citation. To review entries, select report tabs located at the bottom of the page.

For help, contact Senior Field Safety or local Field Safety.

Appendix

Postal Service Executives' and Managers' Safety and Health Planner

Demonstrate Safety Principles	Activity	Yes	No	Comments/Required Actions
Personal Commitment	Post current policy statement			
	Send memos to targeted employee groups			
	Prepare articles on safety issues			
	Review budget for safety issues			
	Review accident data (SHMT and the Safety Dashboard)			
	Establish accident-reduction plans			
	Establish an Executive Safety and Health (S&H) Committee			
	Attend Executive S&H Committee meetings (quarterly)			
	Attend Joint Labor-Management S&H Committee meetings			
Involvement in Safety	Conduct field visits			
	Meet with craft supervisor			
	Meet with safety staff			
	Attend ceremonies (e.g., Safety and Safe Driver awards)			
	Visit orientation and training sessions			

Demonstrate Safety Principles	Activity	Yes	No	Comments/Required Actions
Facility Conditions	Inspect and Observe:			
	▪ Facilities – clear aisles and passageways, exits, etc.			
	▪ Vehicles – vehicles off street and chocked; vehicles in good condition			
	▪ Driving – driver's license checked			
	▪ Work practices and behaviors			
	Check paperwork and records			
Accountability	Inspect and Observe:			
	Review inspection and action plans (in SHMT)			
	Review OSHA citations and abatements (in SHMT)			
	Review accident-reduction target progress (Safety Dashboard)			
	Ensure that personnel evaluations Include safety performance			
	OSHA 300a posted Feb 1 – April 30)			
	Ensure 5 years of OSHA records are available for review			
	Review any past OSHA inquiries to ensure the facility complies with OSHA requirements			

UNITED STATES
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Executives' and Managers' Safety and Health Program and Compliance Guide

Handbook EL-802
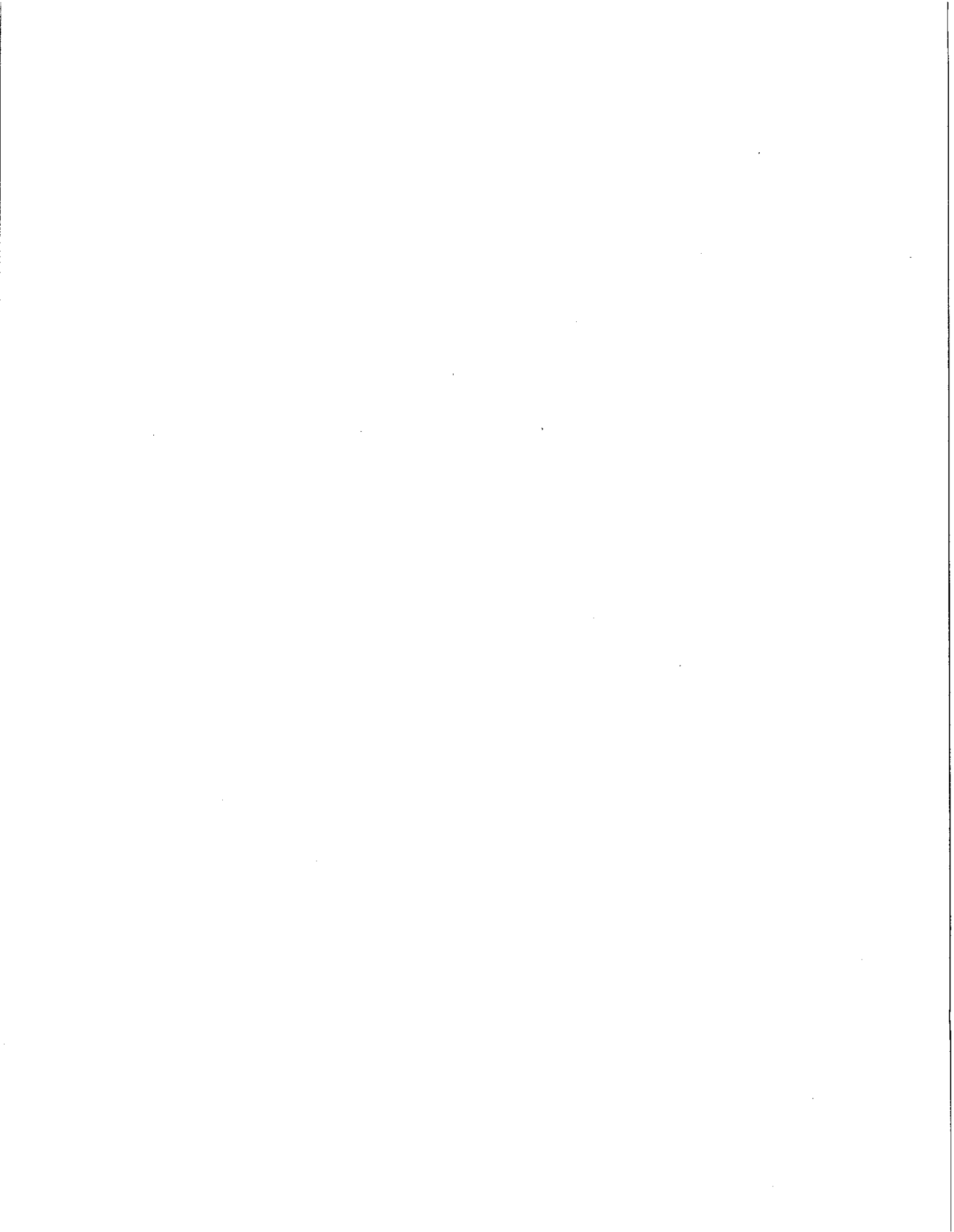~~June 2009~~~~March~~January 1,May -20242

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C. **Comments.** Address comments or questions regarding the content of this handbook to:

> ~~SAFETY AND ENVIRONMENTAL PERFORMANCE MANAGEMENT~~
> OCCUPATIONAL SAFETY AND HEALTH (OSH)
>
> ~~EMPLOYEE RESOURCE MANAGEMENT~~
> U.S. POSTAL SERVICE
> 475 L'ENFANT PLZ SW RM 18319801
> WASHINGTON DC 20260
>
> ~~Or send an e-mail to one of the individuals listed on the Safety Resources Point of Contact (POC) page at http://safetytoolkit.usps.gov/resources/resources.aspx.~~

D. **Effective Date.** This publication is effective ~~June 1, 2009~~ ~~March~~on the date that this edition posts online ~~1, 2022~~.

~~Deborah Giannoni-Jackson~~ Linda DeCarlo
~~Senior~~ Director,
Occupational Safety and -Health
~~Vice President~~

Contents

1 Introduction

1-1 Purpose

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~~Chapter 3 — Pprovides tools and information managers needed to become involved in ssafety as good business, including policy statements, workplace observations, and performance measurement.~~

Chapter ~~4~~ 3 — ~~Pprovides~~Includes an overview of the Postal Service ~~SS~~safety and Health ~~Pp~~rogram, including information on using the ~~s~~Safety, ~~eE~~nvironmental, and ~~eE~~rgonomic ~~rR~~esources in the Safety and Health Management Tool ((S~~HMT)~~EER) Web site and the Safety Toolkit to manage ~~Ss~~afety and ~~Hh~~ealth programs.

Chapter ~~5~~4 — ~~P~~provides information on working with OSHA, including responding to employee complaints, ~~dealing with~~handling OSHA inspections and citations, and managing citations.

Appendix ~~A~~ — Postal Service Executives' Safety and Health Planner.

~~Appendix B — Executives' and Managers' Safety Observation Checklist.~~

1-3 References

Key references used throughout this handbook ~~and their URLs are provided below~~include:

- *Employee and Labor Relations Manual* (ELM), Chapter 8, "Safety, Health ~~and Environment~~and Environment" (~~:~~ *https://blue.usps.gov/cpim/manuals.htm*).

- Safety and Health Management Tool (~~SEER Web site (and link to the Safety Toolkit and~~ the OSHA Citation Management Tool ~~(OCMT): http://safetytoolkit.usps.gov/resources/ resources.aspx.~~ SHMT).

- ~~~~Postal Employees Safety Enhancement Act (Public Law 105–241~~):~~)

- *~~http://www.osha.gov/Other_Docs/USPS/USPS.html~~* (*https://www.govinfo .gov/app/details/PLAW-105pub241*).

- Occupational Safety and Health Administration (OSHA) (~~OSHA Publication 2098, OSHA Inspections:~~ https://www.osha.gov/). ~~Publications/osha2098.html.~~

  ~~For more i~~Information on OSHA inspections and compliance activity, and employer rights and responsibilities following an OSHA inspection is available on the "OSHA® FactSheet: Occupational Safety and Health Administration (OSHA) Inspections" at ~~OSHA~~

inspections and compliance activity see https://www.osha.gov/sites/default/files/publications/factsheet-inspections.pdf.

* OSHA Publication 3000, *Employer Rights and Responsibilities Following an OSHA Inspection: http://www.osha.gov/Publications/osha3000.html.*

  For information on Eemployer Rrights and Rresponsibilities following an OSHA inspection see the OSHA Inspection Fact sheet, available at https://www.osha.gov/sites/default/files/publications/factsheet-inspections.pdf.

2 Regulatory Requirements and Postal Service Policy

2-1 Postal Employees Safety Enhancement Act

2-1.1 Change in Postal Service Status as Employer Under OSHA

In 1998, the Postal Employees Safety Enhancement Act (PESEA) changed the status of the Postal Service as an employer under the Occupational Safety and Health (OSH) Act of 1970. Previously, the Postal Service, as a federal agency, had been exempt from the private sector provisions of the OSH Act.[1]

2-1.2 PESEA Requirements and the OSH Act

When PESEA became effective, the Postal Service, like most private sector employers in the United States, became fully subject to the OSH Act. This means that OSHA has jurisdiction over the Postal Service in matters relating to employee Sssafety and Hhhealth. The Postal Service must comply with the OSH Act and OSHA standards and regulations. If violations occur, the Postal Service may be cited, fined, and, in extreme cases, referred for criminal prosecution by OSHA.

PESEA also does the following:

- Amends federal law to prohibit the Postal Service from:
  - Considering compliance with OSHA in determining whether to close or consolidate a Ppost Ooffice®; or
  - Restricting, eliminating, or adversely affecting any service it provides as a result ofbecause of paying a penalty imposed under OSHA.
- Prohibits the Postal Regulatory Commission from considering compliance with OSHA in determining whether to increase rates, and provides that OSHA compliance shall must not otherwise affect the service of the Postal Service.
-

1. Federal agencies are covered under Section 19 of the OSH Act and Executive Order 12196, *Occupational Safety and Health Programs for Federal Employees,* February 26, 1980.

3

2-2   Postal Service Policy

The Postal Service complies with the OSHA requirements set forth described in 2-1. The Postal Service is committed to:

- Developing and promoting Sssafety programs.
- Recognizing and correcting unsafe acts, working conditions and practices.
- Ensuring accountability for effective programs in all ddistricts, pplants and all ofall its Postal Service facilities.
-
- Promoting Sssafety as part of good smart business practices.
-

See the *Employee and Labor Relations Manual* (ELM). 811, 813, 818, 819, and 825.

4 Handbook EL-802

4 Handbook EL-802

3 OSHA Voluntary Protection Programs

3-1 Purpose

Working with industry and labor, OSHA created the Voluntary Protection Programs (VPP) to recognize and partner with work sites that implement exemplary systems to manage worker safety and health. Managing safety and health systematically has proven more successful than compliance with specific regulations alone in reducing work-related injuries and illnesses.

3-2 The Corporate Program

The Postal Service is a charter participant in the Corporate Program. The objective of this program is to establish an elite category of VPP participation for world-class corporations that have well-established safety and health management systems, uniformly implemented at multiple corporate facilities.

The VPP Corporate Pilot provides more efficient processes for the Postal Service to increase its level of participation in VPP. The Postal Service has more sites participating in VPP than any private industry corporation and all federal agencies combined.[1]

3-3 Benefits of Participation

Participation in VPP offers the following benefits to a work site:

- **Employees** — the foremost beneficiaries of OSHA VPP programs. Employees get involved at their work sites and contribute to safety and health. At day's end, employees go home to their families in a safe and healthy condition.
- **Employers** — a reduction in injuries and illnesses leads to a reduction in associated costs.
- **Unions** — labor-management cooperation on safety and health sets the tone for improved cooperation in other areas.
- **Industries** — VPP sites are models of excellence that can influence best practices industry-wide.

1. This claim is correct as of the time of publication of this handbook.

3-4 Requirements for Participation

Candidates for VPP have the following characteristics:

- Management and all unions commit to participating in VPP.
- The site has implemented a comprehensive and effective workplace safety and health management system that includes four essential elements. Subchapter 4-1, OSHA Voluntary Guidelines, describes these elements in detail:
  - Management leadership and employee involvement.
  - Work-site analysis.
  - Hazard prevention and control.
  - Safety and health training.

  Note: By implementing Postal Service policy and Program Evaluation Guide (PEG) requirements, a site will usually fulfill these elements.
- All of the required VPP elements have been in place and working effectively for at least 1 year.
- The 3-year Total Case Incidence Rate (TCIR) and the 3-year Days Away, Restricted, and/or Transfer (DART) Case Incidence Rate are below the most recently published Bureau of Labor Statistics national average for the comparable industry.
- The site has no open OSHA enforcement activities.

3-5 The Application Process

3-6 Contacts

To participate in VPP, sites must submit an application, which is completed in the Safety Toolkit. Additionally, sites undergo an on-site evaluation by an OSHA team to determine their readiness for VPP. Detailed information on the Corporate Pilot, VPP requirements, and Corporate VPP process are available in the VPP section of the SEER Web page.

For Safety Toolkit access information, see 4-8.2.

Each area has a VPP coordinator who administers Postal Service participation in VPP. Contact information is available on the VPP Resources Web page. If you are interested in having your site participate, contact your area VPP coordinator.

3 Postal Service Safety and Health Program

4-1 3-1 OSHA Voluntary Guidelines

The Postal Service has adopted the OSHA voluntary a Safety and Health program program, which includes the following management guidelines provided below:

a. *Management leadership and employee participation:*

- Management commitment and employee involvement are complementary.

- Management commitment provides the motivating force and the resources for organizing and controlling activities within an organization.

- Employee involvement provides the means through which workers develop and express their own commitment to safety and health protection.

b. *Workplace analysis (surveys and job hazard analysis, inspections and hazard controls, and employee hazard reporting):*

- Work-site analysis involves a variety of work-site examinations to identify not only existing hazards, but also the conditions and operations where changes might may occur to create hazards.

- Effective management actively analyzes the work and the work-site to anticipate and prevent harmful occurrences.

c. *Accident reporting, investigation, and analysis:*

- Reporting and Reporting and investigation provides for investigatingon of accidents and near-miss incidents so thatand analyzing their causes and helps determine a means for preventing themon are identified.

- Analyzing sis of injury and illness trends over time provides forhelps identify ication of common causes and development of preventive measures.

d. *Hazard prevention and control:*

- This activity is triggered by a determination that a hazard or potential hazard exists.

- Where elimination is feasible, hazards are prevented by effectively designing of job tasks and/or the job site.

- Where elimination is not feasible, hazards are controlled to prevent unsafe conditions and unhealthful exposure.

- Elimination or control is accomplished in a timely manner.

f.　*Emergency response:*

Effective emergency response includes written emergency action plans, training, fire inspections, and first aid.

g.　*Safety and health training:*

- Effective safety and health training addresses the safety and health responsibilities of all personnel, whether salaried or hourly.

- Safety and health training isisare most effective when incorporated into other training about performance requirements and job practices.

- The complexity of training depends on the size and complexity of the work-site and nature of hazards.

- Effective safety and health training ensuresensures that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards.

- Such training ensures that supervisors carry out their safety and health responsibilities, including: (1)

    - Aanalyzing the work under their supervision to identify unrecognized potential hazards;

    - (2) Mmaintaining physical protection in work areas;

    - R(3) reinforcing employee training through continual performance feedback; and

    -

    - E(4) enforcing safe work practices.

h.　*Motor vehicle safety and driver training:*

- Effective motor vehicle safety and driver training ensures proper driver selection, training, and supervision, in accordance with Handbook EL-804, *Safe Driver Program.*

- Such training ensures compliance with U.S. Department of Transportation regulations.

4-23-2　Postal ServicePostal ServiceCorporate Program

34-2.1　Requirements

Managers must demonstrate a commitment to providing safe and healthful working conditions in all Postal Service owned and leased installations, along withnd beingbecome involved in day-to-day safety performance. They must be held accountable for safety performance and compliance with OSHA standards and regulations.

In facilities that do not have a full-time safety professional assigned, installation heads must designate an Executive and Administrative Schedule (EAS) employee as fFacility sSafety cCoordinator (FSC).

34-2.2 Program Elements

The Postal Service program elements include Management Commitment, Involvement, and Accountability.

- Accident Reduction Plans.
- Program Evaluations, Inspections, and Improvement Plans, and Written OSHA Compliance Programs.
- Engagement of Postal Service Unions and Employees.
- Safe Driver Program.

These program elements are described in 4-3 through 4-7.

4-33-3 Management Commitment, Involvement, and Accountability

34-3.1 How to Demonstrate Commitment

KThe key steps for demonstrating commitment are set forth belowinclude the following:

- **Develop a wWritten pPolicy sStatement.**

  Executives and managers at the area, district, and plant all levels mshould ust ensure that a current written safety policy statement is in effect. This policy should must stress that safety is a line-management responsibility supported by Postal Service Ssafety and Hhealth Program professionals and senior management officials.

- **Establish Personal CommunicationspPersonal cCommunications.**

  Executives and managers should:

  - Periodically send to targeted audiences memorandums, articles, etc., to targeted audiences highlighting major safety initiatives, success stories, exceptional safety performance, and other safety-related activities.

  - Stress commitment, involvement, and accountability to managers and supervisors.

  - Publicize information on OSHA compliance activities and the Postal Service Ssafety and Hhealth Pprogram. evaluations.

- **Consider fFunding nNeeds.**

  During annual budget reviews, consideration must be given to adequate local funding for the Postal Service Ssafety and Hhealth Pprogram, as noted in ELM section 818, "Safety and Health Program Budgeting."

- **Establish Executive Safety and Health cCommittees.**

  ELM section 815, "Executive and Management Safety and Health Committees," requires executives and managers to establish these committees at allthe area, performance cluster, and plant levels. Executives should must ensure that the committees meet at least quarterly and to address the safety program issues, as required by standards in the ELM.

- **Attend Joint Labor-Management Safety and Health Committee mMeetings.**

  Executives and managers should must attend meetings of the Joint Labor- Management Safety and Health Committee, and do the following:

  - Discuss the Postal Service Ssafety and Hhealth Pprogram and their personal commitment to safety in the workplace and to the program.

- Discuss the committee's function and responsibility, and their expectations of and support for the committeethe committee.
- Review local initiatives.
- Review successes and failures.
- Ask about the agenda, minutes, and recurring items.
- Review employee complaints and PS Forms 1767, *Report of Hazard, Unsafe Condition, or Practice,* submitted by employees, and entered intoentered into SHMT.
- Review accident data and accident-reduction plan performance as compared to established accident-reduction targetsreduction targets in SHMT and on the Safety Dashboard.
- Ensure that committee members receive appropriate training.

▪ **Encourage eEmployee pParticipation.**

Executives and mManagersManagers and executives should encourage and be involved in national and local employee participation programs. Consult Refer tothe SHMTSEER Web site for the latest information on national employee participation facility efforts. Also see Chapter 3, OSHA Voluntary Protection Programs.

34-3.2 How to Demonstrate Involvement

34-3.2.1 Conduct Safety-Specific Executive and Management Field Visits

Field visits present excellent opportunities for Eeexecutives and Mmmanagers to demonstrate their commitment and direct support for doing business safely. Try Executives and managers should to make focus visits solely for the purpose ofon demonstrating commitment and involvement in the Sssafety process. Suggested activities for these visits include:

▪ **Talk with employees and supervisors.**

- Discuss local accident experience and employee concerns over safety hazards.
- Review procedures for reporting hazards and defective equipment.
- Talk with Joint Labor-Management Safety and Health Committee members.
- Ask for success stories to share with others.

▪ **Meet with Sssafety professionals and other supporting employees.**

- Discuss your support for the sSsafety function and solicit comments on the effectiveness of the local program's effectiveness.
- Review interaction between Postal Service Ssafety and Health Program and Ooccupational Hhealth Cclaims (OHC)injury compensation functions.

▪ **Attend sSsafety and hHhealth-related awards ceremonies.**

Opportunities include:

- National Safety Council's Safe Driver Aannual pPin rRecognition and Million Mile Awardsawards.

- Safety Leadership and Vision Award.
- Golden Belt Awards.
- Local ceremonies that acknowledge excellent Sssafety performance.

- **Visit employee orientation, craft sSsafety training, and initial-level sSsupervisor, aAassociate, or sSsupervisor refresher training.**

  These activities provide excellent opportunities to discuss:
  - How sSafety isas good smart business.
  - The Postal Service Ssafety and Hhealth Pprograms and processes.
  - Line-m Mmanagement responsibility and accountability.
  - Employee Rrrights and rRresponsibilities.

34-3.2.2 Inspect and Observe

Managers at all levels must periodically spot check to look for unsafe acts, conditions, and work practices. The Executives' and Managers' Safety Observation Checklist is a good useful tool for conducting inspections. (Ssee the Aappendix. A).

34-3.3 How to Demonstrate Accountability

34-3.3.1 National Performance Assessment

The National Performance Assessment (NPA) provides scorecards that can may be used to *monitor performance* of the entire enterprise and individual units across the nation. The scorecards include safety performance criteria, such as OSHA provided national iIinjury and iIillness rates, the tTotal aAccident Rate, andrRate, and PEG scoresOHC iInitiatives.

34-3.3.2 Pay for Performance

The Ppay for Pperformance (PFP) program emphasizes the organization's success through objective, *measurable performance indicators* that are aligned at the corporate, functional, and individual levelcorporate levels, and that include safety and OHC indicators. Headquarters establishes Postal Service corporate and unit Ssafety and Health Program and OHC indicators and targets. By implementing effective program management and accident-reduction programs, eEexecutives and mMmanagers can achieve these targets.

Note: Executives' and mMmanagers' performance in this program are is measured based on Postal Service Ssafety and Health Pprogram performance.

34-3.4 Resources

See 4-8.1, SEER Web Site, and 4-8.2, Safety Toolkit. SHMT and the OSHSafety Scorecard.Dashboard.

4-43-4 Accident ReductionAccident- Reduction Plans

These Accident-reduction plans target specific Postal Service Ssafety and Health Program indicators (such as slips, trips, and falls) with specific countermeasuresactions and tasks to reduce the number of accidents. Each year accident-reduction plans that target specific Ssafety and Health Program indicators must be implemented and trackedand tracked in

SHMT.

3-5 ~~3-5~~ Inspections, Improvement Plans, and Written OSHA -Compliance Programs

The following includes benefits of safety inspections, safety-improvement plans, and OSHA safety-compliance programs, and information on templates available for OSHA safety programs:

- Inspections identify hazards.
- Improvement plans identify procedures to abate hazards.
- Templates for OSHA-required written programs ensure compliance with specific OSHA standards. -Templates are available for programs, such as hazard communication, personal protective equipment, and confined-space safety. Templates are also available on the following safety topics:

    – Asbestos.
    – Bloodborne pPathogens.
    – ~~Confined Space~~
    – Electrical wWork pPlan
    – ~~Hazard Communication~~
    – Hazardous mMaterial.
    – Hearing cConservation.
    – Lead.
    – ~~Personal Protective Equipment~~
    – Respiratory pProtection. -

~~Templates are available for programs such as hazard communication, personal protective equipment, and confined space safety.~~

~~4-5   Executives' and Managers' Safety and Health Program and Compliance Guide~~

~~4-5 Program Evaluations, Inspections, and Improvement Plans, and Written OSHA Compliance Programs~~

- ~~The Program Evaluation Guide (PEG) process is used to measure and improve facility safety programs.~~
- ~~Inspections identify hazards.~~
- ~~Improvement plans identify procedures to abate hazards.~~
- ~~Templates for OSHA-required written programs ensure compliance with specific OSHA standards. Templates are available for programs such as hazard communication, personal protective equipment, and confined space safety.~~

4-63-6 Engagement of Postal Service Unions and Employees

Effective engagement promotes employee involvement and includes agreements with unions on specific Postal Service Ssafety and Health Program initiatives and promotes employee involvement. (SAlso see Article 14 of the labor-contract aAgreements (contracts)between the Postal Service with theand national unions.) Examples of effective engagement:

- Participation in the Ergonomic Risk Reduction Program and VPP. Promotinge active participation in practicing sSafety and eErgonomics in the workplace.

- P and providinge methods for employee feedback on ideas to improve safety. :

- Using Showing to employees the Postal Service Safety and Health Program the video series, "Safety Depends on Me," which enables communication with employees on safety and fosters motivation for using safe practices.

4 73-7 Safe Driver Program

The Safe Driver Program focuses on preventing motor vehicle accidents by providing detailed guidance on how to select and train individuals who will drive vehicles for the Postal Service as part of their job responsibilities. The program also provides guidance on refresher training for Postal Service drivers. For further information, see Handbook EL-804, *Safe Driver Program.*

~~4-8~~ ~~Resources~~

3-8 ~~34-8.1~~ ~~SEER Web Site~~Safety and Health Management Tool (SHMT)~~HMT~~

3-8.1 Purpose

The Safety and Health Management Tool (~~SEER~~ SHMT) ~~Web site~~ is designed to be used by all levels of the organization, ~~FSCs, PEG coordinators, VPP coordinators, managers, supervisors, and~~ providing managers and ~~all other~~ ~~eE~~employees ~~have~~with access to ~~who are looking for~~ information about Postal Service ~~Ss~~afety~~,~~ and ~~Hh~~ealth Program inspections, accident and hazard reporting, and tools to ~~the~~ tracking safety-program progress.~~, and environmental information.~~

~~34~~-8.~~2~~~~1.1~~ Content

~~SEER SHMT provides access to the information and tools needed to manage implementation of corporate-wide ssafety and eenvironmental programs. The~~

SHMT provides Postal Service employees with a wealth of ~~sS~~afety, ~~hH~~ealth, ~~eE~~nvironmental, and ~~eE~~rgonomics information.

The~~""~~ SHMT library contains ~~the~~ accident~~-~~reduction information. This site also provides the following resources, including but not limited to:

- Guidance and tools for managing accident~~-~~reduction plans and goals.
- Best practices and countermeasures.
- Tools for data management and accident analysis.
- National Job Safety Analyses (JSAs) for many tasks for local adaptation.
- Safety ~~i~~Inspection ~~cC~~hecklists.~~based on.~~
- Written program guides and templates for 10 OSHA standards.
- Guidance and references for ~~sS~~afety and ~~hH~~ealth topics, such as:
  - Developing Emergency Action Plans (EAPs).
  - Reporting on motor vehicle and industrial accidents.
  - Giving ~~sS~~afety talks (including sample ~~sS~~afety talks on many topics).
- Links to Postal Service safety references (manuals, handbooks, management instructions, etc.).

3-8.~~1~~.~~23~~ Access

To access the ~~to~~ SHMT:

- Go to Blue at *https://blue.usps.gov.*
- Click on *MyHR* on the bar at the top of the page or *Featured Topics* at left

on the page.

- Under *MyHR* click on "-Safety & Labor-" and then "Safety Tools for Managers."~~s~~

- ~~From the Blue Page,~~ U~~u~~nder *Featured Topics*, click on "Front Line Supervisor's Toolkit, and then the tab~~,~~ "Apps/Tools." Under "Apps/Tools" click on "SHMT." ~~Tab.~~

~~Click the tab.~~

- ~~Then scroll down to "Safety & Health Management Tool (SHMT)."~~

Contact the ~~l~~Local Safety office or OHC for additional assistance.

site provides Postal Service employees with a wealth of safety, health, environmental, and ergonomics information.

Note: The SEER Resources Page is **not** the Safety Toolkit. The Safety Toolkit is a separate tool, used by safety team members for specific tasks (see 4-8.2).

Under Safety Programs, SEER provides a link to the Accident Reduction Center. This site provides the following:

- Guidance and tools for managing accident reduction plans and goals.
- Best practices and countermeasures.
- Tools for data management and accident analysis.
- National Job Safety Analyses (JSAs) for many tasks for local adaptation.
- Safety Inspection Checklists by facility size.
- Written program guides and templates for 10 OSHA standards.
- Guidance and references for safety and health topics such as:
  - Developing Emergency Action Plans (EAPs).
  - Responding to emergencies (e.g., national disasters, suspicious mail, and other threats.
  - Reporting on motor vehicle and industrial accidents
  - Giving safety talks (including sample safety talks on many topics).
  - Participating in Voluntary Protection Programs.
- Information about topics such as mold, emergency eyewash units, roof safety, etc.
- Links to Postal Service safety references (manuals, handbooks, management instructions, etc.).

4-8.1.2 Access

To access SEER to SHMT:

- Go to *http://blue.usps.gov* (see Figure 1).
- In the left column, click *Safety and Environmental Resources.* Under My Work Tab
- Safety Resource Tools
- Report an Accident or Hazard
- Contact Local Safety or OHC for additional assistance.
- On the SEER Web page (see Figure 2), click on a topic of interest in the left column.
- To display additional information, click on the links on the page or click on the topical text selections in the right column.

June 2009January 2022113

~~FiFigure 1~~

~~**Postal Service Blue Web Page**~~

A-Z Occupational Safety & Health Topics

AB CD EF GH IJ KL MN OP QR ST UV WX YZ

S

Safety Awareness Campaigns
Safety Depends on Me
Safe Driving
Safety Inspections
Safety Talks
Safety Time Out (STO)
Safety Training
Serious Accidents
Service Contracts for Safety and Industrial Hygiene Work

Safety & Health Management Tool (SHMT)
Silica
Slip, Trip, and Fall Prevention
Spill and Leak Response
SST (Site Specific Targeting)
Suspicious Mail

Essential Links

Accounting
BlueTube(R)
Board of Governors
Connecting with Customers
Continuous Improvement
Corporate Information Security Office
Corporate library
CSDC
Delivering for America
Digital Signature
eAccess
eAwards
eBuyPlus
eCareer
eHRSSC forms
Election Mail
Employee deals
Environmental Affairs and Corporate Sustainability
ePayroll
ePassword reset
eRMS
eTravel
Executive Leadership Team
Facilities Response Line
Family Medical Leave Act (FMLA)
Find it
Fleet Commander Online (FCO)
Forms
Fuel Asset Management System (FAMS)
Global Trade Compliance
HERO
HD Parking App

General Tools

- ACE
- ARIS
- Attendance Control Training
- CAMS
- eAccess
- eBuyPlus
- eFlash
- Fuel Cards
- eRMS
- eTravel
- Enterprise Data Whse
- GetThere
- Network Operations Dashboard
- Postal Explorer
- Section 508
- SPEC (Formerly Pub 112)
- TACS
- Transfer of Accountability Forms
- UPU

Safety Resource Tools

- A-Z OSH Topics
- CARE Tracking Tool
- Safety Dashboard
- Report an Accident or Hazard
- Safety Toolkit
- Safety Depends on Me
- Serious Accident Report
- Suspicious Mail

HR Professionals' Info

- Benefits Calculators
- Compensation Calculators
- Computerized Bidding Info
- eMedical Assessment
- ICPAS
- Interviewer's Toolkit
- Overview of Personnel Selection Methods
- Qualification Standards

Moving The Mail Tools

- AMS DPFNow
- AVUS
- CPMS
- CSDRS
- Delivery Helper
- DOIS
- DMS (Delivery Management System)
- EDDM Lookup
- eMARS
- Employee BarCode
- eUARS
- FAMS
- FCO (Fleet Commander Online)
- IMDHELP
- Informed Visibility (Mailer)
- Informed Visibility (Postal)
- MHTS
- MSP
- MTESS
- MTSC
- Perfect Package Experience
- PO Boxes Blue
- PostalPro
- Postmaster's Toolkits
- Product Tracking & Reporting
- Rate Calculators
- RSS
- Track and Confirm
- Variance Programs
- WebBATS

Customer Contact Tools

- Business Connect
- CICRS
- ECRS
- COARS
- Customer Insights 2 0 Platform
- EDW Home
- Marketing Intelligence Library
- PostalOne!

Track & Confirm

Select Timeframe
Recent Items ●   Over 120 Days Old ○
Enter item Number   Go

Calendars

Monthly Planning Calendar
Contains pay periods, pay dates and holidays
- FY 2022 Monthly Planning Schedule - pdf | excel
- FY 2021 Monthly Planning Schedule - pdf | excel
- FY 2020 Monthly Planning Schedule - pdf | excel
- FY 2019 Monthly Planning Schedule - pdf | excel

TACS Monthly Planning Calendar
Contains pay periods, pay dates and holidays
- 2022 Monthly Planning Schedule - pdf | excel
- 2021 Monthly Planning Schedule - pdf | excel
- 2020 Monthly Planning Schedule - pdf | excel
- 2019 Monthly Planning Schedule - pdf | excel

Travel

Reservations
- GetThere

Expenses
- eTravel

Guidelines
- Relocation-GSA Rates
- Travel Guidelines
- Travel Help

Managers' Info

- Gift Card Awards Program
- EAP Services
- Equal Employment Opportunity (EEO)
- Pay for Performance
- Selection, Evaluation, and Recognition
- Webcoins Complement Management
- Workplace Environment & Threat Assessment

References

Policies
- Management Instructions
- PolicyNet
- Postal Bulletin
- Travel Guidelines - pdf | text
- Universal Postal Union

Manuals
- ASM - pdf | text
- DMM - pdf | text
- IMM - pdf | text
- POM - pdf | text
- PM - pdf | text
- ELM - pdf | text

Library
- USPS Corporate Library
- More References >>

Address: http://blue.usps.gov/wps/portal

blue

Welcome to the
United States Postal Service Intranet

UNITED STATES POSTAL SERVICE

Log On

Home   My Work   My Life   Inside USPS   Tuesday, March 3, 2009

Search | Contact Blue | Help | usps.com

Essential Links
- eAwards
- eBuy
- eLearning
- ePassword Reset
- eTravel
- Find It
- Forms
- IT Self Help
- MTSC
- My Post Office
- News
- NPA
- Phone Directory
- PolicyNet
- PostalEASE
- Postal Explorer
- PostalOne!
- PostalPEOPLE
- Safety and Environmental Resources
- TACS
- WebEIS

Home Favorites
Log On to customize your favorite links on the home page.

Report Computer

TOP STORY

Direct from Donahoe
DPMG talks about USPS short-term goals

Mar. 3 — Today is the debut of the latest installment of DPMG and Chief Operating Officer Pat Donahoe's online video series, Field Updates.

In this week's presentation, Donahoe goes into detail about controlling fixed and variable costs. He discusses the need to match work hours with workloads and focuses on the Postal Service's short-terms goals to reduce expenditures, offering several cost-saving tips.

Full Story

CUSTOMER FOCUS   BUSINESS FOCUS   EMPLOYEE FOCUS

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Did You Know? Archive »

Hot Topics
- Organization Changes: Updated 2/9/09
- Voluntary Early Retirement: Updated 10/3/08
- Save Money and the Environment: Updated 2/23/2009

Corporate Focus
- Annual Report 2008
- Comprehensive Statement 2008

Advanced Search   Search Tips

Go

Employee Resources
- Organization Changes - Updated 2/9/09
- Open Season Benefits Election
- Other Benefits and Payroll Elections
- Combined Federal Campaign (CFC)
- eIdeas
- Employee Self Service
- Employee Assist. Program
- Factiva NewsPages
- Flexible Work Arrangement
- Jobs
- Labor Relations
- Pay For Performance
- Postal Bulletin
- travelhelp
- Voluntary Early Retirement

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Brave new shipping world

USPS now has unprecedented pricing flexibility.
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USPS-TV - Video

MAILING SERVICES PRICE INCREASES

Local intranet

Figure 1
Postal Service Blue Web Page

Safety & Health Management Tool (SHMT)

How to Report a Hazard Event

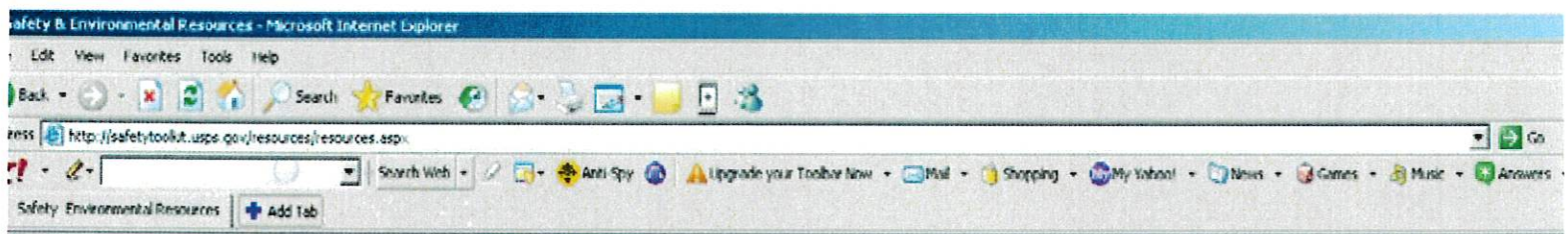How to Add Statements, Evidence, Causes and Action Plans

How to Report Accident Events

SWI Gatekeeping Safety

SWI OHC Claim with out SHMT Event

SWI SHMT Event without ECOMP or Claim

SWI Revised SHMT Gatekeeping Occupational Health Claims

Safety & Environmental Resources - Microsoft Internet Explorer

Edit View Favorites Tools Help

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ress http://safetytoolkit.usps.gov/resources/resources.aspx ▾ ☺ Go

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Safety Environmental Resources ✚ Add Tab

UNITED STATES POSTAL SERVICE. Safety, Environmental, and Ergonomic Resources

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Safety POCs	**Welcome to the Safety, Environmental, and Ergonomics Resources Page**	Safety Datcom
Safety Area Pages		Safety InfoPak
Safety Programs	Please click on the topic you desire in the left navigation bar once the selected page is opened additional links will appear in the center area or right navigation bar.	Safety Smart
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Safety Useful Links	Please check the What's New Sections often	Safety Training
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Local

Figure 2
SEER Web Page

4-8.2 Safety Toolkit

4-8.2.1 Content

The Safety Toolkit (STK), available through the SEER Web page, is a Postal Service application used by safety specialists, safety managers, installation and facility heads, postmasters, maintenance managers, supervisors, PEG coordinators, and VPP coordinators to complete specific tasks. The STK is used to:

Prepare and manage accident reduction and hazard abatement plans. (Safety professionals use portable HP iPAQ PDAs to record and upload safety inspection findings for abatement tracking.)

Manage VPP data, program improvement plans, OSHA citations (with the OSHA Citation Management Tool), and employee hazard-report logs.

Executives and managers must become familiar with the performance reports available in the STK. These include:

Area, performance cluster, and facility-level reports.

Abatement plans, PEG scores, safety and health program improvement plans, hazard-report logs, and VPP data.

4-8.2.2 Access

STK access is available to permanent EAS employees. The eAccess system grants access based on a user's role. After a request is approved, the user is granted access to selected modules in the STK, depending on the user's assigned role.

To request access:

Go to *http://blue.usps.gov*.

Type "eAccess" in the URL bar and hit enter.

Select "ACE User" and click *Enter Application*.

Log on using your ACE login and password.

In the "Request Access" box at upper right, click *Applications,* type in "STK," and click *Search*.

Click *Safety Toolkit*.

Review your "User Details" and update if necessary.

Enter the *Request Setup Information, Dependent Request Setup Information, Request Related Processing Instructions,* and *Manager Information.* (To simplify the approval process, choose the lowest level of access you need in the Role(s) item — this means fewer approvals will be needed during the review process.)

Click *Next* after all items have been completed.

Review "Request Summary."

Click *Submit Request*.

Once access is approved, go to the SEER page to access the STK. The link for the STK is under "Quick Links" in the right column. (See Figure 2.)

4-8.2.2 Executives' and Managers' Safety and Health Program and Compliance Guide

From the STK opening page, use the left column to locate the module you want to use. Click on the module name and it will display.

The STK Help Module provides a great deal of information on how to use the STK. Key Help Module content includes:

User's Guide.

Web Module Movies, an automated tutorial that follows the User's Guide.

VPP User's Guide.

Frequently asked questions (FAQs).

Form for submitting questions about the STK.

The Help Desk Support Number, 1-800-688-0321, is available from 8:30 a.m. to 5:00 p.m. EST.

5 Dealing With OSHA

5 4-1 Investigating Employee Safety and Health Complaints

45-1.1 Complaints and Inspections

45-1.1.1 Employee Complaints to OSHA

Many investigations and inspections result from employee complaints. The most effective method to reduce the number of employee complaints to OSHA is to ensure that:

- The PS Forms 1767, *Report of Hazard, Unsafe Condition, or Practiceor Practice,* —

- submitted by employees, or entered intoentered into SHMT, are handled expeditiously.

- Hazards are abated in accordance with existing Postal Service policy and documented in accordance with requirements in the_ –ELM.

45-1.1.2 Handling Complaints Internally

If, for whatever reason, an employee or employee representative still complains to OSHA, there still may be an opportunity to address the complaint internally, as follows:

- OSHA procedures allow for contacting the employer to:

    - A(1) advise management of the complaint; and

    - R(2) request an investigation and correction of hazards by the employer.

- Managers may avoid an unnecessary inspection bBy:

    - Rresponding in within 5 working days and correcting any hazards;

    - ;P posting the information that the complaint has been addressed and any hazard corrected; and

    - Nnotifying employees of any hazard and that it has been corrected. Mmanagers may avoid an unnecessary inspection.

- Managers may also request additional time and dispute complaints with detailed evidence of the conditions. OSHA shares the information

obtained from management with the –complainants.

- OSHA has wide discretion to forego an inspection if OSHA personnel believe the hazard:

  – D either (1) does not exist; or

  – H(2) has been abated.

4~~5~~-1.1.3 NIOSH Health Hazard Evaluations

Based on employee complaints, the National Institute for Occupational Safety and Health (NIOSH) may indicate the intent to conduct a Health Hazard Evaluation (HHE). A ~~m~~Manager who receives a written or telephone notification that NIOSH intends to conduct an HHE must immediately contact ~~the Manager, Safety (a~~Are~~a) Sr.~~Senior ~~F~~Field ~~S~~Safety ~~s~~Specialists. Managers ~~cannot~~ must not refuse an investigation or deny NIOSH entry onto the premises. However, ~~but~~ they ~~can~~ may request time to coordinate with ~~the Manager, Safety (Area)Sr.~~ senior ~~s~~Safety ~~s~~Specialists. A ~~m~~Manager ~~should~~ must not initiate a request to NIOSH for an HHE without consulting with ~~Area SafetySr.~~ Senior Field Safety.

5-1.2 Executives' and Managers' Safety and Health Program and Compliance Guide

request to NIOSH for an HHE without consulting with the Manager, Safety (Area) Sr. Field Safety.

45-1.2 Steps to Take

Managers must tTake the following steps to ensure the expeditious handling of that employee safety complaints are handled expeditiously:

- Ensure that PS Forms 1767 submitted, or entered intoentered into SHMT, by employees are properly tracked, and responded to, , and recorded in the STK in in accordance with ELM section 824.6, "Investigating Employee Reports of Hazard, Unsafe Condition, or Practice."

- Hold sSsupervisors responsible for timely responseding timely to submitted PS Forms 1767.

- Place the highest priority on responding to requests by OSHA for investigation of employee complaints, as follows:

  - Upon receipt of such a request, notify the installation head and the supporting Safety oOffice.

  - Make sure the response to OSHA is signed by the installation head and transmitted on time (within 5 working days).

- Notify the Manager, Safety (Area) Sr.Senior Field Safety if NIOSH communicates the intent to conduct an HHE.

5-24-2 OSHA Inspections and Citation Management — Postal Service Responsibilities

45-2.1 Executives and Managers

Executives and mMmanagers must do the following:

- Achieve compliance with OSHA standards as part of their overall sSsafety and hHhealth responsibilities.

- Lead the OSHA compliance effort.

- Review and be familiar with ELM section 825, "OSHA Inspections.," (The ELM is available at

- https://blue.usps.gov/cpim/manuals.htm.)

- Review OSHA guidance on conducting of inspections, information on eEemployer rRrights and rRresponsibilities, and other Sssafety and Hhhealth information available at https://www.osha.gov.

45-2.2 Installation Heads

Installation heads must do the following:

- Achieve compliance with OSHA standards within the facilities under their control.

  Review and be familiar with ELM section 825, "OSHA Inspections." (The ELM is available at

- *https://blue.usps.gov/cpim/manuals.htm.*)

- Review OSHA guidance on conducting inspections, information on employer rights and responsibilities, and other safety and health information available at *https://www.osha.gov*.

For more information on OSHA inspections and compliance activity, and employer rights and responsibilities following an OSHA inspection is available on the "OSHA® FactSheet: Occupational Safety and Health Administration (OSHA) Inspections" at https://www.osha.gov/sites/default/files/publications/factsheet-inspections.pdf. OSHA inspections and compliance activity see Publication 2098, available at http://www.osha.gov/Publications/ osha2098.html https://www.osha.gov/sites/default/files/publications/factsheet-inspections.pdf.

For information on Employer Rights and Responsibilities following an OSHA inspection see the OSHA Inspection Fact sheet, available at e Publication 3000, available at http://www.osha.gov/ Publications/osha3000.pdf. .

45-2.3 Safety and Environmental Performance ManagementOccupational Safety and Health (OSH)

Safety and Environmental Performance Management (SEPM),OSHHS Headquarters: Employee Resource Management (ERM), Headquarters:

- Oversees the citation management process for Headquarters.
- Coordinates responses to citations for violations with the General Counsel and affected Headquarters responses to citations for violations organizations.
- Provides Oversees quality control oversight of the citation information entered in the OSHA Citation Management in SHMT.Tool (OCMT).
- Resolves discrepancies in the information with the responsible sSsafety specialist.
- Performs analysisAnalyzes of the citation information.
- Reports the results of the analysis to key Postal Service personnel.
- Identifies national opportunities to prevent further citations and improve safety and health programs based on the analysis of the citation data.
- Provides Assists on-site assistance into the resolveution of citation issues as required.

45-2.4 General Counsel

The Postal Service General Counsel's centralized OSHA uUnit:

- Oversees the legal aspects of the citation management process nationally, both at at Headquarters and in the fField.
- Approves Is responsible for approving all citation-related correspondence to be sent to OSHA.
- Prepares all protective notices and notices of contest and mails them to OSHA.
- Prepares all protective notices and mails them to OSHA.
- Prepares and distributes additional correspondence to OSHA foron selected citations as determined on a citation -by -citation basiscitation-basis.
- Provides consultative assistance to Occupational Safety and Health.

fField staff and Senior Sr. Field Safety personnelSEPM.

- Provides on-site assistance toHelps Occupational Safety and Health f, Field staff and Sr. Senior Field Safety personnel in the resolution ofresolve citation issues as needed.

- Oversees and handles Accomplishes all required litigation with the Occupational Safety and Health Review Commission and federal courts.

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Resolves discrepancies in the information with the responsible counsel.

45-2.5 **Managing Counsels in Field Offices**

~~Managing counsels in Postal Service field offices:~~
~~Maintain close coordination with the General Counsel.~~
~~Oversee the legal aspects of the citation management process in the field.~~
~~Approve all citation-related correspondence sent to OSHA.~~
~~Prepare all notices of contest and mail them to OSHA.~~
~~Prepare all protective notices and mail them to OSHA.~~
~~Prepare and distribute additional correspondence to OSHA on selected citations as determined on a citation-by-citation~~ basis~~citation basis.~~
~~Provide consultative assistance to performance cluster~~field~~and area safety~~Sr. Field Safety ~~personnel.~~
~~Provide on-site assistance in the resolution of citation issues as needed.~~

45-2.56 Maintenance Policy and Programs, Engineering

Maintenance Policy and Programs, Engineering, Headquarters:

- ~~Assists in the~~Helps implement~~ation of~~ programs to abate systemic maintenance-related hazards.
- Distributes OSHA citation information to appropriate personnel.

45-2.67 Maintenance Operations (Area)

~~The~~ Managers of~~,~~ Maintenance Operations (Area):

- Oversee ~~the~~ abatement of hazards resulting in violations in their area of responsibility.
- Support d~~D~~district and p~~P~~plant m~~M~~managers in ~~the~~ abat~~ing ement of~~ hazards.
- ~~Assist in the~~Help implement~~ation of~~ programs to abate systemic maintenance-related hazards.

45-2.78 Facilities Service Offices

Personnel in ~~the~~ Facilities Service o~~O~~ffices ~~ensure~~ make sure that processes are in place to ensure prioritiz~~ation of~~ing projects based on OSHA citations and abatement schedules.

- Identifies additional information needs for the environmental program and coordinates with Manager, OSHA Coordination, to obtain the needed information.
- Distributes OSHA citation information that may impact the environmental program to headquarters and field environmental personnel.

45-2.8910 Safety Specialists and Analysts

District andField plant ssSafety specialists, assigned by the mMmanagers of Safety and Health within each performance clusterdDistrict, enter OSHA inspection and citation data into the OCMTSHMT. To perform this task, they must:

- Enter citation information for facilities in their area of responsibility (including Headquarters field units) as soon as they are received, but no later than by close of business (COB) on the day the citation is received from OSHA.

- Fax or e-mail copies of the citation to SEPMOSH, and the General Counsel at Headquarters, and to Senior. Field Safety the Manager, Safety (Area), preceding the faxes or emails with a telephone call.

- Keep the citation information current and accurate as hazards are abated and citation management activities progress. Enter this information as soon as these activities are accomplished, but no later than COB that day.

- Enter abatement actions as soon as they are accomplished, but no later than COB that day.

- Keep the Manager, Safety (Area) Seniorr. Field Safety and the responsible manager informed.

- Keep the responsible manager informed.

- Facilitate abatement actions with responsible managers.

- Before transmittal, cCoordinate all citation-related correspondence to OSHA with SEPM OSH, and the General Counsel at Headquarters, and with managing counsels, field offices, and Manager, Safety (Area)Srenior. Field Safety. before transmittal.

54-2.9110 Safety (Area)

The Managers, Safety (Area)The Seniorr. Field Safety office will oversees the citation management process within their its areas. TheSenior Field Safety personnely:

- Identify facilities, program areas, and procedures within their areas that require improvement, and notify management.

- Assist in theHelp implementation of nationally targeted efforts to improve program areas and procedures.

- Before transmittal, cCoordinate all citation-related correspondence to OSHA with SEPM OSHHS, and the General Counsel at Headquarters, and with their area legal staff representative before transmittal.

5-34-3   The OSHA Citation Management Toolin SHMT

45-3.1 About the SHMTOCMT

The Safety and Health Management Tool (The OCMT SHMT) is a real-time application that sSsafety sSspecialists use to record OSHA inspection and citation information. Once sSsafety sSspecialists digitally enter the key information from OSHA citations, the information is made electronically available in a series of views, reports, and charts. OCMT SHMT users with authorized access may can view the data or print the presentation-quality reports and charts. The views, reports, and charts present the inspection information in logical, easy-to-understand formats that simplify analanalyzingysis of the data.

The goal of offering the ~~OCMT~~ SHMT is to provide quick and reliable access to OSHA

inspection information so that managers:

- ~~A~~Managers ~~a~~ddress citation settlement promptly.
- ~~E~~Managers ~~e~~nsure prompt abatement of hazards.
- ~~S~~Managers ~~s~~ee the types of citations their facilities or like facilities receive and take appropriate preventive or corrective action at their facilities.
- Managers ~~ca~~y~~n~~ identify trends in the OSHA citations and develop action plans to prevent similar citations at like facilities.

The SHMT also allows t~~T~~he Postal Service to maintain~~s~~ an accurate electronic record of OSHA citations.

4~~5~~-3.2 Access

The opening inspection screen shows the main view of the citation data,

year - to - date, and provides:

- A list of inspections by area and access to the full text of each inspection report~~.~~ ~~via hyperlinks~~.
- Access to data- entry forms for new citations by:
  - ~~C~~clicking the "~~New~~Audit" tab at ~~the top of the~~left on~~f~~ the home page; ~~., as follows.~~
  - ~~Then c~~Clicking "~~I~~inspection M~~m~~anagement.~~ the citation number link to display general information on the specific citation;~~." and then
  - ~~C~~Clicking on~~the Violations tab at the top of the page~~ "~~I~~inspections."

To ~~and~~ locate~~d~~ the applicable OSHA inspection, ~~u~~se~~tilizing~~ the search option to view ~~the~~ details of each violation associated with the citation. To review entries, s

~~Click the reports tab at the top of the page or click the reports module in the left navigation bar.~~

~~Select OCMT from the drop-down list to display the menu of reports for OSHA citations.~~

~~OCMT data is available for analysis using a series of six different summary and detail reports and one chart. The~~ Select report ~~titles clearly~~ tabs located at the bottom of the page.

~~to review entries. describe the information presented in each of the reports.~~

~~To assist users~~For help, ~~OCMT offers the following modules~~contact Senior~~Sr.~~ Field Safety or l~~L~~ocal Field Safety. ~~:~~

- ~~Help — Provides access to the online user's manual, the toll-free help line, and a quick way for users to send suggestions for improvement to the STK management team.~~
- ~~Search engine — Provides the capability to search the database by key words.~~

Postal Service Executives' and Managers' Safety and Health Planner

Demonstrate Safety Principles	Activity	OctYes	NovNo	Comments/Required Actions
Personal Commitment	Post current policy statement			
	Send memos to targeted employee groups			
	Prepare articles on safety issues			
	Review budget for safety issues			
	Review accident data (SHMT and the Safety Dashboard)			
	Establish aAccident-rReduction pPlans			
	Establish an Executive Safety and Health (S&H) Committee (Area, PC, Plant)			
	Attend Executive S&H Committee meetings (quarterly)			
	Attend Joint Labor-Management S&H Committee meetings			
Involvement in Safety	Conduct field visits			
	Meet with craft sSsupervisor			
	Meet with sSafety staff			

	Attend ceremonies (e.g., Ssafety and Ssafe Ddriver awards awards, VPP)			
	Visit orientation and training sessions			

Demonstrate Safety Principles Demonstrate Safety Principle	Activity	Oct -Yes	Nov -No	Comments/Required Actions
Facility Conditions	Inspect and Observe:			
	▪ Facilities – clear aisles and passageways, exits, etc..etc.			
	▪ Vehicles – vehicles off street and chocked;. vehicles in good condition.			
	▪ Driving – driver's license checked			
	•—Work			
	▪ practices and behaviors			
	Check paperwork and records			
Accountability	Inspect and Observe:			
	Review inspection and action plans (in SHMT)data			
	Review accident reduction target progress Review OSHA citations and abatements (in SHMT)			
	Review OSHA citations and abatements (in OCMT)Review accident reduction target progress (Safety Dashboard)			
	Ensure that personnel evaluations Include safety performance			
	OSHA 300a posted from Feb 1 – AprilFeb 30)?			
	Ensure 5 years of OSHA records are available for review.			
	Review any past OSHA inquiries to ensure the facility is in compliancecomplies with OSHA requirements.			

Executives' and Managers' Safety Observation Checklist

When in a facility check for:

D Housekeeping. Are floors free of slip, trip, fall hazards; are storage areas clean and neat?

D Blocked or unmarked exits.* Are all emergency exits marked as exits?

D Are routes to exits clear, unobstructed, and marked with readily visible signs?

D Suspect electrical or wiring conditions.*Are outlets in good condition and free of exposed wires?

D Are extension cords used only for temporary wiring purposes?

D Guarding and condition of mechanization.* Are there missing guards on MPE, nonoperational warning lights?

D Condition of mail transportation equipment. Is mail transport equipment in good condition, free of sharp edges and broken parts?

D Condition of lobbies and customer service areas. Are lobbies and customer service areas neat, clean, and free of slip, trip, and fall hazards, sharp edges, and items that could fall?

Check vehicles for:

D Notice 76, *Expanded Vehicle Safety Check.*

D Accident reporting kits. Are driver daily vehicle inspection records on file and complete?

D Unrepaired and/or unreported damage. Are vehicles in good condition?

D Parking procedures. Are vehicles parked correctly to limit roll away/run away?

D Observe work practices in facilities and on the street for:

D Handling and lifting. Do employees use proper lifting techniques?

D Pushing and pulling. Ensure employees push rather than pull equipment.

D Footwear. Do employees wear slip-resistant footwear that is in good condition?

D Lockout/tagout procedures.*

D Are records of safety talks available for review?

D Driving. Are semi-annual supervisor driver observations on file and complete?

D Contractor safety performance.*

D Employee postures/hand mechanics.

Check paperwork and records for:

D Required training is delivered and documented.* Are employee training records available for review?

D PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice,* is handled promptly.* Is the Hazard Log maintained in the Safety Toolkit?

D Is the OSHA 300 Log current and is the OSHA Form 300A signed and posted (Feb to Apr)? *

D Are written OSHA programs such as Lockout/Tagout, Hazard Communication, Asbestos Operations and Maintenance, available for review?*

D Is OSHA Poster 2203, *Job Safety and Health Protection,* or OSHA Poster 3165, *You Have a Right to a Safe and Healthful Workplace,* posted?*

*Indicates a critical OSHA compliance item.

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