



June 28, 2024

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

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Dear Ivan:

As a matter of general interest, the Postal Service has created a new safety guide for Logistics supervisors and managers titled, *Logistics Supervisor's Training Guide*.

This guide is intended to emphasize the safety and health responsibilities of Postal Vehicle Services (PVS) supervisors and managers, including completion of job safety analysis and accident handling. The guide is a compilation of provisions that are found in current Postal Service safety handbooks, such as the EL-801, *Supervisor's Safety Handbook*, EL-804, *Safe Driver Program*, and Management Instructions (MI) PO-720-2010-1, *Alcohol and Drug Testing of Employees With a Commercial Driver's License*

Enclosed on compact disc (CD) is a copy of the *Logistics Supervisor's Training Guide*.

If you have any questions or concerns regarding this matter, please contact Robert Ocasio at 813-382-0869.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shannon R. Richardson".

Shannon R. Richardson
Director
Contract Administration (APWU)

Enclosure



Logistic Supervisor's Training Guide

May 2024

Transmittal Letter

A. Explanation. This guide emphasizes the safety and health responsibilities of Postal Vehicle Services supervisors and managers. It gives direction on promoting safety and health and completing job safety analyses. It also provides guidance for dealing with accidents, including reporting, determining causes, and prevention. This handbook gives supervisors the information and techniques they need to support Postal Service™ safety and health policies.

B. Online Availability. This handbook is available on the Postal Service *Policy Net* Web site: XXXXXXXXXX

C. Comments. Comments and questions about the content of this document can be submitted in writing to:
OCCUPATIONAL SAFETY AND HEALTH US POSTAL SERVICE 475
L'ENFANT PLZ SW RM 1831 WASHINGTON DC 20260-4261

D. Effective Date. This handbook is effective May 2024.

A handwritten signature in cursive script that reads "Linda DeCarlo".

Linda DeCarlo,
Sr. Director, Occupational Safety & Health
USPS



Occupational Safety & Health

Logistic Supervisor's Training Guide



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Table of Contents

Frequently Used Acronyms.....	10
Exhibits	12
1 Introduction	13
1-1 Purpose.....	13
1-2 Postal Service Safety Philosophy	13
1-3 Good Safety Supervision	14
1-4 Employer Responsibilities.....	16
1-5 Employee Rights and Responsibilities.....	16
1-6 Supervisor Responsibilities	17
2 Accident Prevention	18
2-1 Supervisor Training.....	18
2-2 The Role of the Safety Professional.....	19
2-3 Your Responsibility When Employees Report Hazards	20
2-4 Safety Talks.....	22
2-5 Gemba Walks	23
2-6 Observation of Driving Practices	23
2-7 Observation of Work Practices.....	24
2-8 Safe Driver Awards	24
3 Accident Investigation	25
3-1 Purpose of an Accident Investigation.....	25
3-2 Investigating an Accident	25
3-3 Preparing the Accident Report	27
3-3.1 Completing PS Form 1769, Accident Report.....	27
3-3.2 Submitting the Accident Report	27
3-3.3 Examples of Corrective Measures	28
3-3.4 Possible Causative Factors.....	28
3-3.5 Accident Investigation Follow-up	29
3-4 Requirements for Reporting Fatalities and Serious Accidents	30
3-4.1 Reporting Serious Accidents.....	30
3-4.2 Reporting to the Occupational Safety and Health: Special Circumstances.....	31
4 Motor Vehicle Safety	32
4-1 Driving Responsibilities	32

4-1.2	Driver’s License Verifications.....	32
4-1.3	Incidental Driver’s and Non-Driving Employees	32
4-1.4	Special Requirements for Operators with CDLs	33
4-1.5	Suspension and Revocation of Driving Privileges	34
4-1.6	Procedures.....	34
4-1.7	For Unsafe Driving.....	35
4-1.8	In Case of an Accident	35
4-2.1	Ability to Operate Motor Vehicles	36
4-2.2	Alcohol and Drug Testing Procedures.....	36
4-2.3	Post Accident.....	36
4-2.4	Reasonable Suspicion.....	36
4-2.5	Random Testing for Alcohol.....	37
4-2.6	Random Testing for Drugs.....	37
4-2.7	Return -to-Duty and Follow-Up Testing	37
4-3.1	Motor Vehicle Safety Rules	37
4-3.2	Seat Belts and Vehicle Doors.....	39
4-3.3	Loading and Unloading	39
4-3.4	Straps.....	40
4-3.5	Backing Vehicles.....	40
4-3.6	Fueling Vehicles.....	40
4-3.7	Parking Vehicles	40
5	Logistic Operations.....	41
5-1	Defective Equipment and Machinery	41
5-2	Dock Plates.....	41
5-3	Dock or Scissor Lifts.....	42
5-4	Yard and Dock Operations.....	43
5-5	Powered Industrial Vehicles (PIV).....	44
5-5.1	Powered Industrial Trucks (PIT).....	44
5-5.1.1	General.....	44
5-5.1.2	Operating Powered Industrial Trucks	44
5-5.1.3	Lifting and Towing with Powered Industrial Trucks.....	46
5-5.1.4	Warning Devices and Personal Protective Equipment for Powered Industrial Trucks	47

6 Facilities on Airports	48
6-1 Operation of Motor Vehicles on the Airfield.....	48
6-2 Use of Motorized Transport Equipment in Aircraft Operation Areas at Airports	48
7 General Safety Rules and Regulations	49
7-1 Leaking Packages.....	49
7-2 Caution and Warning Signs.....	49
7-3 Defective Equipment.....	50
7-4 Electrical Cords and Receptacles.....	50
7-5 Fire Prevention and Emergency Action	51
7-5.1 General.....	51
7-5.2 Emergency Action Plan.....	51
7-5.3 Fire Prevention Plan.....	52
7-5.4 Fire Equipment Color Coding.....	52
7-5.5 Fire Drills	52
7-5.6 Electrical Appliances.....	53
7-5.7 Emergency Lighting.....	53
7-5.8 Emergency Telephone Numbers	54
7-5.9 Exits and Signs.....	54
7-5.10 Emergency Evacuation Teams	55
7-5.11 Fire Extinguishers	55
7-5.12 Fire Inspections.....	56
7-6 First Aid.....	57
7-6.1 General.....	57
7-6.2 First Aid Kits	57
7-7 Floors	58
7-7.1 General.....	58
7-8 Footwear.....	59
7-8.1 General.....	59
7-8.2 Body of the Shoe	59
7-8.3 Heels and Soles	59
7-8.4 Unacceptable Shoes	60
7-9 Slips, Trips, and Falls	60
7-10 Pushing in Stead of Pulling	60

7-10.1 Pushing	60
7-11 Housekeeping	61
7-11.1 General	61
7-11.2 Sharp Objects	62
7-11.3 Animal Interference	62
7-11.4 Storage	62
7-11.5 Inspection of Storage Lockers	62
7-11.6 Storage on Top of Lockers	62
7-12 Knives and Cutting Devices	63
7-13 On-the-Job Safety Review Analysis	64
7-13.1 General	64
7-13.2 Selecting Jobs for Analysis	64
7-13.3 Preparing a Job Safety Analysis	64
7-13.4 Using a Job Safety Analysis	65
7-13.5 Updating a Job Safety Analysis	65
7-14 Maintaining Parking Lots, Platforms, Driveways, and Sidewalks	66
7-14.1 Lighting	66
7-14.2 Removing Snow and Ice	66
7-15 Personal Safety and Crime Prevention	66
7-16 Radio Headsets	67
7-17 Smoking	67
7-18 Required Postings	68
Appendix A	70
Appendix B	72
Appendix B Cont.	73
Appendix C	74
Appendix C Cont.	75
Appendix D	76
Appendix E	78
Safety Reference Materials	78
E-1 Code of Federal Regulations	78
E-2 Postal Service	78
E-2.1 Policy Net and the Material Distribution Center	78

E-2.2 Safety Resources and the Safety Dashboard.....	80
E-3 Department of Labor.....	80
E-3.1 Office of Workers’ Compensation Programs	80
E-3.2 Occupational Safety and Health Administration	80
E-4 Department of Health and Human Resources	81
E-5 Department of Transportation	81
E-6 Environmental Protection Agency	81
E-7 General Services Administration	82
E-8 National Fire Protection Association	82
E-9 Underwriters Laboratories Inc.....	82
Appendix F	83
Appendix G	84

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Frequently Used Acronyms

ANSI American National Standards Institute
RPDC/P&DC Regional Processing Distribution Center
CDL Commercial driver's license
CFR Code of Federal Regulations
CHEMTREC Chemical Transportation Emergency Center
COP Continuation of Pay
DDC Defensive Driving Course
DOL Department of Labor
DSI Driving Safety Instructor
EAP Emergency Action Plan
ELM Employee and Labor Relations Manual
OTR Over-the-Road Container
FECA Federal Employees' Compensation Act
FPP Fire Prevention Plan
GPMC General Purpose Mail Container
GSA General Services Administration
HAZMAT Hazardous Materials
HBK Handbook
JSA Job Safety Analysis
MI Management Instruction
MMO Maintenance Management Order
MPC Multipurpose Container (GPMC, ERM, Post Cons)
MVO Motor Vehicle Operator
NFPA National Fire Protection Association
OJI On-the-Job Instructor
OSHA Occupational Safety and Health Administration
OWCP Office of Workers' Compensation Programs
PIT Powered Industrial Truck
PIV Powered Industrial Vehicle
PPE Personal Protective Equipment
PS Postal Service (use this acronym only to identify forms)
PVO Postal Vehicle Operator
PVS Postal Vehicle Service
SF Standard Form
SOP Standard Operating Procedure
SWI Standard Work Instruction
SV Surface Visibility
TTO Tractor-trailer operator

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Exhibits

Exhibit 1-3	
Seven Keys to Good Safety Supervision	15
Exhibit 2-3	
Excerpt From Title 29, Code of Federal Regulations	20
Exhibit 2-4	
PS Form 1767	21
Exhibit 4-1	
Procedures to Suspend or Revoke Postal Service Driving Privileges	34

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1 Introduction

1-1 Purpose

The purpose of supervisor training guide is to:

- Help supervisors and managers understand their roles in the Postal Service commitment to a safe, drug-free, and healthful workplace.
- Understand the Postal Service rules, regulations, rights, and responsibilities of the employees you supervise.
- Ensure employees have the resources to complete work in a safe environment.
- Promote safety programs, recognize and correct unsafe acts, working conditions, and practices.
- Ensure accountability for effective programs in all facilities.

1-2 Postal Service Safety Philosophy

The Postal Service's position is that:

- a. Any injury can be prevented. This goal is realistic, not just theoretical. Supervisors or managers having primary responsibility for the wellbeing of employees must fully accept this principle.
- b. Management, including all levels through the initial and line-level supervisors, are responsible and accountable for the prevention of accidents and control of resultant losses. Just as the line organization is responsible for attaining production levels, ensuring quality of performance, maintaining good employee relations, and operating within cost and budget guidelines, supervisors and managers must likewise accept their share of responsibility for the safety and health of employees.
- c. It is possible to safeguard all operating exposures that can result in accidents and injuries, but it is better to eliminate the sources of danger. However, where this is not practical, management must use protective measures, such as machine guards, safety devices, and personal protective equipment, and take administrative actions.

- d. All employees must be trained in proper work procedures and must be educated to work safely and to understand that they are responsible for doing so. Management is responsible for the adequate safety training and education of employees. However, all employees must be convinced that they are responsible for working safely, and that in doing so, they benefit not only their organization but also themselves.
- e. From the standpoint of both efficiency and economy, preventing personal injuries on and off the job is good business practice. Injuries cost money, reduce efficiency, and cause human suffering.

1-3 Good Safety Supervision

Carefully review Exhibit 1-3, Seven Keys to Good Safety Supervision, to reduce or eliminate accidents in your work unit.

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Exhibit 1-3

Seven Keys to Good Safety Supervision

Seven Keys to Good Safety Supervision

Key #1 Set a Good Example

The phrase "actions speak louder than words" is an excellent guide. The example you set must reflect your sincere belief in good safety practices and alertness for hazards. Some specific suggestions are:

- a. Observe all safety and fire protection rules. If you make exceptions to such rules for your own convenience, regardless of the reason, you will seriously undermine the safety effort in your area.
- b. Wear personal protective equipment (PPE) where required; this is a good way to "sell" wearing PPE and demonstrates that it's the smart thing to do. This is true even if you are not exposed to the same degree of hazard as your employees.
- c. Discuss some aspect of safety with your employees every day. The discussion doesn't need to be a formal safety talk; it can simply be an informal mentioning of some aspect of safety. But the discussion makes safety a part of each day's activities and demonstrates your own interest in safety.
- d. Be enthusiastic about safety. The enthusiasm you display will generate enthusiasm in your employees.
- e. Give safety priority. Don't ever let quality, production, or cost considerations compromise safety or fire protection.

Key #2 Know the Operation

To be able to understand and evaluate fully the safety and fire hazards involved, you must thoroughly understand the entire process or operation for which you are responsible.

Key #3 Be Alert to Unsafe Conditions

Make every trip through your workplace an impromptu inspection tour; identify and correct hazards that might cause injuries.

Key #4 Inspect Often and Intelligently

Safe working conditions can be achieved only by finding and eliminating unsafe conditions and practices. Inspections help do this. While safety personnel and inspection committees should do some inspections, there is no substitute for a supervisor's first-hand look. Include some of your employees on an inspection team to show them that they have a part in the safety effort. This gives you a chance to illustrate the standards of performance you expect.

Key #5 Take Effective Corrective Action

To be effective, you must translate your observations into effective corrective action. Make it clear that correction of an unsafe practice is not a reprimand, but a step toward improved safety performance. To be effective, you must correct unsafe practices promptly. Act while details of the incident are fresh in everyone's mind and you will give the impression that you are prompt and decisive.

Key #6 Maintain Discipline

When safety performance falls below reasonable levels and there are no extenuating circumstances, you may need to take disciplinary action. Make disciplinary action consistent and fair to keep employee resentment at a minimum. Remember that the objective of disciplinary action is to improve performance. When workers ignore the rules, accidents occur. As a supervisor, you have no choice but to get tough and stay that way.

Key #7 Know Your Team Members

The ability of employees to do a specific job depends on their education, training, experience, and general capabilities. To achieve the safest, most efficient performance, you must know each individual employee's characteristics when you plan job assignments, training programs, and performance reviews.

1-4 Employer Responsibilities

No employer may allow, require, permit, or authorize a driver to operate a Commercial Motor Vehicle (CMV) in the United States if the employer knows or should reasonably know that any of the following circumstances exists:

- a. During any period in which the driver does not have a current Commercial Learner's Permit (CLP) or CDL or does not have a CLP or CDL with the proper class or endorsements.
- b. During any period in which the driver has a CLP or CDL disqualified by a State, has lost the right to operate a CMV in a state, or has been disqualified from operating a CMV.
- c. During any period in which the driver had more than one CLP or CDL.
- d. During any period in which the driver, or the CMV the driver operating, or the motor carrier operation, is subject to an out-of-service order.
- e. In violation of a Federal, State, or local law or regulation pertaining to railroad-highway grade crossings.

1-5 Employee Rights and Responsibilities

Employees have the right to:

- a. Become actively involved in the Postal Service Safety and Health Program and be provided a safe and healthful work environment.
- b. Report unsafe and unhealthy working conditions using Postal Service (PS) Form 1767, *Report of Hazard, Unsafe Condition, or Practice*.
- c. Consult with management through appropriate employee representatives on safety and health matters, such as program effectiveness and participation in inspection activities where permissible.
- d. Participate in the Safety and Health Program without fear of restraint, interference, coercion, discrimination, or reprisal.
- e. Maintain appropriate license(s) to carry out their duties.
- f. Notify management if their driver's license issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation), within 30 days after conviction.

OSHA requires workers to comply with all safety and health standards that apply to their actions on the job. Therefore, employees must:

- a. Read OSHA Posters, *Job Safety and Health Protection*: 3165 (in English), 3167 (in Spanish), or 2203. (Posters 3165 and 3167 supersede Poster 2203, which will eventually be discontinued.)
- b. Follow the employer's safety and health rules and wear or use all required gear and equipment.
- c. Follow safe work practices for their job as directed by their employer.
- d. Report hazardous conditions to a supervisor or safety committee.
- e. Report hazardous conditions to OSHA if the employer does not fix them.
- f. Cooperate with OSHA inspectors.

1-6 Supervisor Responsibilities

The Occupational Safety and Health Act requires employers to provide a safe and healthful workplace free of recognized hazards and to follow Occupational Safety and Health Administration (OSHA) standards. Employers' responsibilities also include providing training, medical examinations, and record keeping.

As a Postal Service supervisor, you are the backbone of our Safety and Health Program. You are in a highly visible leadership position that requires setting the standard for accident prevention. You are responsible for implementing written programs and action plans, monitoring employees' safety performance, and preventing operational safety errors. To properly exercise your responsibility, you must know Postal Service safety rules and regulations and the rights and responsibilities of the employees you supervise. (Employee rights and responsibilities are explained in [1-5](#).)

You can find safety rules and regulations in this handbook and in:

- a. Handbook EL-814, *Postal Employee's Guide to Safety*.
- b. Chapter 8 of the *Employee and Labor Relations Manual* (ELM).
- c. Handbook EL-803, *Maintenance Employee's Guide to Safety*.
- d. Handbook EL -801, *Supervisor's Safety Handbook*
- e. Publications listed in Appendix E.
- f. Management Instruction 720, Alcohol and Drug Testing
- g. Handbook EL-804, *Safe Driver Program*
- h. Dock and Yard Safety Guide for Logistic Employees
- i. Handbook PO 502, *Mail Transport Equipment*
- j. Blue Tube Videos, National Safety Channel

2 Accident Prevention

2-1 Supervisor Training

All supervisors/managers designated as those who determine reasonable suspicion for purposes of requiring an alcohol or drug test must undergo at least 1 hour of training on alcohol misuse and at least 1 additional hour of training on drug use. This training must cover the physical, behavioral, speech, and performance indicators of controlled substance use and will normally be performed by the district OHNA.

The DOT mandates that all employers provide to all driver's educational materials that explain the alcohol and drug testing requirements and the employer's policies and procedures with respect to meeting those requirements. These materials must include the following information:

1. The identity of the person designated by the employer to answer questions about the materials.
2. The categories of employees subject to these regulations and a description of safety-sensitive functions and prohibited driver conduct.
3. The circumstances under which alcohol and drug testing will be conducted and the testing procedures.
4. The consequences of failing or refusing to take a test.
5. Information on the effects of alcohol and drug use on an individual's health, work, and personal life and on methods of intervening when a problem is suspected. Postal Service educational materials also contain information on disciplinary procedures for the possession and use of alcohol or drugs.

2-2 The Role of the Safety Professional

As a supervisor or manager, you need to be in close contact with the safety professional in your district or plant. It is very important that you understand the role of the safety professional. In addition to performing the functions found in ELM Chapter [8](#), Safety and Health, the safety professional does the following:

- a. Provides advice and technical knowledge to all levels of management about safety, health, and fire protection matters.
- b. Reviews safety, health, and fire protection plans.
- c. Recommends actions and solutions to resolve safety and health problems.
- d. Helps to train supervisors so they can better fulfill their safety responsibilities.
- e. Helps to orient new employees by informing them of their safety responsibilities.
- f. Develops, administers, and promotes safety and health programs.
- g. Provides management with an analysis of accidents so action plans can be developed.
- h. Coordinates with appropriate environmental professionals on environmental issues that affect employee health.

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2-3 Your Responsibility When Employees Report Hazards

Be aware of information from the *Code of Federal Regulations* (CFR) (see [Exhibit 2-3](#)) concerning employee rights and responsibilities, including the employee responsibility to report hazards.

Exhibit 2-3 Excerpt From Title 29, Code of Federal Regulations

29 CFR (part 1977)

§ 1977.12 Exercise of any right afforded by the Act.

(a) In addition to protecting employees who file complaints, institute proceedings, or testify in proceedings under or related to the Act, section 11(c) also protects employees from discrimination because of the exercise "of any right afforded by this Act."...

(b)(1) On the other hand, review of the Act and examination of the legislative history discloses that, as a general matter, there is no right afforded by the Act which would entitle employees to walk off the job because of potential unsafe conditions at the workplace. Hazardous conditions which may be violative of the Act will ordinarily be corrected by the employer, once brought to his attention....

(2) However, occasions might arise when an employee is confronted with a choice between not performing assigned tasks or subjecting himself to serious injury or death arising from a hazardous condition at the workplace. If the employee, with no reasonable alternative, refuses in good faith to expose himself to the dangerous condition, he would be protected against subsequent discrimination. The condition causing the employee's apprehension of death or injury must be of such a nature that a reasonable person, under the circumstances then confronting the employee, would conclude that there is a real danger of death or serious injury and that there is insufficient time, due to the urgency of the situation, to eliminate the danger.... In addition, in such circumstances, the employee, where possible, must also have sought from his employer, and been unable, to obtain a correction of the dangerous condition.

§ 1977.22 Employee refusal to comply with safety rules.

Employees who refuse to comply with occupational safety and health standards or valid safety rules implemented by the employer in furtherance of the Act are not exercising any rights afforded by the Act. Disciplinary measures taken by employers solely in response to employee refusal to comply with appropriate safety rules and regulations, will not ordinarily be regarded as discriminatory action prohibited by section 11(c). This situation should be distinguished from refusals to work, as discussed in § 1977.12.

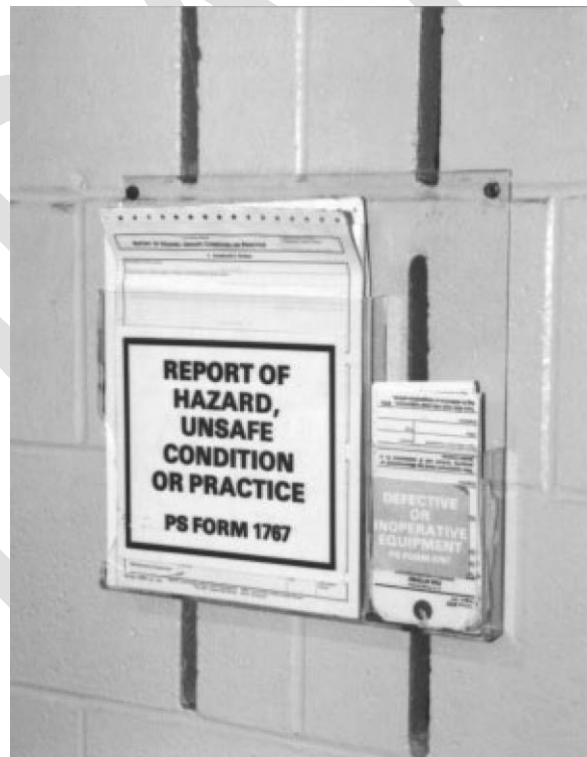
When reporting hazards, your employees are encouraged to complete PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice* (see [Exhibit 2-4](#)). You must ensure that a supply of PS Forms 1767 is available in your work unit so that employees can obtain them while maintaining their anonymity. The purpose of PS Form 1767 is to provide a channel of communication between employees and management that ensures prompt analysis and corrective action in response to reports of alleged hazards, unsafe conditions, or unsafe practices.

Just as your employees have a responsibility to file reports of hazards, you have a responsibility to promptly (within your tour of duty) investigate the alleged hazard, respond to your employees using the blue copy of PS Form 1767 and document the event in the Safety and Health Management Tool.

Resolve the hazard, unsafe condition, or practice issues if possible. Complete a work order and attach it to the top copy of PS Form 1767. Follow up to see that the hazard, unsafe condition, or practice has been corrected. Notify the employee of the results.

Exhibit 2-4

PS Form 1767



2-4 Safety Talks

Scheduled safety talks are intended to promote safety awareness. All line supervisors/managers are required to conduct safety talks at least once a week with their employee groups, including temporary, casual, and relief personnel. Make sure all employees receive the messaging, including anyone who is not scheduled to work that day. Give weekly talks on a different day of the week to include everyone.

It is important to make the topics of safety talks relevant to your work situation and interesting to your employees. Involve them in developing topics and provide an opportunity for discussion and demonstration when applicable. Publication 129, *Safety Talks*, is an excellent resource.

Your talks can be an effective method of maintaining interest in safety. Review these keys to making a good safety talk: a. Prepare your talk carefully.

- a. Try to confine each talk to one major subject; avoid rambling.
- b. Choose a general or specific safety policy or subject, but keep the talk interesting and targeted.
- c. Be specific whenever possible. For example, if you discuss housekeeping, highlight the danger of loose objects on the floor.
- d. Use visual aids or demonstrations to make your talk more interesting.

You must keep a record of all safety talks on file for 3 years, including the following:

- a. The date, time, and unit where the safety talk was given.
- b. The name of the person giving the talk.
- c. The subject of the talk.
- d. The names of employees attending the safety talk. An annotated unit roster or other automated attendance document is acceptable.

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2-5 Gemba Walks

Gemba Walks are intended to look for waste in a process. All line supervisors are required to conduct Gemba walks at least once a day. You and a few others should go to an operation and "Go see, Ask Questions and Show Respect".

The first thing you need to do is understand why you are going to this operation or work cell? Essentially, you need to identify your purpose for the Gemba Walk. This could be because the process had too many failures, you are working on a project or another reason. Once you have defined your purpose, on the Gemba Walk, you will exhibit these three things: "Go See, Ask Questions, Show Respect."

Go See: Going to See means you are going to the place of work and observing the operation. You should go at different times a day, even multiple times a day. You are there to learn what is actually happening in the process. The best advice you can get for this is to stand in one place and watch what happens. Observe the TIMWOOD in the process.

Ask Questions: Once you have watched the process thoroughly, talk to the employees and management at the operation. You need to understand their pains, and what suggestions they have to improve the operation, environment, and process.

Show Respect: Finally, and most importantly, you need to be humble and demonstrate that you are there to support the employees. You want to introduce yourself in a respectful manner and be respectful with your questions. Your approach should be from a learning mindset, and show you are there to help and that you are not the expert. You do not want to blame people, disrespect people, and tell people you have all the answers.

Once you complete your Gemba Walk and have learned what you need to learn, you can reflect and start brainstorming process/solution development with the employees.

2-6 Observation of Driving Practices

To enforce a high standard of professional driving performance, you must complete PS Form 4584, *Observation of Driving Practices* and/or PS Form 4584-T, *Observation of Driving Practices (For Tractors only)*, for each driver under your supervision twice a year and at other times deemed appropriate. You must familiarize yourself with defensive driving techniques so that you know what the common driving errors are, how they can be detected, and how they can be prevented. Utilize the HERO application for training resources and the *Informed Mobility Safety Observation* tool (IMSOT), web-based system to review the status of pending, submitted, and completed observations.

2-7 Observation of Work Practices

Observe employees on a daily basis so that you can identify and correct practices that might cause injuries. Unsafe acts include:

- a. Using equipment without authority.
- b. Pulls instead of pushing equipment.
- c. Jumping off the loading dock.
- d. Allowing equipment to roll uncontrollably.
- e. Lifting improperly.
- f. Not wearing PPE or approved safety vest in yard.

Correct unsafe work practices immediately by: (a) demonstrating proper work practices; (b) conducting training and initiating discussions; and (c) taking other corrective actions, when warranted. Even more importantly, when you observe employees carrying out safe work practices, give them positive reinforcement. Do not become complacent. Never assume that safety will take care of itself.

Place special emphasis on observing employees who:

- a. Have repeated accidents.
- b. Were recently involved in an accident.
- c. Are new (to the task, the position, the facility, or the Postal Service).

Utilize the *Informed Mobility Safety Observation* tool (IMSOT), web-based system to review the status of pending, submitted, and completed observations.

2-8 Safe Driver Awards

Postal Service drivers may be eligible for the National Safety Council Safe Driver Award. Consult your servicing safety office for information.

3 Accident Investigation

3-1 Purpose of an Accident Investigation

The primary purpose of an accident investigation is to identify the root cause or causes of the accident and to implement corrective actions to prevent similar accidents from occurring in the future. An accident investigation is a fact-finding process that involves identifying and documenting all causal factors.

The key to successful accident investigation is timeliness. Immediately conduct an on-site investigation and document the circumstances of every accident in your work area. When statements from witnesses are necessary, it is critical that you gather them as soon as possible after the accident. You must keep the witnesses separated until you can secure their respective statements. Guidance is available from your safety professional and injury compensation staff. Consult with these individuals and refer to this chapter any time you have concerns regarding accident investigations.

If a supervisor is not readily available when an accident takes place, employees must report the accident to the designated person-in-charge.

3-2 Investigating an Accident

The preparation and submission of accurate accident reports is critical to the accident prevention process. You must:

- a. **Secure the accident scene and arrange medical care.** If possible, you should immediately secure the accident site and, if necessary, arrange medical care for any injured parties. If the site is controlled by the police, identify yourself as a Postal Service supervisor, inquire about injuries to employees or customers, and then determine the security of the mail. Remember, your priority is to ensure that the injured parties receive prompt medical care.
- b. **Investigate the accident scene thoroughly.** Interview the employees and witnesses until you are satisfied that you have a complete assessment of what happened.

- c. **Complete the required documentation.** Forms used in an accident investigation are indicated below in (1) through (5).
- (1) **PS Form 1769, Accident Report**, using the Safety and Health Management Tool (SHMT), that provides a detailed account of the accident in narrative and coded formats. This is required for all accidents and injuries regardless of the severity of injury or the amount of property damage.

Note: PS Form 1769 must be completed whenever an employee sustains an injury, whether or not a CA form is submitted.

- (2) **Office of Workers' Compensation Programs (OWCP) Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**, is completed by the employee and the supervisor when an employee reports a job-related injury. The form is required to support any claim made by the employee regarding injury compensation.

The Federal Employees' Compensation Act (FECA) requires the injured employee to provide written notice of a traumatic injury within 30 calendar days of the injury to be entitled to a continuation of pay (COP). Employee failure to give notice of injury within this 30-day period may result in a loss of entitlement to COP. Also, employee failure to give notice within a 3-year period may result in the loss of compensation rights. Injured employees must use an OWCP Form CA-1 to file a traumatic injury claim.

Note: PS Form 1769 must be completed whenever an employee submits an OWCP Form CA-1.

- (3) **OWCP Form CA-2, Notice of Occupational Disease and Claim for Compensation**, is used by any employee who believes he or she has developed an occupational disease or illness. The employee must give written notice to the official supervisor when he or she first becomes aware that the condition was causally related to employment. If, for any reason, it is impractical to give notice to the employee's official supervisor, notice of the disease or illness may be given to any Postal Service official or to the OWCP.

Note: PS Form 1769 must be completed whenever an employee submits an OWCP Form CA-2.

- (4) **PS Form 1700, Accident Investigation Worksheet**, is completed by a supervisor when investigating motor vehicle and customer accidents.

Note: PS Form 1769 must be completed for all customer and motor vehicle accidents.

(5) **SF 91, *Motor Vehicle Accident Report***, must be completed by all Postal Service drivers involved in a motor vehicle accident. The form is the driver's statement of the circumstances of the accident.

Sections 245.3 and 261.23 in Handbook PO-701, *Fleet Management*, contain background information on Standard Form (SF) 91, *Motor Vehicle Accident Report*, and PS Form 1700, *Accident Investigation Worksheet*.

3-3 Preparing the Accident Report

3-3.1 Completing PS Form 1769, Accident Report

The employee's immediate supervisor must complete PS Form 1769, *Accident Report*, using the Safety and Health Management Tool (SHMT), within 24 hours of notification of an accident. First complete the written narrative on the right side, then complete the left side by using numerical codes.

As the supervisor filling out the form, you must use the code that most closely describes the circumstances of the accident. If you can't find the appropriate code, you must include a narrative description of the circumstances.

In your narrative statement, describe as clearly as possible the events that occurred during the accident sequence. Be as detailed as possible, keeping in mind that your narrative needs to provide upper management and safety personnel a clear understanding of the circumstances of the accident.

If Postal Service equipment was involved or caused the accident, identify the type, model, serial number, vehicle number, and other identifying information for the equipment.

3-3.2 Submitting the Accident Report

You must submit PS Form 1769 to the servicing safety office within 3 calendar days of the accident. Follow submission procedures explained in the General Instructions of PS Form 1769.

Note: The supervisor at the level directly above you must review and sign PS Form 1769 to vouch for its accuracy. If the form is missing data or is not properly completed, the approving supervisor will return it to you for correction before signing it.

3-3.3 Examples of Corrective Measures

Indicate on the right side of PS Form 1769 what actions you plan to take to prevent a similar accident. You may want to begin by reviewing the employee's accident history. The safety professional can provide a report on the employee's accident history during the past 5 years. Study the causes of the accident carefully and decide what corrective measures are needed. Some examples of corrective measures are to:

- a. Eliminate hazardous exposures.
- b. Develop new work procedures.
- c. Advise employees to use personal protective equipment.
- d. Train employees or provide refresher training.
- e. Enforce safety and health rules.
- f. Replace defective or malfunctioning equipment.
- g. Demonstrate good personal safety practices to reinforce employee habits.
- h. Take appropriate corrective action for violations of safe work practices.

3-3.4 Possible Causative Factors

An accident is seldom caused by one factor; usually several are involved. As the supervisor, you must ensure that you have explored every circumstance surrounding the accident. The items listed in *a* through *n* may individually or in combination contribute to the occurrence of an accident:

- a. Poor housekeeping.
- b. Improper use of tools, equipment, or facilities.
- c. Lack of proper work procedures.
- d. Unsafe or defective equipment or facilities.
- e. Failure to follow prescribed procedures, safety standards, or safe work practices.
- f. Lack of job training.
- g. Lack of hazard awareness.
- h. Lack of proper tools, equipment, or facilities.
- i. Lack of safety devices, such as guards.
- j. Lack of personal protective equipment.
- k. Actions that exceed prescribed limits, loads, speed, strength, or other restrictions.
- l. Inattention.

- m. Fatigue or reduced alertness.
- n. Poor work attitude or misconduct that results in unsafe practices.

Be alert to these potential factors daily as you interact with employees. Because it is easy to become complacent with the day-to-day activities of the unit, review the items listed in *a* through *n* periodically to remember the unsafe situations that may need your attention. Enforce safety rules consistently. You cannot allow an employee to perform unsafe acts repeatedly and then elect to take corrective action only when the unsafe behavior causes an accident.

3-3.5 Accident Investigation Follow-up

Once you have completed the accident investigation and submitted all required forms, follow up with the corrective actions indicated on PS Form 1769. The following are examples of possible corrective actions:

- a. Complete PS Form 4584, *Observation of Driving Practices* and/or 4584-T, *Observation of Driving Practices (For Tractor Only)*, for any employee involved in a motor vehicle accident (regardless of fault). You must do this within a few days following the accident. Spend at least 15 to 30 minutes observing the driver. If the driver consistently demonstrates safe driving practices, congratulate him or her and encourage future safe driving habits. If the driver demonstrates any unsafe driving practices, discuss these practices with the driver to ensure that he or she understands the correct driving method. Complete PS Forms 4584 and/or 4584-T again if the driver's driving habits do not improve.
- b. Complete PS Form 1783, *On-the-Job Safety Review/Analysis*, regarding the work activity the employee was engaged in at the time of the accident. Involve the employee in demonstrating the safe method of performing the task and identifying any hazards inherent in the task.
- c. Observe the employee's work practices each day for the next 2 weeks. Positively reinforce the good things you observe and immediately explain and correct any deficiencies.

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3-4 Requirements for Reporting Fatalities and Serious Accidents

3-4.1 Reporting Serious Accidents

All serious accidents must be reported through management channels. Immediately notify the safety professional and your next level manager of a serious or potentially serious accident. The term *serious accident* includes:

- a. Any occupational accident that is fatal to one or more employees.
- b. Any occupational accident that results in the in-patient hospitalization of one or more employees.
- c. Any occupational illness or disease that results in the death of an employee.
- d. Any Postal Service-related accident involving non-Postal Service persons that results in a fatality or the in-patient hospitalization of one or more persons.
- e. Occupational accidents that are not immediately reportable but that result in the death of an employee or non-Postal Service person within 6 months of the date of the accident.
- f. Any occupational injury to an employee or non-Postal Service person involving mutilation, amputation (including major cartilaginous body parts such as ears or nose) or loss of vision in one or both eyes.
- g. Any occupational accident involving property damage (combined Postal Service and non-Postal Service) estimated to exceed \$100,000.
- h. Any occupational accident of one or more employees that results in inpatient hospitalization due to chemical exposure. (*In-patient hospitalization* does not refer to observation, emergency room use, or other forms of out-patient care.)

ELM subchapter 820 provides the format you use to prepare a preliminary serious accident report.

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3-4.2 Reporting to the Occupational Safety and Health: Special Circumstances

As a supervisor/manager, you are required to help employees prepare Postal Service accident- and injury-related documents. In addition to Postal Service reporting requirements, be aware of OSHA reporting requirements. The supervisor must notify OSHA within 8 hours of the death of an employee from a work-related industrial or motor vehicle accident and of the in-patient hospitalization of three or more employees. You must coordinate and deliver your notification to OSHA through normal management channels. These channels usually include safety or human resources personnel in consultation with upper management.

The supervisor must provide the following information to the safety or human resources professional for delivery to OSHA:

- a. Facility name and address.
- b. Location of accident.
- c. Date and time of accident.
- d. Number of fatalities and/or employees hospitalized.
- e. Postal Service contact person's name and telephone number.
- f. Brief description of the accident.

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4 Motor Vehicle Safety

4-1 Driving Responsibilities

Drivers are responsible for the safe operation of any vehicle they drive during the performance of their duties. Employees driving motor vehicles (whether Postal Service-owned, -leased, or -rented) must carry a valid state license (or commercial driver's license) at all times.

Postal Service drivers are required to obey state and local vehicle laws. While operating motor vehicles, Postal Service drivers must be courteous and considerate of other drivers and pedestrians. The supervisor must enforce traffic-control patterns and traffic regulations on Postal Service premises, especially in the mail-loading dock areas and at entrances or exits.

4-1.2 Driver's License Verifications

As a supervisor/manager, you are required to verify the existence of current and valid licenses. Management must require each driver to produce his or her state driver's license or CDL once every quarter. If a Postal Service driver fails to provide evidence of a current and valid state driver's license or CDL, the supervisor must:

- a. Suspend or revoke the driver's Postal Service driving privileges until the existence and validity of the license is verified as outline in Handbook EL-804 Section 42.
- b. Refer to Article 29 of the appropriate collective bargaining agreement to determine whether rights or obligations exist concerning reassignment to non-driving duties.

4-1.3 Incidental Driver's and Non-Driving Employees

The following Postal Service employees are required to have current and valid state driver's licenses:

- a. Incidental drivers who operate vehicles (private or leased or owned by the Postal Service) on official Postal Service business.
- b. Non-driving employees who are directed to attend and elect to drive to official seminars or meetings using their own vehicles.

4-1.4 Special Requirements for Operators with CDLs

All Postal Service drivers who are required to have a CDL as part of their job duties must abide by all current requirements of the Commercial Motor Vehicle Safety Act of 1986 (Public Law 99-570). In accordance with the Act and in part:

- a. Within 30 days of a conviction for any traffic violation, except parking, a driver with a CDL must notify his or her employer, regardless of the nature of the violation or the type of vehicle that was driven at the time.
- b. If a CDL is suspended, revoked, or cancelled or if the employee is disqualified from driving, the employee must notify his or her supervisor. This notification must be made by the end of the next business day following receipt of the notice of the suspension, revocation, cancellation, lost privilege, or disqualification.
- c. PS Form 4600, Driver Notification and Compliance Certificate, completed during the application process, must be retained by the local Human Resources office, with a copy given to the driver.
- d. Supervisors may not knowingly use a driver who: (1) has more than one CDL; (2) whose CDL is suspended, revoked or cancelled; or (3) is disqualified from driving. Violation of this requirement may result in civil or criminal penalties.
- e. The federal penalty to a driver who violates the CDL requirements is either: (1) a civil penalty of up to \$2,500; or (2) in aggravated cases, criminal penalties of up to \$5,000 in fines, up to 90 days in prison, or both.

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4-1.5 Suspension and Revocation of Driving Privileges

Responsibilities

Each employee must continue to meet the physical standards required to obtain a state driver’s license or state CDL in the state that has granted the license. Employees have a responsibility to inform their supervisors of any change in physical condition that may adversely affect their driving abilities. Postal Service personnel may learn that an employee’s physical condition is such that the employee’s state driving privilege should be suspended. When this happens, the appropriate supervisor will consider suspending the employee’s Postal Service driving privileges until the condition is corrected or under adequate control. See [Exhibit 4-1](#).

4-1.6 Procedures



Exhibit 4-1

Procedures to Suspend or Revoke Postal Service Driving Privileges

If a Postal Service...	Then the supervisor must...
Driving employee’s state driving privilege is suspended or revoked	<ul style="list-style-type: none"> ▪ Suspend or revoke the employee’s Postal Service driving privileges.
Driving employee’s physical condition is permanent	<ul style="list-style-type: none"> ▪ Temporarily suspend Postal Service driving privileges and remove employee from any position that requires driving. ▪ Consult with the employee and medical personnel to determine if the employee is able to drive. ▪ Engage the District Reasonable Accommodation Committee (DRAC) interactive process.
Driving employee’s physical condition may have changed	<ul style="list-style-type: none"> ▪ Temporarily suspend Postal Service driving privileges. ▪ Consult with the employee and with Postal Service medical personnel. ▪ Engage the DRAC interactive process.
Driving employee requests reasonable accommodation	<ul style="list-style-type: none"> ▪ Consult with the DRAC.

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4-1.7 For Unsafe Driving

The following guidelines apply:

- a. When management is considering the suspension, revocation, or re-issuance of an employee's driving privileges, the final determination must be based solely on the employee's on-duty driving record.
- b. Management must automatically:
 1. Suspend or revoke an employee's driving privileges when a state driver's license is suspended or revoked.
 2. Restore an employee's driving privileges when the state driver's license is restored.
- c. If the suspension or revocation states that the employee may operate a vehicle for employment purposes, then Postal Service driving privileges must not be suspended or revoked automatically.
- d. When management is considering the suspension, revocation, or re-issuance of an employee's driving privileges based on the on-duty driving record, the conditional suspension or revocation of a state driver's license may be considered in making the final determination.
- e. When a state driver's license is reinstated, the employee must provide documentation to that effect.

4-1.8 In Case of an Accident

When an employee is involved in a motor vehicle accident:

- a. There are no provisions for the automatic suspension of an employee's driving privilege based on the fact that the employee was involved in a motor vehicle accident.
- b. The individual circumstances surrounding each accident are assessed at the time of the accident to determine whether a temporary suspension of driving privileges is warranted.
- c. The supervisor must consider whether public safety or the employee's safety will be jeopardized if the employee is allowed to continue driving.
- d. The supervisor (and/or other Postal Service managers) must assess factors related to the accident, to include the following:
 1. Employee's condition. For example:
 - a. Shock.
 - b. Fatigue.
 - c. Impairment caused by use of alcohol or controlled substances.
 - d. Other physical or emotional factors.
 2. Seriousness of the unsafe driving practice (if any) that contributed to the accident.

4-2.1 Ability to Operate Motor Vehicles

Employees must be physically and mentally fit to operate a vehicle, so monitor your drivers to ensure that they are. If you have any doubt about their physical mental ability to drive, you must temporarily suspend their driving privileges and contact medical or safety personnel for additional guidance.

4-2.2 Alcohol and Drug Testing Procedures

Drug and alcohol testing procedures are outlined in the Managements Instruction Manual 720, Alcohol and Drug Testing of employees with Commercial Driver's License (CDL). DOT regulations require alcohol and drug testing in the areas of post-accident, reasonable suspicion, random, and return-to-duty and follow-up testing according to the following guidelines.

4-2.3 Post Accident

As soon as practicable following an accident involving a Postal Service commercial motor vehicle, the driver of the vehicle shall be tested if any one of the following conditions are met:

1. The accident involved a fatality.
2. The driver received a citation under state or local law for a moving violation arising from the accident, and the accident involved an injury requiring treatment away from the scene.
3. The driver received a citation under state or local law for a moving violation arising from the accident, and the accident involved the towing of any vehicle.

If any one of the conditions listed in items 1 through 3 occurs, the supervisor shall immediately require the driver to report to the designated medical testing facility for an alcohol and drug test. The employee may be escorted to the testing site if conditions warrant (see [Appendix A](#)).

4-2.4 Reasonable Suspicion

Reasonable suspicion alcohol and drug testing is conducted when a trained management official observes that the behavior or the appearance of a safety-sensitive employee is characteristic of and consistent with alcohol and/or drug usage. Management will use the Reasonable Suspicion Testing Checklist (see [Appendix B](#)) as an aid in determining if reasonable suspicion testing is justified.

Note: If testing is warranted, immediately escort the employee to the designated medical testing facility. This action will ensure the safety of the employee, all coworkers, and the general public.

4-2.5 Random Testing for Alcohol

Employees are randomly selected for testing from a "pool" of all employees subject to testing. The testing dates and times are unannounced and are with unpredictable frequency throughout the year. Each year, the number of random tests will equal at least 10 percent of all safety-sensitive employees (see [Appendix C](#)).

4-2.6 Random Testing for Drugs

Employees are randomly selected for testing from a "pool" of all employees subject to testing. The testing dates and times are unannounced and are with unpredictable frequency throughout the year. Each year, the number of random tests will equal at least 50 percent of all safety-sensitive employees (see [Appendix C](#)).

This MI recognizes that there may be adjustments to the annual random testing rate for alcohol and drugs in future years based on industry-wide violations as determined by the Federal Highway Administration (FHWA).

4-2.7 Return -to-Duty and Follow-Up Testing

Return-to-duty and follow-up testing are conducted and/or overseen by the district occupational health nurse administrator (OHNA) when an individual who performs safety-sensitive duties has violated the prohibited alcohol and/or drug standards and returns to duty. The substance abuse professional (SAP) is the only one who can mandate follow-up testing. As of July 2009, direct observation collections are mandatory for all return-to-duty and follow-up testing.

Return-to-duty testing resulting in a negative test is one of the requirements for returning to duty following a positive alcohol or drug test. Follow-up testing is required in both instances to monitor the driver's continued abstinence from alcohol and/or drug use. Follow-up tests are unannounced, and at least six tests must be conducted in the first 12 months after an employee returns to safety-sensitive duties. Following the first 12 months after return-to-duty, follow-up testing may be extended for an additional 48 months (for a total of up to 60 months).

4-3.1 Motor Vehicle Safety Rules

You must ensure that motor vehicle operators follow all motor vehicle safety rules, including those listed in a through y:

- a. Comply with Notice 76, *Expanded Vehicle Safety Check* or Notice 77, *PVS Vehicle Safety Checklist*, which requires daily vehicle safety checks.
- b. Make certain that every Postal Service vehicle has an Item 087-H, *Accident Report Kit*.
- c. Use PS Form 4565, *Vehicle Repair Tag*, to report all mechanical defects, failures, and vehicle damage.

- d. Comply with Handbook PO-701, *Fleet Management*, 243.1, which requires vehicles one ton or larger and regularly scheduled for intercity and airport runs to have a fire extinguisher and emergency warning device kit. The extinguisher and warning device must also be carried on wreckers, vehicle maintenance facility service vehicles, and plant vehicles.
- e. Wear seat belts.
- f. Properly align mirrors prior to departure.
- g. Carry only authorized passengers in Postal Service vehicles.
- h. Shut off the engine before fueling a vehicle.
- i. Do not smoke when fueling a vehicle.
- j. Shut off engine when loading and unloading.
- k. Chock wheels when parked.
- l. Move a vehicle only when absolutely certain that it is safe to do so, especially if children may be nearby. If not absolutely certain, you must dismount, circle the vehicle, and check underneath it to make sure it is safe to move the vehicle.
- m. Yield the right of way and make any other concessions to avoid an accident.
- n. Always maintain a safe stopping distance, being especially careful during adverse weather.
- o. When following another vehicle in clear weather, judge the necessary distance between vehicles by using the 4-second rule, as follows:
 - (1) identify a fixed object; (2) observe the vehicle in front of you passing a fixed object; (3) then count 1001, 1002, 1003, 1004. Your vehicle should not pass the same fixed object location before 1004. Increase the distance when roads are wet or slippery and when visibility is limited.
- n. Use turn signals before turning, changing lanes, or pulling to or away from the curb or shoulder of the road.
- o. Enter all unregulated or unprotected intersections slowly and cautiously.
- p. Before entering any intersection, slow down and look left, then right, and then left again.
- q. Never wear headphones or any other device that can diminish hearing while operating a motor vehicle.
- r. Always drive at a safe speed. Never exceed the speed limit. Keep in mind that under certain conditions the posted speed limit may not be the safe one.
- s. Obey all highway railroad crossing warnings, such as speed limits, lights, and gates or barriers.
- t. Check vehicle height and avoid low clearance hazards.
- u. Park only in designated or authorized parking spaces.

- v. Follow one-way directional signs in traffic lanes.
- w. Observe traffic signals when entering and leaving Postal Service premises.
- x. Do not throw litter from the vehicle. Use approved receptacles to deposit litter.
- y. Obey all local, state, and federal traffic laws.
- z. Do not use a cell phone while driving. Pull off the road to a safe location before using the phone.

4-3.2 Seat Belts and Vehicle Doors

Postal Service drivers must wear seat belts when their vehicles are in motion.

Postal Service drivers may carry only authorized passengers. All passengers must remain seated and wear a lap belt and shoulder harness whenever the vehicle is in motion.

All vehicle doors must be secured when the vehicle is left unattended and out of the driver's immediate sight.

4-3.3 Loading and Unloading

Postal vehicle supervisors, dock supervisors, group leaders, vehicle operators, and mailhandlers must strive for safe, efficient handling and loading of containers and vehicles. The vehicle operator has primary and ultimate responsibility ensuring that the vehicle is properly and safely loaded, the contents are securely restrained, and the vehicle doors are properly secured prior to departing.

Loading and unloading guidelines are outlined in the *Standard Operating Procedures for Properly Restraining Mail Containers, Handbook PO 502, Mail Transport Equipment Contents and the Dock and Yard Safety Guide for Logistic Employees*. Improper loading and unloading techniques can result in accidents and costly expenses. Postal Service and contractor employees must abide by following guidelines:

Containers

1. Push, do not pull, containers.
2. If moving containers manually, move only one at a time.
3. If a container is particularly heavy, get help.
4. Be sure that you can see to the front and sides of a container while moving it.
5. Always set the brake on a container when it is to be left unattended.
6. Do not park your vehicle on an incline when loading or unloading bulk mail center (BMC) containers.
7. Do not load any container higher than the top of the container.
8. Keep your feet clear of the container's wheels.
9. Secure rolling stock containers so they do not move when the vehicle is in transit. This includes setting the brake, setting pins, and securing the container with the proper number of shoring bars or straps.
10. Load pallets and pallet-based boxes in a pinwheel fashion. Secure the load with shoring straps or bars.
11. Close and lock trailer/vehicle doors. On swing-out doors, be sure all locking pins are properly engaged.

4-3.4 Straps

Each end of the restraining strap should be connected into the "E" track at least one foot back of the edge of the container being restrained. The sleeve (a synthetic piece of material that slides back and forth on the webbing) should be positioned on the outside corner of the container near the buckle before tightening down the ratchet assembly. Properly position two restraining straps (one for each set of "E" tracks) approximately every 10 feet to prevent forward, backward, and sideways movement of the load.

4-3.5 Backing Vehicles

Backing accidents are preventable. Drivers must never back a vehicle until they are sure that the way is clear. If necessary, they should get out of the vehicle to check behind it before backing.

4-3.6 Fueling Vehicles

Smoking is not permitted within 25 feet of gasoline pumps or gasoline storage tanks. Post these areas with "No Smoking" signs in plain view and instruct all personnel working or entering such areas to observe this requirement. Vehicle engines must be shut off during fueling operations. You and the operators must be trained on alternative fueling procedures for vehicles powered by compressed natural gas or other similar fuels.

Make sure your drivers know the location of the emergency shut-off switch for the fuel pump on Postal Service premises and the nearest fire extinguisher.

4-3.7 Parking Vehicles

When parking vehicles, drivers must place the vehicle in parking gear, set the parking brake, turn off the engine, remove the key and chock the wheels. If the vehicle will be out of their sight, they must lock it.

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5 Logistic Operations

5-1 Defective Equipment and Machinery

Remove defective equipment from service immediately. Use PS Form 4707, *Out of Order*, to report a defective piece of equipment. Tag the equipment with PS Form 4707, take it to be repaired, or warehouse it in an area designated for defective equipment. Do not remove tags until repairs are completed. Do not allow anyone to place a defective piece of equipment back into service until appropriate repairs are completed.

If an employee wants to remove from service a piece of automated or mechanized machinery or equipment, he or she must notify the immediate supervisor about the defects before tagging. In certain situations, the supervisor may wish to isolate a particular part of the machine until the machine has been tagged. Pursuant to local Postal Service policy, the employee may have to submit PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, when the out-of-order tag is issued.

Drivers use PS Form 4565, *Vehicle Repair Tag*, to report vehicles that need repair. You must ensure that all drivers perform a daily vehicle inspection before driving a Postal Service-owned or -leased vehicle, as indicated in Notice 77, *PVS Vehicle Safety Checklist*. Drivers must complete PS Form 4565 and submit it to you if they find a defect in the vehicle during the inspection. Do not allow employees to drive motor vehicles with defects or safety deficiencies.

5-2 Dock Plates

Make sure that your employees follow the guidelines and procedures in *a* through *h* when using dock plates:

- a. Use portable and powered dock plates (or bridge plates) for loading and unloading wheeled equipment from vehicles. Make sure that dock plates are strong enough to carry the loads required and that the carrying capacity is plainly marked on the dock plate (see 29 CFR 1910.30 (a)(1)).
- b. When portable dock plates are not in use, store and anchor them in an upright position.

- c. When dock plates are in use, secure them in position, either by anchoring them or equipping them with devices to keep them from slipping or sliding.
- d. To be handled safely, dock plates must be equipped with handholds, handles, or other materials that aid in moving or repositioning them (see 29 CFR 1910.30 (a)(4)).
- e. Where possible, make sure dock plates are equipped with fork loops or lugs to allow handling by fork trucks.
- f. Make sure dock plates have a high-friction surface to prevent employees or trucks from slipping on them.
- g. Do not use plywood, scrap metal, or handmade materials as dock plates.

5-3 Dock or Scissor Lifts

Unless employees are properly trained, do not allow them to use powered lifts. Instruct employees to:

- a. Check control cords frequently for broken insulation or frayed wiring.
- b. Use safety chains to prevent equipment from rolling off the open end of the lift.
- c. Allow only trained personnel to service a dock or scissors lift.
- d. Remove or disable the lift's power source during non-business hours to prevent unauthorized use.

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5-4 Yard and Dock Operations

Ensure safe operations in the yard or dock areas. (See 29 CFR 1910.178(k)(3) for additional information.) The following areas need special attention:

- a. Make sure all drivers — Postal Service and contract — comply with posted yard speed limits. This includes drivers of private vehicles and yard hustlers.
- b. Make sure any parked trailer or vehicle has the wheels chocked and that dock locks are in use before any powered industrial truck enters the vehicle or trailer. Electric pallet jacks fall under the definition of powered industrial trucks.
- c. Keep unauthorized personnel out of yard areas. Vehicle traffic and limited visibility around trailers make these areas unsafe for unauthorized personnel.
- d. Determine whether jacks are needed to support a trailer and to prevent upending during loading or unloading when the trailer is not coupled to a tractor.
- e. Always wear ANSI approved safety vest.
- f. Shut off engine when loading or exiting the vehicle. Idling is not permitted in yards.
- g. When entering/exiting the vehicle, you must have 3 points of contact, two hands and one foot or two feet and one hand-in contact with the vehicle at all times.
- h. Hang keys on designated hooks during loading and unloading.
- i. In hours of darkness or reduced visibility, all employees must carry an illuminated lighting device. Flashlight, headlamp, or equivalent.
- j. Dock door indicator lights inside the plant are often used in conjunction with external lights to inform dock staff that it is safe to open loading bay doors. These systems generally require the driver to activate the light once the vehicle/trailer is positioned at the dock. When the external traffic lights are set to red, the trailer is in place, and it is safe to open the loading bay door.
- k. This process is reversed when the vehicle/trailer is ready to be driven out of the bay – the dock staff activates the mechanism that changes the internal indicator and turns the external traffic light to green.
- l. Signals, such as red/green traffic lights, are commonly used at loading bays to indicate when it is safe (green) or not safe (red) to move a vehicle. They are generally positioned on the driver's side of the dock door once the vehicle has been reversed onto the dock.

5-5 Powered Industrial Vehicles (PIV)

Powered Industrial Vehicles (PIVs) consist of both powered industrial trucks (PITs) and automated guided vehicles (AGVs).

- PITs consist of any mobile power-propelled truck used to carry, push, pull, lift, stack, or tier materials. PITs are ridden or controlled by a walking operator.
- AGVs are self-driven powered industrial vehicles dispatched and operated by a central management system that include tuggers and forklifts. A series of cameras and laser will be used to automatically guide the vehicles around the work room floor.

5-5.1 Powered Industrial Trucks (PIT)

5-5.1.1 General

PIT operators are responsible for ensuring vehicle safety and following all safety requirements. Consult the manufacturer's safe operating manual or your local safety professional if you have any questions. Make sure that operators are trained and authorized to operate PITs as described in 29 CFR 1910.178. PITs include tow motors, fork trucks, tractors, platform lift trucks, motorized hand trucks, and other specialized industrial trucks powered by electric motors. Fuel-powered industrial trucks are prohibited for use indoors. PITs only operate in facilities with a minimum of eight-foot-wide aisle. Supervisors have responsibilities to investigate and report on (PS Form 1769/301, *Accident Report*) all PIT-related accidents and near misses, including property damage.

5-5.1.2 Operating Powered Industrial Trucks

Never allow reckless operation of PITs. Operators must follow the safety procedures listed below when using PITs:

- a. Only certified and trained operators are allowed to operate PIT equipment.
- b. Always conduct PIT's Pre-Tour Safety and Health Inspection checklist prior to using PITs.
- c. Always wear the seat belts provided any time a PIT is in motion.
- d. Never operate a PIT while wearing headphones and avoid any other possible distractions.
- e. Do not exceed the maximum speed limit of 5 mph (about the speed of a fast walk).

- f. Never disengage or modify the vehicle to exceed maximum speed.
- g. Use only the designated vehicle traffic lanes and keep the PIT to the right whenever possible. **Observe the traffic patterns.**
- h. Do not use the reverse control as brake.
- i. When towing containers, the PIT operator must use the brake levers to prevent jackknifing or loss of containers in the train.
- j. Passengers may ride on a PIT only if: (1) transporting passengers has been approved; (2) securely attached seating is provided; and (3) the seating capacity of the unit is not exceeded.
- k. Never disengage, cover up, or bypass any audible or visual warning device.
- l. Never ride with any part of your body protruding from the truck.
- m. Always determine that there is adequate clearance before driving under any overhead obstruction.
- n. Make sure area around the PIT is clear before moving a forklift or lifting a load.
- o. Never obstruct aisles, passageways, fire-fighting equipment, electrical panels, or exits with parked, in-plant PITs.
- p. Always check for a clear path to the rear before backing up.
- q. Stay at least three vehicle lengths behind other trucks when traveling. Look in the direction of travel and do not pass PIT traveling in the same direction.
- r. Yield to pedestrians at all times and be mindful of employees maneuvering in and out of your workspace and act accordingly.
- s. Inspect bridge or dock plates to ensure they are able to handle the load and are properly seated on the bed of the truck for proper stability before driving across them.
- t. Always approach tow conveyor crossings and all intersecting aisles slowly and cautiously; sound a horn to warn pedestrians of your approach.
- u. Fully lower the load-engaging mechanism, with controls in neutral and the brakes set, when the driver has dismounted and is within 25 feet of the vehicle and the vehicle is still in view.
- v. When a vehicle is left unattended, lower the load-engaging mechanism, put all controls in neutral, shut off the power, set the brakes, and remove the ignition key. A vehicle is considered unattended if the driver is more than 25 feet away from the vehicle, or if the vehicle is not in the driver's view.
- w. Return the PIT equipment to its proper storage location when not in use.

5-5.1.3 Lifting and Towing with Powered Industrial Trucks

Make sure that lift and tow operators follow the safety procedures listed below:

- a. Lift, lower, and carry loads on a lifting or towing truck with the lifting mechanism in a vertical position or tilted back — never forward.
- b. Check weight and dimension limitations for loads. Do not attempt to lift loads that exceed the limits.
- c. Face in the direction the truck is moving and be careful of rear-end swing when turning corners. Use a spotter if you don't have a clear view.
- d. When approaching or leaving a building where the ramp is inclined or declined, turn the lift truck so the load is on the upgrade side and cannot slip off the forks.
- e. Keep forks on a moving lift truck low (just high enough to clear any floor obstructions and low enough to clear overhead obstructions). Under normal conditions, 3 to 6 inches above floor level is sufficient.
- f. Do not raise or lower forks while the forklift is in motion. When a lift truck is parked and unattended, fully lower the forks, place controls in neutral, shut off power, set the brake, and remove the key.
- g. Before entering a truck or trailer with a PIT, inspect the floor for damage or decay that might cause the lift to break through the floor.
- h. Ensure the truck floor is able to handle the load and that the trailer is prevented from rolling by wheel chocks or positive-lock parking devices.
- i. Do not use industrial lift trucks for raising personnel to elevated locations.

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5-5.1.4 Warning Devices and Personal Protective Equipment for Powered Industrial Trucks

Use warning signs and devices as required to ensure the safety of all employees while vehicles are in operation. Do the following:

- a. Equip all PITs with a horn and a flashing warning beacon that is in working order.
- b. Do not allow industrial lift trucks to be operated with the overhead guard or load backrest removed.
- c. PIT drivers must wear seatbelts provided at all times when they are operating the equipment.
- d. PIT drivers must wear personal protective equipment (PPE) as specified by the local PPE assessment.
- e. PIT drivers must wear hard hats when working in designated hard hat areas.

5-5.1.5 Maintenance

Do the following for maintenance of PITS:

- a. Repair PITs only if you are authorized to do so.
- b. Install only authorized modifications in powered industrial vehicles. Prior approval from the vendor is required.
- c. Never get under a lift truck unless it is properly held up by jack stands.
- d. Before placing a PIT in service, inspect the vehicle. If the PIT has any defects that could affect safety, red tag using PS Form 4707, *Out of Order* (readily available on eBuy2), remove from service and report defects to your supervisor.

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6 Facilities on Airports

6-1 Operation of Motor Vehicles on the Airfield

Make sure that drivers who have been specially trained and qualified are the only ones authorized to operate vehicles at airports.

Only Postal Service vehicles that meet Federal Aviation Administration and local airport authority regulations can be assigned to airmail runs that require movement on the airfield during planeside or ramp-side operations.

6-2 Use of Motorized Transport Equipment in Aircraft Operation Areas at Airports

Postal Service motorized transport equipment (MTE) must be in serviceable condition when used to transport mail to airline operations. Instruct your employees to follow these guidelines when using MTE:

- a. Do not leave MTE unattended on the aircraft or in operation areas.
- b. Do not leave baggage and mail carts unattended on the tarmac.
- c. Set brakes during loading and unloading.
- d. Load and unload Postal Service equipment immediately.

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7 General Safety Rules and Regulations

7-1 Leaking Packages

Make sure that all employees are familiar with hazardous materials (HAZMAT) procedures for handling leaking packages. Provide training for employees who handle HAZMAT spills or leaks and document when training occurred. Make a list of available trained employees and post it on appropriate bulletin boards.

Each facility must have written standard operating procedures (SOPs) to handle a HAZMAT spill or leak and a specifically designated area for holding or rewrapping leaking packages.

The Chemical Transportation Emergency Center (CHEMTREC) is dedicated to helping emergency responders deal with incidents involving hazardous materials. Instruct your employees to call CHEMTREC'S hotline, 800-424-9300, for expert assistance in dealing with spilled or leaking materials.

See MI EL-810-2006-3, *Response to Hazardous Materials Releases*, for further information.

7-2 Caution and Warning Signs

In Postal Service warning signs, each color conveys a specific meaning, as follows:

- a. **Red = Danger.** Red signs indicate immediate danger; special precautions are required.
- b. **Yellow = Caution.** Yellow signs indicate possible hazard; proper precautions are required.
- c. **Black and White = Directions.** Black and white signs show the way to locations such as stairways and first aid rooms.
- d. **Blue = Information.** Blue signs provide general information (not necessarily related to safety). Blue signs are also used to identify parking spaces and access to facilities for people with disabilities.
- e. **Green = Safety.** Green signs indicate safety and the location of first aid and other safety-related equipment.

7-3 Defective Equipment

Make sure that you or your employees remove defective equipment from service immediately. Use PS Form 4707, *Out of Order*, to report a defective piece of equipment. Tag the equipment with PS Form 4707, take it to be repaired, or warehouse it in an area designated for defective equipment. Do not remove tags until repairs are completed. Do not allow anyone to place a defective piece of equipment back into service until appropriate repairs are completed.

Regularly instruct your employees to be aware of common defects in MTEs, including:

- a. Cracked plastic letter trays.
- b. Broken frame wires on hampers.
- c. Missing or broken wheels on hampers, GPMCs, and OTRs.
- d. Missing safety latch or "S" hook (where installed) on a door-latch chain.
- e. Defective brakes or trailer pins on OTRs.

As defects are found in new equipment designs, make sure you notify employees and the local safety professional.

7-4 Electrical Cords and Receptacles

All electrical receptacles must have an approved cover and correct polarity. All equipment and furniture that is connected to any electric source by cord must be grounded unless it is double insulated and poses no potential shock hazard. For assistance with determining correct grounding, contact your local safety professional.

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7-5 Fire Prevention and Emergency Action

7-5.1 General

Fire prevention can be defined as the correction of unsafe practices (employee performance errors) and unsafe conditions (management system failures) that could result in a fire. (See Handbook MS-56, *Fire Prevention and Control*; Handbook EL-814, *Postal Employee's Guide to Safety*; and the National Fire Protection Association's *Life Safety Code*, NFPA 101, for additional information.)

Become familiar with unsafe practices and unsafe conditions and be constantly alert for fire hazards. Whenever you observe an unsafe practice or condition, take immediate corrective action.

7-5.2 Emergency Action Plan

A Postal Service facility with more than 10 employees must maintain a written Emergency Action Plan (EAP). If there are 10 or fewer employees, a written plan is not required, and the plan may be communicated verbally to employees.

The EAP must clearly identify actions that management and other employees must take to ensure safety of employees and protection of property from fire and other emergencies, such as tornadoes, earthquakes, floods, and HAZMAT spills. (See MI EL-810-2006-3, *Response to Hazardous Materials Releases*, about establishing SOPs for spills and leaks and the relationship of these procedures to EAPs. See ELM 850 for the contents of an EAP.)

Before an EAP is implemented, train designated employees to assist in the safe and orderly emergency evacuation of all employees.

Review the EAP with each employee:

- a. Initially, when the plan is developed.
- b. When the requirements or responsibilities of specific employees change.
- c. When the plan is changed.
- d. Annually.

In addition, you must review relevant parts of the EAP with all newly assigned employees to ensure that they know what actions to take in case of an emergency. Make sure the plan is available at the workplace for employees to review.

7-5.3 Fire Prevention Plan

According to 29 CFR 1910.38 and ELM 850, each Postal Service facility with more than 10,000 square feet must have a written Fire Prevention Plan (FPP). Before implementing the plan, inform all employees about potential fire hazards in their work areas. Review the FPP with each employee:

- a. Initially, when the plan is developed.
- b. When the requirements or responsibilities of specific employees change.
- c. When the plan is changed.
- d. Annually.

In addition, you must review relevant parts of the FPP with all newly assigned employees to ensure that they know what actions to take in case of fire. Make sure the plan is available at the workplace for employees to review.

7-5.4 Fire Equipment Color Coding

Use red to identify fire protection equipment and apparatus.

7-5.5 Fire Drills

Make sure that at least one fire drill is conducted annually on each work tour in each facility and ensure that all employees in your work area participate. Impress upon all employees the importance of a fire drill. When conducting a fire drill or dealing with an actual fire or other emergency, make sure the following objectives are met:

- a. Sound the alarm and promptly notify the fire department.
- b. Conduct an orderly evacuation in minimum time.
- c. Ensure security of mail, money, receipts, and valuable papers.
- d. Oversee emergency plan assignments by designated fire emergency response members.
- e. Take a head count after the building evacuation and report the count to the manager in charge.
- f. Invite the local fire department to participate in your fire drills.

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7-5.6 Electrical Appliances

Use of portable hot plates, coffee pots, or other electrical appliances with heating elements is acceptable when authorized by the installation head or designee. After authorization, you must ensure that these procedures are followed:

- a. Make sure that you or a designated employee unplugs the unit when it is not in use.
- b. Ensure that the appliance is placed in a safe location, away from combustible materials.
- c. Make certain that the appliance is UL-listed, -labeled, or -certified, or Factory Mutual-Approved.
- d. Make sure that each appliance is equipped with a pilot or warning light on the unit, or that the wall outlet has a readily visible pilot or warning light.
- e. Make certain that the appliance is in proper working order with electrical cords and plugs in good condition. Conduct periodic inspections to ensure that the appliance is safe and serviceable.
- f. Immediately take out of service any unit that develops cords with frayed wiring, defective plugs, or other flaws. Before a unit is returned to service, repair must be approved by safety, maintenance, or other designated personnel with authority to grant return-to-service approval.

7-5.7 Emergency Lighting

Where appropriate, ensure that your facility is equipped with properly located and operable emergency lights so that employees have adequate illumination to safely exit the building. For additional information, contact local safety, maintenance, or other designated personnel.

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7-5.8 Emergency Telephone Numbers

All facilities must have a means for employees to call local emergency services from within the building. If Postal Service telephones have calling area restrictions, make sure procedures are in place to allow a call to the local 911 dispatcher. You can do this with a speed-dial system programmed to call 911.

If there is no 911 service, make sure that the telephone numbers of the local police department, fire department, hospital, and ambulance or first aid service are provided and visible for all employees.

Post your list of emergency telephone numbers in [Appendix G](#) of this handbook.

7-5.9 Exits and Signs

You need to provide a sufficient number of exits to allow prompt escape as required by 29 CFR 1910.37 and NFPA 101, Life Safety Code. Make sure a door from a room to an exit or to an area that gives access to an exit is of the side-hinged, swinging type. If the room can be occupied by 50 or more people, the door must swing out for travel to the exit.

You must ensure that access to exits and doors leading to exits are designated and arranged so that they are clearly recognizable. Make certain that exit access is arranged so it is not necessary to travel toward any area of high hazard. All exits must discharge directly to the street or to a yard, court, or other open space that gives safe access to a public way.

Means of egress must be designed and maintained to provide adequate headroom with a ceiling height no less than 7 feet 6 inches and no projection from the ceiling less than 6 feet 8 inches from the floor.

In no case is access to an exit to be made through a restroom or other room subject to locking, unless the exit serves only the room subject to locking. Locks, latches, and other devices must not impede free and unobstructed egress. Make sure all exit doors can be opened by performing only one function and that special knowledge of keys or lock combinations is not required.

Provide readily visible exit signs for each exit. Directional arrows are required if the direction of travel to reach the nearest exit is not immediately apparent. All doors that do not have identification signs (such as the boiler room, restroom, custodial closet, or other room that may be confused with an exit) must be marked with a sign stating: "Not an exit."

On the exit side of all exterior doors in the exit route that are subject to locking, place a sign stating: "This door is to remain unlocked when the building is occupied." See NFPA 101 for sign requirements.

7-5.10 Emergency Evacuation Teams

Emergency evacuation teams, with a trained team on each work tour, are required in installations with 10,000 square feet or more. These teams are not "emergency responder teams" as defined by 29 CFR 1910.120.

Pursuant to 29 CFR 1910.156 as it applies to incipient-stage fires, at no time is any team or member of a team to stand and fight any fire that is beyond the incipient stage (beyond control) by using portable fire extinguishers.

Details on the duties of the fire emergency response team are found in ELM 850.

7-5.11 Fire Extinguishers

Fire extinguishers are designed in a variety of types to combat the components of different classes of fires. (See Handbook MS-56, *Fire Prevention and Control*, and 29 CFR 1910.157 for detailed descriptions of these extinguishers, their maintenance, inspection, and uses.)

Fires found in Postal Service equipment, buildings, and vehicles are classified according to the substances that are burning, as follows:

- a. *Class A Fire* — ordinary, combustible solid materials, including paper, wood, and cloth.
- b. *Class B Fire* — flammable or combustible liquids or gases, including gasoline, fuel oil, and cleaning solvents.
- c. *Class C Fire* — energized, electrical, and electronic equipment. (Normally, once the electrical current in a Class C fire is turned off, the fire is no longer considered Class C.)
- d. *Class D Fire* — combustible metals, including magnesium, sodium, and potassium.

The versatile, multipurpose, dry chemical extinguisher, more commonly known as a Tri-Class or A-B-C extinguisher, is very effective in fighting Class A, B, and C fires and is the only extinguisher to be used for those fires.

Putting out a Class D fire requires a special extinguishing agent that must be obtained and stored for use in maintenance and VMF operations. In certain locations where electrical or electronic equipment is used and where it is desirable to minimize the cost of cleaning up dry chemicals, use a carbon dioxide (CO₂) extinguisher.

Mount fire extinguishers in an easily accessible place at a maximum distance no greater than 50 feet from any employee. Mark the extinguisher's background in red, and, when necessary, place a red ring or sign above it to ensure visibility. Permit no fire extinguisher smaller than a 10-pound size for use in a Postal Service facility. Access to fire extinguishers must never be blocked.

7-5.12 Fire Inspections

Fire inspections, which must be documented, must be conducted in all Postal Service-owned and -leased installations. Inspections are required twice a year in all installations with less than 100 work years of employment in the regular workforce. Quarterly fire inspections are required in VMFs and in all installations with more than 100 work years of employment in the regular workforce.

You may schedule fire inspections to coincide with semiannual or annual safety inspections. Make sure qualified supervisors who have been trained by safety or fire protection professionals conduct these inspections. You are encouraged to invite local fire officials to assist with fire inspections.

A Hazard Abatement Committee must review deficiencies identified in fire inspection reports and correct them pursuant to ELM 820.

ELM 820 and 850 provide further information about fire inspections.

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7-6 First Aid

7-6.1 General

In the absence of an infirmary, clinic, or hospital near the workplace, you must make sure that one or more persons is adequately trained to render first aid to all injured employees. Make sure that adequate first aid supplies are readily available.

7-6.2 First Aid Kits

Where first aid kits are required, make sure that the kits are available to all tours of duty and that their contents are checked regularly. First aid kits must include items necessary for an emergency situation and must not serve as the source of nonemergency supplies such as aspirin and antacid. Due to liability issues, Postal Service employees are prohibited from dispensing medication without the supervision of a medical professional such as a doctor or nurse. [Exception: Trained and certified employees may administer Narcan in response to a suspected Opioid overdose.] Authorized first aid kit supplies must include:

- a. Band Aids[®].
- b. Disposable gloves.
- c. Gauze pads of various sizes, sterile and nonsterile.
- d. Adhesive tape, 1 inch and 2 inches wide.
- e. Ammonia inhalants.
- f. CPR mask (micro shield).
- g. Antiseptic ointment.
- h. Eye pads.
- i. Arm sling.
- j. Nonadherent dressing (adaptic).
- k. Eye irrigation solution.
- l. Individually wrapped alcohol wipes.
- m. Individually wrapped Betadine[®] wipes.
- n. Logbook.

See 29 CFR 1910.151, Medical services and first aid, for additional requirements.

7-7 Floors

7-7.1 General

You must ensure that your employees follow these general procedures to prevent potential slip, trip, or fall accidents.

- a. Keep all floors clean, with no protruding nails or sharp edges on doorsills.
- b. Do not use aisles, corridors, stairways, stairwells, exits, docks, platforms, and emergency exits for any type of storage. Keep them free of obstructions at all times. Never block electric panels, switches, fire protection devices, fire alarm stations, or postal inspector breakout doors.
- c. Keep floor surfaces uncluttered. Paper, pencils, paper clips, rubber bands, and similar objects on walking surfaces present serious slipping hazards.
- d. Repair loose or missing tiles or blocks.
- e. Keep stairs, sidewalks, docks, ramps, and handrails in good repair and readily accessible.
- f. Report defective walks, steps, and parking surfaces so that repairs to eliminate tripping hazards can be made promptly.
- g. Do not block fire doors or otherwise make them inoperative. Never paint the fusible-link fire protection devices that are installed on some fire doors.
- h. Mark aisles clearly to designate proper traffic movement and storage space limits.
- i. Secure carpets, rugs, and mats. Arrange them to prevent slipping. Repair or replace those with wrinkles, turned-up edges, or tears.
- j. Keep floors in good shape to avoid tripping hazards and to facilitate truck and container operations.
- k. Give customer areas special consideration. The improper placement of mats or rugs (or lack of them) can cause customer injuries and result in significant liability to the Postal Service.
- l. Ensure parking lot pedestrian safety by establishing pedestrian walkways-all facilities are required to paint permanent walkways to direct traffic to and from the building.
- m. Ensure safe operations in the yard by making sure employees comply with posted speed limits and chock wheels when parked.

7-8 Footwear

7-8.1 General

Wearing proper footwear is important to the Postal Service. The supervisor must inform employees wearing unacceptable footwear about Postal Service policy on shoes and prohibit employees from wearing such footwear in work areas.

All drivers with a uniform allowance must have footwear that complies with SR/USA standards (slip-resistant, made in the USA with a tag designated SR/USA). Periodically check to ensure that PVS employees are wearing approved footwear.

7-8.2 Body of the Shoe

Shoes worn at work by Postal Service employees must:

- a. Be fully enclosed at the heel, toe, and sides.
- b. Be constructed of leather or a substantial synthetic polymeric material. Canvas and nylon are not acceptable.
- c. Provide adequate protection to the feet.

Local policy may require more restrictive shoe standards (see appendix [Appendix F](#)).

7-8.3 Heels and Soles

The following guidelines apply to the heels and soles of shoes worn at work by Postal Service employees:

- a. Wear heels no higher than 1 1/2 inches (measured from the back) to prevent leg muscle strain. (Special shoes worn for orthopedic reasons may be exempted from this requirement.)
- b. Do not wear shoes with soles that are very thin (either by design or from excessive wear). The thinner the sole is by design, the harder the composition of the sole should be.
- c. Always wear shoes with slip-resistant heels and soles.
- d. Never wear heels with steel taps.

7-8.4 Unacceptable Shoes

The following types of shoes must not be worn by Postal Service employees on the job: sandals, clogs, platforms, sneakers, athletic or jogging shoes without leather or poromeric uppers, mules, house slippers, boots with under-slung heels, or open-toed, high-heeled (more than 1 1/2 inches), or spike-heeled shoes.

The supervisor with jurisdiction over a work location is responsible for determining whether a particular style of shoe is acceptable in work areas.

7-9 Slips, Trips, and Falls

Conduct daily inspections of your work area to identify possible causes of slip, trip, or fall accidents. Causes may include:

- a. Poor housekeeping, such as loose objects like rubber bands, plastic strapping, or paper clips on walking surfaces.
- b. Slippery surfaces from cleaning or leakage; barricade areas until cleanup is complete.
- c. Cluttered stairways and steps.
- d. Empty sacks placed in walkways instead of their designated places.
- e. Dangling cords (from mail sacks on nutting trucks).
- f. Improperly located electrical cords.
- g. Congested areas.
- h. Employees climbing or jumping over stacks of mail sacks or over equipment such as nutting trucks and conveyors. Do not allow employees to jump from one level to another, such as off docks or tailgates.

7-10 Pushing in Stead of Pulling

7-10.1 Pushing

Pulling is likely to cause shoulder injuries such as rotator cuff syndrome (torn tendons in the shoulder), elbow tendonitis, or heel/foot injuries. These risks may not cause injury immediately, but over time they might cause injuries that could hurt every day for the rest of your life. The more often a container is pulled the more likely one is to experience an injury.

How to move a container manually:

- a. Push using both hands from the swivel-wheel side; don't pull.
- b. If visibility is restricted, push using both hands from the open-end side.
- c. Check clearances and look side-to-side. In some cases, a second employee might need to go ahead of the container as a guide.
- d. If you must pull for a short distance; like away from a wall, be sure the path is clear then pull carefully using both hands and walking backward.
- e. For more information see the "Container Handling Methods book or your JSA.

7-11 Housekeeping

7-11.1 General

You must ensure that employees follow these general procedures to promote safe housekeeping at all Postal Service operations:

- a. Make sure that employees clean up all scraps, dirt, or other refuse at the end of the day or the end of the job, whichever comes first.
- b. Ensure that waste, scrap, string, or other foreign material is not allowed to accumulate on floors, tables, cases, or other surfaces.
- c. Provide waste containers as necessary; empty them before they overflow.
- d. Keep trash receptacles out of traffic lanes. Do not place them at the top of stairs.
- e. Remove objects that may present serious slipping hazards from floors, including paper, pencils, paper clips, rubber bands, and plastic strapping material.
- f. Place rubber bands removed from bundles of mail in a proper container located in the immediate work area. Remove broken rubber bands from the floor and treat them as waste. Keep locks, metal straps, and plastic seals off the floor and provide containers or bins for them.
- g. Do not allow paper, twine, packing material, or other combustibles to accumulate on the work floor, in supply or storage rooms, in or under stairways, under load or dock levelers and scissors lifts, in elevator pits, or against the exterior of the building.
- h. Store supplies of loose packing material (such as excelsior, shredded paper, Styrofoam, or other combustibles) in a fireproof room or vault, in covered metal containers, or in metal-lined boxes with self-closing lids.

7-11.2 Sharp Objects

Make sure that you and your employees:

- a. Use proper tools to open boxes fastened with staples, wire, metal, or plastic strapping.
- b. Remove loose staples, wire, nails, and strapping and discard them in waste containers or other suitable receptacles.
- c. Keep hands clear of sharp edges and ends.
- d. Store knives and other cutting materials in a safe manner when not in use.
- e. Remove or bend down protruding nails before handling used lumber or crating materials.
- f. Watch for glass, pins, razor blades, and other sharp objects in wastebaskets.

When handling broken glass, make sure that your employees:

- a. Sweep it up, and do not pick it up.
- b. Wrap it in heavy paper and plainly mark it for cleanup personnel.

7-11.3 Animal Interference

When an employee is threatened or attacked by an animal, such as birds, bees, or racoons, he or she must immediately report the incident to the supervisor. The supervisor is responsible for seeking medical treatment immediately for any animal bite.

7-11.4 Storage

Make sure that you and your employees:

- a. Organize work areas so that all pieces of equipment have a designated place.
- b. Never use radiators, stairs, tables, and windowsills for storage.

7-11.5 Inspection of Storage Lockers

You must inspect wall lockers periodically and remove combustibles. Do not store flammable liquids in wall lockers. Store oil- or grease-soaked clothing in ventilated lockers or storage cabinets.

7-11.6 Storage on Top of Lockers

Make sure that you and your employees store nothing on top of wall lockers.

7-12 Knives and Cutting Devices

The only knives authorized for use in the work area are those supplied by the Postal Service. Personal knives are not authorized for use in Postal Service operations.

Ring knives must no longer be used because of potential failure and the resulting hazards. Discard immediately any ring knives still in service. Plastic sliding box cutters with guarded blades, side cutters, or scissors with rounded tips are acceptable replacements for ring knives.

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7-13 On-the-Job Safety Review Analysis

7-13.1 General

Doing a job the safe way is the same as doing a job the right way. Develop and teach safe procedures for each job. A useful way to review job methods and uncover hazards is to perform a job safety analysis (JSA) using PS Form 1783, *On-the-Job Safety Review/Analysis*. Keep a complete and updated JSA for each job task in your work area.

JSAs can be used in hazard and accident analysis and for safety training. Once the hazards are identified, develop the proper solutions.

If you are a first-line supervisor, you must maintain an active file of job tasks in your work area. These four basic steps are used in preparing a job safety analysis:

- a. Select the job to be analyzed.
- b. Divide the job into successive steps or activities.
- c. Identify potential hazards or accidents. This step is critical: a problem can be eliminated only if it has been identified.
- d. Develop recommended safe job procedures to eliminate each hazard and prevent accidents.

7-13.2 Selecting Jobs for Analysis

Don't select a job at random for a JSA. If the JSA is to yield the best possible result, first analyze jobs with the worst accident experience. Consider the following factors when deciding when and in what order to conduct JSAs:

- a. *Frequency of accidents.* Any job that repeatedly results in accidents.
- b. *Disabling injuries.* Any job that has produced disabling injuries.
- c. *Severity potential.* Any job that could cause severe injuries, even if it does not have a history of accidents.
- d. *New jobs.* Any new job as soon as it is created.

7-13.3 Preparing a Job Safety Analysis

Check the *Safety and Health Management Tool Library* to see if a national JSA is available for the job you intend to analyze. Follow the instructions in the Guide to Preparing a Job Safety Analysis, to complete PS Form 1783 for your JSA.

7-13.4 Using a Job Safety Analysis

When you distribute a completed JSA, it is your responsibility to explain its contents to your employees. If necessary, give your employees further training so they know exactly how to do the job — without accidents.

Train new employees in basic job steps; a well-prepared JSA makes an effective guide for training.

Occasionally observe your employees as they perform jobs for which a JSA has been developed. The JSA allows you to determine whether or not they are doing their job safely.

7-13.5 Updating a Job Safety Analysis

No matter how good a JSA is when first developed, it can prevent accidents only if you use it — and keep it up to date. When is a JSA out-of-date? When it no longer works to prevent accidents. Time alone does not make a JSA obsolete. For example, a 10-year-old JSA could be as applicable to a specific job today as it was when first developed. For another job, a 2-yearold JSA may be obsolete. JSAs become outdated mainly because changes in tools, equipment, or materials lead to changes in procedures. When a procedure for a job changes and you neglect to revise the JSA, you increase the odds of fostering an accident.

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7-14 Maintaining Parking Lots, Platforms, Driveways, and Sidewalks

7-14.1 Lighting

Make sure adequate lighting is installed and maintained to allow customers, the general public, and employees to safely enter and exit the premises. (See Handbook MS-49, *Energy Conservation and Maintenance Contingency Planning*, for additional information.)

7-14.2 Removing Snow and Ice

You must establish snow and ice removal plans where necessary. Pay particular attention to areas where customers and other pedestrians may slip and fall, and where vehicle maneuvering can be hazardous. Keep snow and ice away from utility and fire protection equipment.

Provide for reinspection and cleaning as often as necessary to handle drifting snow and refreezing. Encourage employees to help provide safe walking and driving surfaces on Postal Service premises by reporting icy and otherwise dangerous spots. Consult your local Postal Service environmental coordinator for guidance on the purchase and use of ice melting products.

Allow only trained and authorized employees to use snow blowers, plows, and other snow-moving equipment. Instruct them to keep hands and fingers away from moving parts and ejector chutes.

7-15 Personal Safety and Crime Prevention

You are responsible for keeping employees informed about the importance of personal safety and crime prevention. Schedule safety talks periodically regarding problems specific to your area. You may give safety talks yourself or request guest speakers from local law enforcement agencies and the Postal Inspection Service.

Maintain building security. All employees have the responsibility to politely greet and question strangers who do not possess proper identification and to report suspicious persons to the proper authorities.

Make periodic checks of the building and grounds to ensure that lighting and gates are functioning as designed. Door locks must not be disabled or doors

propped open. Report security problems to the Postal Inspection Service or local law enforcement agencies immediately.

Inform employees of their responsibility for crime prevention.

7-16 Radio Headsets

Employees may use personal portable headsets only while seated or stationary and only when using a headset will not interfere with performance of duties or constitute a safety or health hazard. Make sure that employees do not use headsets while walking or driving, near moving machinery, involved in oral business communications, or in contact with or in view of the public. Employees must not use personal portable headsets instead of approved PPE in noise hazardous locations. (For more information, contact local labor relations or safety staff.)

7-17 Smoking

Smoking is defined as having a lighted or activated electronic cigar, cigarette, pipe, or other smoking material. Smoking is strictly prohibited in all buildings or office space (including service lobbies) owned or leased by the Postal Service. Smoking indoors by any occupant of such space is not allowed.

Local managers, with input from employee representatives, may decide whether or not to permit smoking in designated outdoor locations on Postal Service property.

Smoking is prohibited in any General Services Administration interagency fleet management system vehicles.

7-18 Required Postings

Post the following in a conspicuous place for review by all employees:

- a. CA-10, *What a Federal Employee Should Do When Injured at Work*.
- b. OSHA Posters, *Job Safety and Health Protection*, 3165 (in English) and 3167 (in Spanish), which outline management responsibilities and employee responsibilities and rights under the Occupational Safety and Health Act.
- c. The facility EAP (ELM 820) is required at facilities with more than 10 employees. At a minimum, the plan graphically depicts emergency escape route assignments, locations of fire alarms and extinguishers, and emergency evacuation procedures. The plan identifies individuals responsible for specific assignments in the event of any emergency.
- d. The facility FPP (ELM 820) is required at facilities with more than 10 employees.
- e. Emergency telephone numbers (must be posted by every telephone).
- f. The CHEMTREC hotline, 800-424-9300, which provides 24-hour guidance on hazardous spills.
- g. A Safety Inspection Checklist that reports the results of an internal facility inspection must be posted for 3 working days or until all deficiencies are corrected (see ELM 824.426).
- h. If an OSHA inspection has resulted in issuance of OSHA Form 2, *Citation and Notification of Penalty*, it must be posted for 10 working days or until all deficiencies are abated (see ELM 825.51).
- i. Joint Labor-Management Safety and Health Committee Minutes are required of facilities or offices of 50 or more employees.
- j. Local safety policy statements, safety rules, and other related accident-prevention documents (see appendix [Appendix B](#)).
- k. Poster 76, *Some Things Were Never Meant to Be Mailed*.

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Appendix A

Post-Accident Alcohol and Drug Test

Note: This checklist applies only to Postal Service drivers who operate commercial motor vehicles in the performance of duty.

First of all, determine if the driver or anyone else involved in the accident needs medical attention and satisfy yourself that medical assistance has been requested.

Next, determine if a DOT post-accident alcohol and drug test must be performed by completing the following:

STEP 1

a. Did the accident involve a fatality?

Yes No

b. Did the driver receive a citation under state or local law for a moving violation arising from the accident whereby an injury to anyone involved in the accident required treatment away from the scene?

Yes No

c. Did the driver receive a citation under state or local law for a moving violation arising from the accident whereby an involved vehicle was towed away from the scene?

Yes No

If you answered "Yes" to either a, b, or c above, you must conduct a DOT post-accident alcohol and drug test. If you answered "No" to all of the above, you do not need to conduct a test. Indicate your decision below.

Test Required No Test Required (Go to Step 3.)

STEP 2

Determine if state or local law enforcement has been notified. Further establish what determination has been made by state or local law enforcement regarding the disposition of the accident (e.g., moving violation citation).

If law enforcement has been notified and medical assistance for the Postal Service driver, if any, has been requested and provided, the next steps are:

a. Advise the driver not to consume any alcohol for the next eight hours or until after testing is completed.

b. Advise the driver that under normal circumstances, he/she must report for an alcohol and drug test as soon as possible, but not later than 2 hours from notification.

c. Advise the employee of the location of the nearest alcohol and drug testing facility.

(Have the driver escorted to the testing facility if conditions warrant.)

STEP 3

Complete this checklist report, make comments as necessary, and file it.

Accident Date _____ Driver's Name _____

Reporting Office _____ Name of Official Completing This Form _____

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Appendix B

Reasonable Suspicion Testing Checklist

Use the following checklist to document any situation that you believe is caused by alcohol or other drugs.

Remember, you do not need to be absolutely certain that alcohol or drugs are involved. If you think there is a reasonable chance of alcohol or drug involvement, you must refer the employee for a reasonable suspicion test.

Name of Employee Observed: _____ Date Observed: _____

Location of Observation(s): _____ Time of Observation(s) _____

1. Must order a reasonable suspicion test if one of the following is observed during the course of duty.

- I smelled an odor consistent with alcoholic beverages on the covered employee.
- The covered employee was sleeping on the job.
- The covered employee struck another person.
- The covered employee struck company equipment/vehicle with an object (e.g., stick, wrench), or intentionally damaged or destroyed company equipment/vehicle.
- The covered employee was driving a vehicle or operating machinery erratically (e.g., weaving, speeding, hitting objects with the vehicle, not following safety rules, etc.).
- The covered employee swayed back and forth when standing still; had to catch his/her balance repeatedly.
- The covered employee weaved or had to continually catch balance when walking.
- Other (please specify) _____

2. Must order a reasonable suspicion test if two or more of the following are observed during the course of duty.

- The covered employee refused to respond when spoken to.
- The covered employee yelled at people for no reason.
- The covered employee was constantly arguing with coworkers.
- The covered employee made persistent errors on the job (describe in comment section below).
- Other (please specify) _____

Comments: What did you see? Be specific and descriptive.

Appendix B continued on following page.

Appendix B Cont.....

Reasonable Suspicion Testing Checklist (continued)

Use the following checklist to document your actions where the use of alcohol or other drugs may have affected the performance of any individual performing a safety-sensitive task or may have affected the safety of the workplace. Indicate in the check box that you have completed each step, as applicable.

1. Notify your manager that you are directing an employee to have a reasonable suspicion alcohol and/or drug test. Do not delay the test if you cannot reach your manager.
2. Inform the employee that he/she is to report to the medical unit (or contract medical site) for reasonable suspicion alcohol and drug testing. Have the employee escorted to the designated testing site.

At the testing site:

3. Record date and time of arrival at specimen collection site.
Date: _____ Time: _____
4. Request a reasonable suspicion test for alcohol and/or drugs if the suspicious conduct occurred just prior to, during, or after the employee was performing safety-sensitive work.
5. If the employee refused to submit to testing, he/she is regarded as having tested positive and action is taken according to procedures described in Appendix D or F. Remind the employee that refusal to go for an alcohol and/or drug test will result in immediate removal from the safety sensitive job (DOT requirement) and subject him/her to discipline for failure to obey a lawful directive. Indicate here if the employee refused to take the reasonable suspicion test.
 Refused
6. Whether the employee takes the test or not, ensure that the employee is taken to a safe place until he/she is cleared by the medical review officer (MRO) or is taken home in accordance with guidelines for dealing with employees incapacitated while on duty (see Appendix G).
7. Complete this checklist, file a copy in your confidential records, and send the original to your manager.
8. Statement: I have received required DOT drug and alcohol testing supervisory training as required by federal regulations.

Signature: _____
Name: _____ Date: _____

In the instance of item 4 above, if the employee tests positive for alcohol, follow Appendix C or D as appropriate. If the employee tests negative for alcohol, the employee should be placed in a non-duty status, without pay (see Article 16.7 of the National Agreement), while waiting for the results of the drug test. The supervisor must send a letter to the employee confirming the action taken (see sample letter in Appendix H). The specimen must be sent by Express Mail for quick turnaround.

In the instance of item 5 above, the employee should be placed in a non-duty status, without pay (see Article 16.7 of the National Agreement), while waiting for the results of the drug test. The supervisor must send a letter to the employee confirming the action taken (see sample letter in Appendix H). The specimen must be sent by Express Mail for quick turnaround.

If the test is returned negative in both instances, the employee may return to duty and be made whole. If the test is returned positive, refer to Appendix F, Notification of a Positive Drug Test Following Reasonable Suspicion or Post-Accident Testing. Poster 76, *Some Things Were Never Meant to Be Mailed*.

Appendix C

Notification of a Positive Drug Test Following Reasonable Suspicion or Post-Accident Testing

The following procedures apply when notifying an employee of the results of a positive drug test following reasonable suspicion or post-accident testing:

1. Medical personnel will inform management that the employee must contact the medical review officer (MRO).
2. Management has the employee contact the MRO as soon as possible. The MRO informs the employee that he/she has tested positive for drugs and determines if there is a medical reason for the positive test. If there is a medical reason, the test counts as a negative test. If there is not a medical reason, the MRO informs the employee of the employee's right to appeal the drug test with a split specimen test. Under the law, employee notification of the drug test result will be in writing and the employee has 72 hours to request a split specimen test. The MRO has the employee sign a copy of the notification indicating the beginning time and date of the 72 hour notification. If the employee refuses to sign, the MRO notes that refusal on the form, completes the date and time information, and signs to verify the information was received by the employee. The split specimen test, if requested, will be paid for by the Postal Service. The MRO will have those employees who test positive sign a release form allowing the MRO to communicate the drug test results and the results of any subsequent testing to the substance abuse professional (SAP).
3. Management will immediately place the employee on "emergency, off-duty status, without pay" according to Article 16.7 of the National Agreement on the basis of a report of a positive drug test result from the MRO and the MRO determination that the employee is unfit for duty because of the positive drug test. The employee is informed that he/she is placed in an "emergency off-duty status."
4. If the split specimen test returns positive, or if no split test is requested, management continues at step 7. If the split specimen test is returned negative, the employee is returned to duty immediately and made whole.
5. If, at any time, the employee appears impaired, follow the guidelines set forth in Appendix G, Employees Incapacitated While on Duty.
6. Send a letter to the employee confirming the action taken in step 3 above. A sample letter is provided in Appendix D.
7. Following any necessary investigation, the supervisor will determine what additional action should be taken as follows:
 - a. Discipline, up to and including last chance agreement may be given in accordance with normal disciplinary procedures administered in accordance with Article 16 of the National Agreement. Supervisors should consult with Labor Relations on proposed disciplinary action.
 - b. If offered, the employee must sign a "last chance agreement," which will include the following provisions:
 1. The employee agrees to evaluation by a SAP at the first available appointment.
 2. The employee agrees to follow the treatment and rehabilitation recommendations of the SAP and understands that he/she must successfully complete the treatment and rehabilitation regimen.
 3. The employee must pass a re-evaluation by the SAP, who will provide his/her recommendations to the MRO for approval
 4. The employee must pass a return-to-duty evaluation by the MRO.
 5. The employee must pass a return-to-duty drug test.
 6. The employee agrees to unannounced follow-up testing to be determined by the MRO and the SAP for a period not to exceed 60 months.
 7. The employee agrees that any positive drug test during the follow-up test period, including random, for cause, or post-accident tests, will be the basis for removal from the Postal Service.

Appendix C Cont.....

8. If the employee declines to sign a "last chance agreement" or does not successfully complete all of the

Notification of a Positive Drug Test Following Reasonable Suspicion
or Post-Accident Testing (continued)

terms of the "last chance agreement," management should consider removing the employee from the Postal Service.

9. If the employee agrees to be evaluated by a SAP, the supervisor is responsible for providing the SAP telephone number to the employee.

10. Discipline, if any, shall be administered in accordance with Article 16 of the National Agreement.

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Appendix D

Sample Letter for Placing an Employee on Emergency Off-Duty Status

Date: *[Insert date of letter]*

Subject: Emergency Placement in Off-Duty Status

To: *[Insert Employee's Name]*
[Insert Job Title]
[Insert Employee Identification Number]
[Insert Office/Installation]

You are hereby notified that you *[insert either "will be" or "were" as appropriate]* placed in an off-duty status without pay effective *[insert the appropriate date and time]* and will continue in this status until advised otherwise.

The *[insert either "reason" or "reasons" as appropriate]* for this action *[insert either "is" or "are" as appropriate]*: *[Briefly state the specific reason(s) for the placement in off-duty status — e.g., striking/threatening a fellow employee; use of, or testing positive for alcohol or drugs. Set forth the reason(s) with sufficient specificity and detail so that the employee is adequately able to respond. Use names, dates, times, etc., so that the employee may have a fair opportunity to refute the notice without requiring further information.]* Retaining you on duty may result in damage to Postal Service property, loss of mail or funds, or injury to yourself or others.

You have the right to file a grievance under the Grievance/Arbitration procedure set forth in Article 15 of the National Agreement within 14 days of your receipt of this notice.

Signature of Supervisor

Name of Supervisor (Printed)

Signature of Employee below denotes receipt of the original:

Employee's Signature _____

Date _____ Time _____

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Appendix E

Safety Reference Materials

What follows is a guide to reference materials — forms, handbooks, manuals, posters, and other documents — that may be useful in carrying out your responsibilities in the Postal Service's safety program. Internet sources are included. The list begins with the Code of Federal Regulations followed by Postal Service, federal government, and private resources. Consult this handbook and local policy for guidance as to which of these materials you are required to maintain at your work site.

E-1 Code of Federal Regulations

The Code of Federal Regulations (CFR) is the codification of the general and permanent rules published in the *Federal Register* by the executive departments and agencies of the federal government. It is divided into 50 titles that represent broad subject areas. Each volume of the CFR is updated once a year. The CFR can be searched online at www.gpoaccess.gov/cfr/. You can also purchase individual titles through the U.S. Government Online Bookstore at <http://bookstore.gpo.gov>. The number before CFR is the title; the numbers following CFR stand for chapters and sections. The titles, chapters, and sections cited in this handbook are:

- 29 CFR 1904, *Recording and Reporting Occupational Injuries and Illnesses*.
- 29 CFR 1910, *Occupational Safety and Health Standards*.
- 49 CFR 300-399, *Federal Motor Carrier Safety Administration*

E-2 Postal Service

E-2.1 Policy Net and the Material Distribution Center

Many of the publications and forms listed here can be found on the Postal Service PolicyNet Web site: <http://blue.usps.gov/cpim>. Those available online are marked with an asterisk. Postal Service publications can also be ordered from the Material Distribution Center (MDC). From <http://blue.usps.gov/purchase>, click on *Materials Service Centers*. In the right-hand column, under "Resources & Tools," click on *MDC TTOE Instructions*. A

Word document with instructions for ordering by touch-tone telephone will appear. You can print the document or save it to your own computer.

Forms

- *PS 1700, *Accident Investigation Worksheet*
- *PS 1766, *Hazard Warning Card*
- PS 1767, *Report of Hazard, Unsafe Condition, or Practice*
- PS 1769, *Accident Report*
- *PS 1770, *Mail Piece Spill or Leak Incident Report*
- *PS 1783, *On-the-Job Safety Review/Analysis*
- PS 4565, *Vehicle Repair Tag*
- *PS 4584, *Observation of Driving Practices*
- PS 4584-T, *Observation of Driving Practices(TTO Operators only)*
- PS 4707, *Out of Order (tag)*

Manuals

- **Employee and Labor Relations Manual (ELM), Chapter 8*
- **Postal Operations Manual (POM)*

Handbooks

- *HBK EL-800, *Managing Contract Safety and Health Compliance*
- *HBK EL-801, *Supervisor's Safety Handbook*
- *HBK EL-802, *Executive's and Manager's Safety Compliance Guide*
- *HBK EL-803, *Maintenance Employee's Guide to Safety*
- *HBK EL-810, *OSHA Programs*
- *HBK EL-812, *Hazardous Materials and Spill Response*
- *HBK EL-814, *Postal Employee's Guide to Safety*
- HBK MS-56, *Fire Prevention and Control*
- HBK PO-603, *Rural Carrier Duties and Responsibilities*
- *HBK PO-701, *Fleet Management* (Section 243.4 provides information about Item 087, *Accident Report Kit.*)

* Available online at <http://blue.usps.gov/cpim>

Management Instructions

- *MI EL-850-2001-2, *Emergency Evacuation and Fire Prevention*
- *NOTICE 76, *Expanded Vehicle Safety Check*
- *NOTICE 77, *Pre-Trip Safety Inspection MVO/TTO*
- Posters
- *POS 173, *Secure That Load*
- *POS 181-A, *Double Satchel Features*

Publications

- *PUB 129, *Safety Talks*
- *PUB 174, *How to Avoid Dog Bites; Dogs and Dog Repellent*

* Available online at <http://blue.usps.gov/cpim>

E-2.2 Safety Resources and the Safety Dashboard

The Safety Resources page on the Postal Service Intranet is your portal to a wealth of information and tools for safety management. Go to <http://blue.usps.gov>. Use the top tab, under "Blue," click on *MyHR*. You will find links to information on safety program management, accident reduction, emergency evacuation, and frequently used documents. The two sites described below are especially useful to safety managers:

- *Safety Smart!* is an online source of information on topics such as electrical hazards, lockouts, fire, horseplay, housekeeping, materials handling, chemicals, and general safety. The site provides access to newsletters, magazines, posters, and clip art related to safety.
- *Safety Dashboard* is an online, interactive management tool for safety personnel. They use the dashboard to record and track facility inspections, accident and OSHA citations. To reach the dashboard, Use the top tab, under "Blue," click on *MyHR*.

E-3 Department of Labor

E-3.1 Office of Workers' Compensation Programs

The Office of Workers' Compensation Programs (OWCP), Department of Labor (DOL), administers disability compensation programs that provide wage replacement benefits, medical treatment, vocational rehabilitation, and other benefits to certain workers who experience work-related injury or occupational disease.

Several forms discussed in this handbook are available online from OWCP. Go to www.dol.gov. Under "Find It!" click on *Forms*, then click on *Forms by Agency*. Then click on *ESA-Office of Workers' Compensation Programs DFEC (ESA-OWCP-DFEC)*. Click on any of these forms:

- CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.
- CA-2, *Notice of Occupational Disease and Claim for Compensation*.
- CA-10, *What A Federal Employee Should Do When Injured At Work*.

E-3.2 Occupational Safety and Health Administration

The Occupational Safety and Health Administration (OSHA), DOL, works to ensure the safety and health of America's workers by setting and enforcing standards; providing training, outreach, and education; establishing partnerships; and encouraging continual improvement in workplace safety and health.

The following OSHA posters are available online. Go to www.osha.gov. In the right column, under "Find It! in DOL," "Compliance Assistance," click on

Posters.

- . 3000, *Employers Rights and Responsibilities Following an OSHA Inspection.*
- . 3021, *Employee Workplace Rights.*
- . 3075, *Controlling Electrical Hazards.*
- . 3120, *Control of Hazardous Energy (Lockout/Tagout).*
- . 3165, *Job Safety and Health Protection (English).*
- . 3167, *Job Safety and Health Protection (Spanish)*

You can also order OSHA posters from:

US DEPARTMENT OF LABOR/OSHA
OSHA PUBLICATIONS
PO BOX 37535
WASHINGTON DC 20013-7535

Telephone: 202 693-1888
Fax: 202 693-2498

E-4 Department of Health and Human Resources

National Institute for Occupational Safety and Health

The National Institute for Occupational Safety and Health (NIOSH) is responsible for conducting research and making recommendations for the prevention of work-related injury and illness. NIOSH is part of the Centers for Disease Control and Prevention (CDC) in the Department of Health and Human Services. The NIOSH Web page takes you to helpful links. Go to www.cdc.gov/niosh/.

E-5 Department of Transportation

The Department of Transportation (DOT) has a Transportation Safety Institute with links to sites on highway safety and transportation of hazardous materials. DOT's special programs include providing officials who can speak to your employees about highway safety. Go to www.dot.gov.

E-6 Environmental Protection Agency

The Environmental Protection Agency (EPA) provides information about hazardous waste, pesticide safety, air quality standards, and pollution protection. Go to www.epa.gov. From the left side of the home page click on *Programs*. From there you'll find links for topics of interest. To get the contact information for a local EPA official, click on *Regions*.

E-7 General Services Administration

Standard Forms (SFs) are available from the General Services Administration (GSA). To access SF 91, *Motor Vehicle Accident Report*, go to www.gsa.gov. In the left column, under "Forms Library," click on *Standard Forms*.

E-8 National Fire Protection Association

The National Fire Protection Association (NFPA) publishes NFPA 101, *Life Safety Code*®; NFPA 70, *National Electrical Code*®, and other materials on fire safety. Go to www.nfpa.org.

E-9 Underwriters Laboratories Inc.

Underwriters Laboratories Inc. (UL) is an independent, not-for-profit, product-safety testing and certification organization. UL has developed more than 800 Standards for Safety. For general information, go to www.ul.com. UL provides a detailed summary of each standard. Go to www.ulstandardsinonet.ul.com. Click on *Catalog of Standards*, then *UL Standards for Safety*. A list of standards, which you can search by name or number, will appear. To purchase UL standards, go to www.comm-2000.com/. The following standards are discussed in this handbook:

- □ UL 58, *Standard for Steel Underground Tanks for Flammable and Combustible Liquids*.
- □ UL 142, *Standard for Steel Aboveground Tanks for Flammable and Combustible Liquids*.

Appendix F

Local Footwear Policy

Insert your local facility's safety policy and procedures here.

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Appendix G

Emergency Telephone Numbers

Insert local emergency telephone numbers here.

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