



October 19, 2020

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OCT 22 2020

FAXED

Mr. Brian J. Wagner
President
National Association of Postal
Supervisors
1727 King Street, Suite 400
Alexandria, VA 22314-2753

Dear Mr. Wagner:

As a matter of general interest, the Postal Service is launching National *Slip, Trip and Fall Prevention Week* awareness campaign which will be observed from October 17 through October 23.

This prevention campaign is designed to provide tools that our employees and customers can use to increase awareness during the fall and winter months when these types of incidents increase. Some features of the slip, trip and fall campaign will consist of public service announcements, press releases, a poster, safety talk and Frequently Asked Questions (FAQs).

We have enclosed:

- A final draft copy of *National Slip, Trip and Fall Prevention Week* Safety Talk
- *Slip, Trip, and Fall* Publicity Kit

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

Sincerely,

A handwritten signature in blue ink, appearing to read "David E. Mills".

David E. Mills
Manager
Labor Relations Policies and Programs

Enclosures



NATIONAL SLIP, TRIP AND FALL PREVENTION CAMPAIGN PUBLICITY KIT

Cover Story

USPS National Slip, Trip and Fall Prevention Week, October 17 – October 23, 2020

The United States Postal Service® is sponsoring National Slip, Trip and Fall Prevention Week, a public service campaign that offers safety tips and emphasizes the impact slip, trip and fall incidents have on the employees and customers involved, our community, and our organization.

From painted porches to neglected icy surfaces, hazardous conditions on customer property can pose serious threats to Postal Service™ employees. To emphasize the enormity of this issue, USPS® reports that last year, 17,534 Postal Service employees were victims of a slip, trip or fall.

The tips available in this article will promote awareness of the issue and help reduce the number of injuries in local communities.

Slip, Trip and Fall Prevention

Last year, the majority slip, trip and fall incidents involved mail carriers. Almost half resulted in time away from work.

How USPS Employees Can Avoid a Slip, Trip or Fall

- **Be alert.** Finger mail only when it is safe to do so. Always remain focused, alert and ready to react to the conditions in front of you.
- **Wear proper footwear.** Keep your feet warm and dry. Choose high-traction, slip-resistant footwear.
- **Where available,** use handrails or other stable supports. Holding on to something keeps you steady when ascending and descending stairs or entering and exiting vehicles. Keep one hand on the handrail or grab bar, so you can catch yourself if you start to slip.
- **Stay away from wet leaves,** slippery surfaces or icy areas whenever possible. Shorten your steps and shuffle your feet when near slippery surfaces. You are not required to risk personal injury from icy steps.
- **Report Hazards.** Be diligent about examining your path for hazards. Use PS Form 1767, Report of Hazard, Unsafe Condition or Practice, to report a hazard to your supervisor.

How Customers Can Prevent a Slip, Trip or Fall Injury

- **Clear the way.** Keep the carrier path clear of obstacles like leaves, ice and snow. Make sure doors and porches used by mail carriers are cleared of hazards.
- **Maintain the carrier path.** Repair cracks and fill in holes. Repair, paint yellow or block access to unstable or uneven walking surfaces.
- **Skid-proof porches and steps.** Install non-skid strips or add sand to the paint to provide traction.

For more information and resources to help prevent slips, trips and falls, visit:
safetytoolkit.usps.gov:12/slipstripsfalls.aspx

— Occupational Safety and Health, Employee Resource Management, 8-27-20



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PUBLICITY KIT

PB 22553, August 27, 2020

postal|bulletin

**SAFETY
DEPENDS
ON ME!**

UNITED STATES
POSTAL SERVICE

SAFETY:
Every
STEP
of the Way

See page 3.



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NATIONAL SLIP, TRIP AND FALL PREVENTION CAMPAIGN PUBLICITY KIT

Publicity Kit 2020

SAFETY: Every STEP of the Way

Slip, Trip and Fall prevention week is Oct. 17 – Oct. 23, 2020

Contents:

- Information for All Mail Carriers
- Sample/Mat News Release
- Letter to the Editor
- General Letters (to Customers)
- Postmaster Outreach Speech to Students
- Coloring Page for Students

Information for All Postal Employees

Slip, Trip and Fall Prevention Tips for Postal Employees — How to Help Prevent Slip, Trip and Fall Incidents

Make an effort every day to do the following:

- Maintain good housekeeping.
- Wear proper footwear.
- Report unsafe conditions to your supervisor or manager.
- Take alerts on your Mobile Delivery Device (MDD) seriously. (Carrier Craft)

Be aware of your surroundings and protect yourself:

Stay alert at all times:

- Observe the area carefully.
- Keep alert to avoid being startled.
- Avoid distractions.
- Be cautious when changing surface types, going up and down stairs, and entering or exiting vehicles.

If you start to fall, keep these tips in mind:

- Relax, as tensing your body is more likely to cause injury.
- If you are holding an object, drop it.
- Do not try to break your fall with an outstretched hand, elbow or knee.

Use these preventative measures:

- Wear proper footwear.
- Use extra caution when dismounting vehicles.
- Scan the area ahead.
 - Avoid areas of patchy snow or ice when possible.
 - Avoid wet leaves and mud slicks.
 - Look for cracks and gaps that signal uneven surfaces.



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- Don't carry items you cannot see over.
- Use handrails where provided.
- Maintain good posture, this will help you balance.
- Finger mail only when safe to do so.
- Report Hazards to your supervisor
- Withhold delivery if ice or snow covered steps prevent safe access.
 - Keep in mind most injuries on stairs occur on the way down.



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POSTAL NEWS

FOR IMMEDIATE RELEASE
[Insert Date]

Name of PR Rep

[@usps.gov](mailto:xxx.xxx.xxxx@usps.gov)

xxx.xxx.xxxx

Mobile: xxx.xxx.xxxx

usps.com/news



Four Tips to Keep Your Mail Delivery Intact Keep outside pathways safe



DATELINE (YOUR CITY NAME) — In 2019, an average of 48 postal employees per day were injured due to a slip, trip or fall. Many incidents occurred because of a hazardous condition on a mail carrier route. The U.S. Postal Service needs your assistance in providing safe access to your mail receptacle in an effort to prevent these type of accidents from happening to our mail carriers.

An example is when mail carrier Martha Walker was walking across a lawn on her route in Woodbridge, VA, when she fell into a hole hidden by tall grass on a customer's property. "It happened so fast, I sunk all the way down to my knee," she said. "As of a result of my injury, I missed some work to give myself time to recover."

A property owner could be liable if a mail carrier gets injured due to a hazard on their property. The liability costs may include medical expenses and repayment of lost work hours, which can total thousands of dollars. The Postal Service makes the safety of its employees a top priority. The week of Oct. 17 through Oct. 23 is USPS National Slip, Trip and Fall Prevention Week, which is a week long campaign dedicated to employee safety and injury prevention.



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Here are a few simple tips to prevent slips, trips and falls by mail carriers and others on private property year round:

Inspect the path:

Walk the path your carrier takes along your property to identify hazards. This may be an entrance that you use less often. You may not realize that there is a hazard present. Replace doormats that roll up along the edges, and use rubber-backed mats to prevent them from sliding. Ensure there is adequate lighting along the walking path.

Repair hazards:

Cracks in steps and porches, loose railing, uneven sidewalk joints and loose bricks or blocks in the walkway can be caused by deterioration over time. Water is a main culprit. Check drainage slopes and look for pooling areas, as this will also prevent slippery ice spots in the winter. Make repairs as quickly as possible. If you are not able to make the repair, block off the area or add yellow paint to an uneven surface to bring attention to it.

Control slippery surfaces:

Leaves, rain and ice can all pose serious fall hazards. Keep leaves off walking paths, use sand in paint for traction on porches, and clear the ice and snow from the path your carrier takes.



NATIONAL SLIP, TRIP AND FALL PREVENTION CAMPAIGN PUBLICITY KIT



POSTAL NEWS

Letter to the Editor

Publication Name
Street Address
City, State and Zip Code

Dear Editor,

On an average day, 48 U.S. Postal Service employees will experience a slip trip or fall while working. Slip trip and fall accidents are one of the leading accident types for our mail carriers; many of which results in serious injury. With deliveries every day, including in all seasons and weather conditions, carriers continue to experience falls in urban, suburban and rural settings.

Most slips, trips, and falls are preventable.

To ensure mail carriers' safety, we are asking all residents and business owners to identify and correct hazards on their properties. Walk the path your carrier takes along your property to identify hazards. There might be an entrance that you do not commonly use, so you may not be aware that a hazard exists. Cracks in steps and porches, loose railings, uneven sidewalk joints, and loose bricks or blocks in the walkway can be caused by deterioration over time.

Consider making repairs as quickly as possible. If you are not able to make the repair, block off the area or add yellow paint to an uneven surface to bring attention to it.

Leaves, rain and ice cause slick surfaces that also pose a slip, trip, or fall hazard. Keep leaves off the walking paths, use sand in paint for traction on porches, and clear ice and snow from the path your carrier takes.

If a mail carrier believes an area is unsafe, mail service could be interrupted, and when that happens you will be required to pick your mail up at the Post Office. Service will not be restored until the hazard has been eliminated.

With your help, we can keep our mail carriers safe by ensuring your property is free from hazardous conditions. Thank you for protecting our mail carriers as we deliver packages and correspondence to your door each day.

Sincerely,

[Name]
Postmaster

Safety Ambassador/Union Steward
[City]



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General Letters to Customers – English and Spanish

Expressing Concern (English)

Dear Valued Postal Customer,

The Postal Service is committed to delivering mail and packages to customers safely, promptly and efficiently. It has been brought to our attention by our mail carrier(s) that a hazardous condition exists on your property. This letter is to inform you that we are concerned that this hazard could cause an injury to your carrier while delivering your mail. We need your assistance in providing safe access to your mail receptacle since slip, trip and fall hazards are one of the leading accident types for our mail carriers; many of which results in serious injury.

Postal regulations stipulate that mail delivery service may be delayed or curtailed whenever streets or walkways present hazardous conditions to our carriers. To continue providing uninterrupted mail delivery to this address, the following condition must be corrected: <insert safety hazard details>.

We appreciate your understanding of our responsibility for the safety of our employees as well as of our customers. Contact your local delivery office at <insert address/phone number>.

Your assistance in this matter is greatly appreciated.

Sincerely,



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Expressing Concern (Spanish)

Estimado y valioso cliente del Servicio Postal:

El Servicio Postal se compromete a entregar la correspondencia y los paquetes a los clientes de forma segura, rápida y eficaz. Nuestros carteros nos han informado que existe una situación peligrosa en su propiedad. Esta carta es para informarle que nos preocupa que este peligro pueda producirle una lesión al cartero cuando entregue su correspondencia. Necesitamos su ayuda para proporcionar un acceso seguro a su buzón de correo, ya que los peligros de resbalones, tropiezos y caídas se encuentran entre los principales tipos de accidentes para nuestros carteros, y muchos de ellos producen lesiones graves.

Las regulaciones postales estipulan que el servicio de entrega de correo puede retrasarse o restringirse cuando las calles o las aceras presentan situaciones peligrosas para nuestros carteros. Para continuar proporcionando una entrega de correo ininterrumpida a esta dirección, debe corregirse la siguiente situación: *<insert safety hazard details>*.

Le agradecemos que comprenda nuestra responsabilidad con respecto a la seguridad de nuestros empleados y nuestros clientes. Comuníquese con su oficina postal local en *<insert address/phone number>*.

Le agradecemos enormemente su asistencia con este asunto.

Atentamente,

Compliance

Dear Postal Customer,

Thank you for keeping the path your mail carrier takes free of hazards. Because of customers like you accepting responsibility for hazards on their properties, carriers and other service people are better able to serve you in your neighborhood.

On behalf of both myself and your mail carrier, your cooperation is appreciated.

Sincerely,



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Postmaster Outreach Speech for Students

Fall prevention speech for School Children – Grades K through Two

[Make the presentation light and fun. Even though this is a serious subject, children will respond to a friendly and approachable adult.]

Good morning boys and girls,

I am here today because I have a message from your Postal Carrier! [Open a letter in an envelope with this message.]

Your Postal Carrier needs your help!

I am going to read you a message from your Postal Carrier.

Hello Kids! Your Postal Carrier here!

Your mail carrier loves delivering your mail but sometimes the path to get to your mailbox can be a scary journey. Some mail carriers have to go to the hospital because they may slip, trip or fall when they try to deliver to your house. That's no fun, right? As families, we can get busy and sometimes forget to check the path the carrier walks to our mailbox or our door for things they might stumble on.

Who likes to ice skate or roller skate or slide across the floor in your socks? [Wait for an excited response.]

Sliding along can be fun sometimes, huh? But, it can be scary sometimes too, huh?

Many mail carriers are hurt when they slip trip or fall each year, and I need your help to make sure they all stay safe. The best way to keep your mail carrier safe is to make sure to keep toys, leaves and snow off the path your carrier takes to your door.

If you are having fun while playing outside in your yard piling up leaves or making a snowman, be sure to keep it off the walkways.

Here are some safety tips you can take home and please go over what we spoke about today with your family. Last but not least, as a way to remember this safety talk – sing it with me (sung to the tune of "Twinkle, Twinkle, Little Star"):

"Before the mail arrives each day
Make sure the path is cleared away!"

Thank you for letting me speak to you today. Have a great and safe rest of the year!

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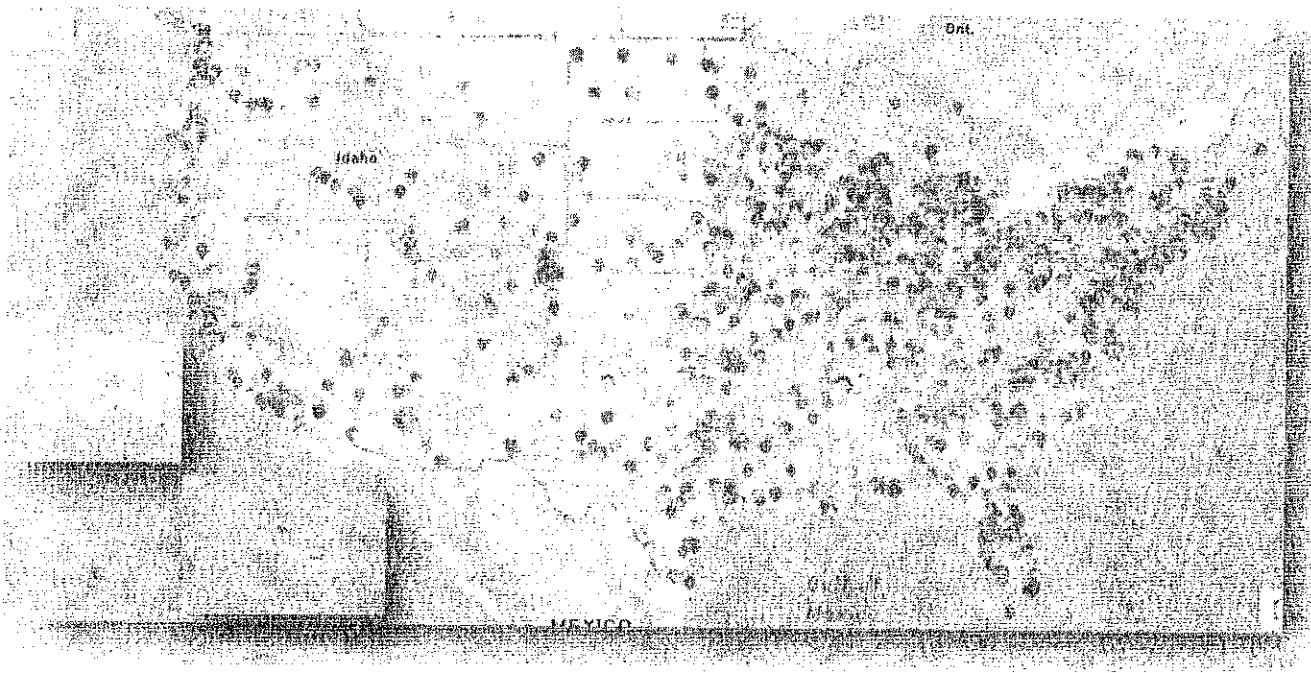
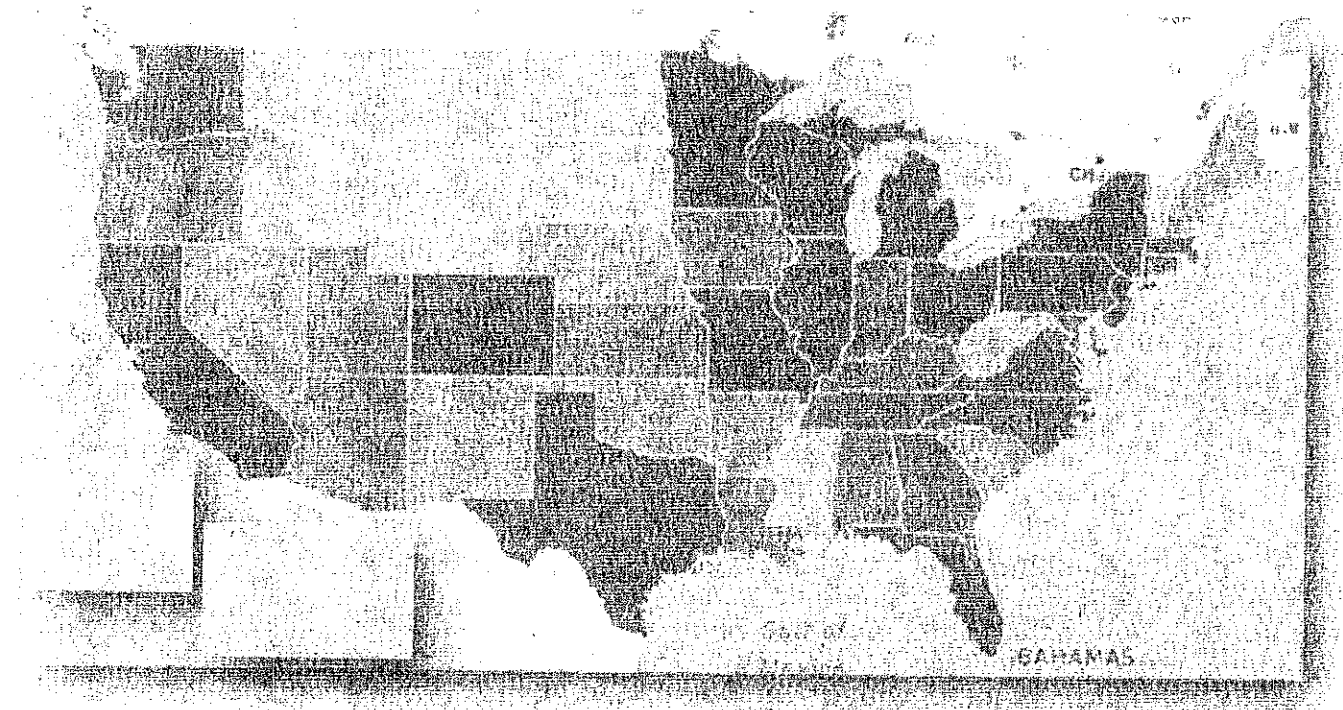


Draw a carrier on the steps



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Heat Map with Accident Data





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Slip, trip, and fall incidents by state:

AK 28	GU 1	ME 87	NM 98	TN 274
AL 205	HI 54	MI 942	NV 82	TX 960
AR 110	IA 265	MN 529	NY 1289	UT 151
AZ 176	ID 81	MO 505	OH 808	VA 403
CA 1475	IL 1246	MS 67	OK 138	VI 1
CO 435	IN 432	MT 44	OR 166	VT 46
CT 278	KS 188	NC 407	PA 941	WA 392
DC 71	KY 189	ND 31	PR 29	WI 495
DE 64	LA 197	NE 124	RI 70	WV 60
FL 759	MA 481	NH 104	SC 152	WY 39
GA 343	MD 345	NJ 645	SD 32	

Slip, trip, and fall incidents by city: (58 cities with the highest number of reported incidents listed)

AZ PHOENIX	55	MI DETROIT	142	OH CLEVELAND	119
CA LOS ANGELES	121	MI GRAND RAPIDS	51	OH COLUMBUS	70
CA OAKLAND	41	MN MINNEAPOLIS	178	OH DAYTON	39
CA SAN DIEGO	44	MN ST PAUL	56	OH TOLEDO	58
CA SAN FRANCISCO	50	MO KANSAS CITY	75	OR PORTLAND	68
CO DENVER	162	MO ST LOUIS	152	PA PHILADELPHIA	187
DC WASHINGTON	71	NC CHARLOTTE	63	PA PITTSBURGH	70
FL JACKSONVILLE	62	NE OMAHA	61	TN MEMPHIS	69
FL MIAMI	124	NM ALBUQUERQUE	55	TX CORPUS CHRISTI	39
FL ORLANDO	43	NV LAS VEGAS	42	TX DALLAS	94
FL TAMPA	43	NY ALBANY	45	TX FORT WORTH	86
GA ATLANTA	77	NY BRONX	45	TX HOUSTON	113
IA DES MOINES	41	NY BROOKLYN	106	TX SAN ANTONIO	52
IL CHICAGO	295	NY BUFFALO	63	UT SALT LAKE CITY	67
IN INDIANAPOLIS	88	NY FLUSHING	55	VA RICHMOND	39
KS SHAWNEE MISSION	43	NY NEW YORK	106	WA SEATTLE	68
KY LOUISVILLE	58	NY ROCHESTER	53	WA TACOMA	39
LA NEW ORLEANS	40	NY SYRACUSE	40	WI MILWAUKEE	81
MA SPRINGFIELD	48	OH AKRON	39		
MD BALTIMORE	146	OH CINCINNATI	85		