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August 14, 2024

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

Certified Mail:
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Dear Ivan:

The Postal Service proposes to revise Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees* and Handbook EL-809-T, *Area/Local Joint Labor-Management Safety and Health Committee Training*.

The purpose of the revisions is to update the content of the handbooks to include re-wording of content but maintaining same meaning, updates to duties and responsibilities of committee members, updates to electronic reports, updates/changes to organizational titles, rewrites of selected training exercises, cosmetic changes and grammatical corrections.

We have enclosed:

- Final draft copies of revise Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees* and Handbook EL-809-T, *Area/Local Joint Labor-Management Safety and Health Committee Training* with and without changes identified.
- A copy of a narrative explanation of the purpose and effect of the proposed changes.

Please contact Bruce Nicholson at extension 7773 if you have any questions concerning this matter or would like to meet to discuss the proposed changes.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Lloyd".

for
James Lloyd
Director
Contract Administration (NALC)

Enclosures

EL-809/EL809T

The purpose of the revisions is to update the content of the handbooks to include re-wording of content but maintaining same meaning and benefit to employee safety, updates to duties and responsibilities of committee members, updates to electronic reports, updates/changes to organizational titles, rewrites of selected training exercises, cosmetic changes and grammatical corrections.

Daniel Penland

Project Manager, Awareness

Occupational Safety and Health,



Area/Local Joint Labor-Management Safety and Health Committee Training

Handbook EL-809-T

April 2024
Transmittal Letter

- A. Explanation.** This issue of Handbook EL-809-T supersedes all previously published versions.
- B. Distribution.**
- 1. Initial.** Handbook EL-809-T is distributed to all Postal Service facilities directly involved in implementing and/or enforcing policies and procedures described in this handbook.
 - 2. Additional Copies.** Order additional copies from the Material Distribution Center using PS Form 7380, *Material Distribution Center Supply Requisition*.
- C. Comments.**
1. Submit in writing any comments and questions about the content of this document to:

OCCUPATIONAL SAFETY AND HEALTH
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260
 2. Submit in writing any comments and questions about the organization or editing of this document to:

POLICIES AND PROCEDURES INFORMATION
US POSTAL SERVICE
475 L'ENFANT PLAZA SW
WASHINGTON DC 20260
- D. Effective Date.** This handbook is effective upon receipt.

Douglas Tulino
Deputy Postmaster General
Chief Human Resources Officer

Area/Local Joint Labor-Management Safety and Health Committee Training

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A Commitment to Diversity

The Postal Service is committed to fostering and achieving a work and learning environment that respects and values a diverse work force. Valuing and managing diversity in the Postal Service means that the Postal Service will build an inclusive environment that respects the uniqueness of every individual and encourages the contributions, experiences, and perspectives of all people.

It is essential that Postal Service work and learning environments be free from discrimination and harassment on any basis.

In Postal Service classrooms, on the workroom floor, in casual conversation, and in formal meetings, employees and faculty are asked to encourage an open learning environment that supports everyone.

Course materials, lectures, classroom debates, and casual conversation must always reflect the commitment to safety and freedom from discrimination and harassment on any basis.

Executive and Administrative Schedule (EAS) training staff has a professional obligation to provide a safe, discrimination-free, and harassment-free learning environment. Instructors are expected to support this commitment. Class participants are asked to support the goal of zero tolerance of behavior that violates these commitments.

Any participant who finds that course material presented in the classroom or in self-instructional format does not follow these guidelines should let an instructor know immediately.

Participants should also let the instructor know if classroom discussions do not support these principles.

Diversity is a source of strength for the Postal Service organization. Diversity promotes innovation, creativity, productivity, and growth, and enables broadening existing concepts.

The Postal Service's policy is to value the diversity of its employees, customers, and suppliers, and to do what is right for its employees and the communities the Postal Service serves, thereby ensuring a competitive advantage in the global marketplace.

Area/Local Joint Labor-Management Safety and Health Committee Training

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Guidelines for Course Administration

Introduction

This guide will help course instructors train members of Joint Labor-Management Safety and Health Committees (JLMSHC). This training is required for all committee members at the local and area levels.

Course instructors are free to tailor their presentation to fit local needs and facility specific safety program plans. This guide provides the course instructor with teaching suggestions and an outline of information that should be covered. The main reference for this course is Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.

Course instructors should supplement the training by providing local reports and discussing safety and health problems that warrant the committee's attention. Also, using case studies and simulations of real work situations will enhance the committee's effectiveness.

When conducting group exercises, course instructors must be sure to include both labor union and management representatives in each working group. Cooperation between committee members should be encouraged throughout the training.

Class size will vary. Classes should be large enough to permit role playing, case studies, and brainstorming activities, but small enough that everyone has an opportunity to participate within the allotted time. This course is designed to take 4 hours.

The course instructor is responsible for completing the required training report forms. These must be recorded in the learning management system and include the course title ("Joint Labor-Management Safety and Health Committee"), "Express," and USPS Course Code 2009SAFE 0697MO01.

Course Objectives

At the completion of the course, participants will be able to:

- Define the roles and responsibilities of Joint Labor-Management Safety and Health Committees (JLMSHC).
- Create and maintain an interest in safety.
- Review accident trends and develop safety-emphasis programs to assist management to ensure compliance with safety rules and accident-reduction efforts.
- Promote committee teamwork.

Time Allocated for Course

4 hours.

Instructional Methods

- Lecture.
- Case studies.
- Discussions.
- Group exercises.

Participant Materials

- Name tents.
- Paper and pencils.
- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees* (one per participant).
- Local examples of safety reports (PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*; event reports; statistical reports, etc.), from the Safety Health Management Tool, (SHMT), redacting individuals' names, and excluding individual employee medical records that do not include the employee's consent to share them.
- Copies of case studies and other exercises.
- Examples of inspection checklists that are in the SHMT database.

Media

- Flip charts with stands (one per group plus one for the facilitator).
- Marking pens.
- Computer display and/or overhead projector.

Additional Courses

Other courses are available to committee members that will help them carry out their duties more effectively. Examples include:

- Facility Safety Coordinator Self-Study Guide (course 2019SAFE4130MO01).
- Safety Management, HERO – (Skillssoft) Online Class.

Area/Local Joint Labor-Management Safety and Health Committee Training

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Module 1: Introduction

Objectives:

Participants will be able to:

- State the course objectives.
- Locate emergency evacuation routes, restrooms, and smoking areas, and handle other matters relating to course logistics.

Time Allocated for Module:

1/2 hour.

Instructional Methods:

Lecture with discussion.

Summary:

- Welcome by operations manager and state course objectives.
- Introduce instructors.
- Complete a class roster.
- Introduce participants.
- Cover course logistics.

Participant Material Used:

None.

Media Required:

None.

Notes for Facilitator:

It is important for a senior operations manager or the manager's representative to welcome the committee as a demonstration of its commitment to safety and the value of the Joint Labor-Management Safety and Health Committee.

For Further Information:

Refer to the Emergency Evacuation Plan for the facility where training is taking place.

Welcome

- Welcome by the plant manager, postmaster, or installation head.
- Statement of the manager's vision for the Joint Labor-Management Safety and Health Committee.

Introduction of Facilitator

- Introduce the trainer and other resource persons involved.

Participant Roster

- Complete a roster of participants (see Appendix 1).
- Include each participant's Employee Identification Number (EIN) and finance number when available.
- The EAS trainer must enter employee roster information into the learning management system (Express Class).

Introduction of Participants

- Have each participant make a name tent.
- Use a creative method to allow participants to introduce themselves. This should be used as an icebreaker and set the tone for the training.
- Encourage group interaction during activities suggested throughout the course.

Course Schedule and Logistics

Inform the class of the following:

- Course schedule and times. (See a suggested sample schedule on the next page.)
- The facility restroom locations.
- The facility smoking policy.
- Emergency evacuation route. (Show a diagram.)

Joint Labor-Management Safety and Health Training

Suggested Time / Topic Outline

Schedule	Duration	Content	Process	Details / Notes
8:00 AM	1/2 hour	Introduction/Administrative Issues <ul style="list-style-type: none"> ■ Introductions. ■ Local safety policies and philosophy. ■ The training facility. 	Lecture Discussion	Introduce course sponsor, facilitators, and participants. Identify safety and health issues and logistical arrangements.
8:30 AM	1-1/2 hrs.	Safety and Health Committee Functions <ul style="list-style-type: none"> ■ Levels of committees. ■ Why have a committee. ■ Membership, duties, and responsibilities. ■ Meeting protocol and suggested minutes. ■ Review of safety records and reports, excluding individual employee medical records that do not include the employee's consent to share them. 	Exercise Discussion Demonstration Q&A	This discussion should be based on local practices and the national guidelines suggested in Handbook EL-809.
10:00 AM	15 min.	Break.		Time is approximate.
10:15 AM	1/2 hour	Creating an Interest in Safety <ul style="list-style-type: none"> ■ Safety as a value. ■ Fine-tuning safety programs. ■ Encouraging employee participation. ■ Promoting safety. 	Lecture Discussion	It is important for management representatives to demonstrate a commitment to safety.
10:45 AM	1 hour	Reviewing and Assisting with Safety Programs Compliance <ul style="list-style-type: none"> ■ Defining responsibilities for compliance assistance. ■ Why employees don't always comply with the rules. ■ Actions that can assist employee compliance, and ownership of rules and regulations. 	Lecture Exercises	Focus on the importance of implementing safety programs, as well as individual rules and regulations.

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Schedule	Duration	Content	Process	Details / Notes
11:15 AM	1/2 hour	Committee Teamwork <ul style="list-style-type: none"> ■ Group synergy. ■ The power of diversity. 	Lecture Exercise	Create an upbeat and collaborative spirit among committee members.

Module 2: Safety and Health Committee Functions

Objective:

Participants will be able to identify the reason and purpose for the existence of Safety and Health Committees.

Time Allocated for Module:

1-1/2 hours.

Instructional Methods:

Lecture and discussion.

Summary:

- Levels of safety and health committees.
- Why the Postal Service has a Joint Labor-Management Safety and Health Committee.
- Membership and responsibilities of committee members.
- Proposed order of business for committee meetings.
- Proposed format for recording minutes of meetings.
- Review of safety records and reports.

Participant Material Used:

Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.

Media Required:

- Flip chart.
- Copies of local submitted PS Form 1767s, *Report of Hazard, Unsafe Condition or Practice*; and hazard and accident reports from the current database system, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them.

Notes for Facilitator:

This module includes exercises that require the facilitator to supply copies of relevant submitted PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*; and hazard records, accident reports, and safety-statistic trends for the facility, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them. Facilitators must be sure to have this information or data available before the module begins.

For Further Information, Refer to the Following:

- *Employee and Labor Relations Manual (ELM)*, Chapter 8.
- National Agreements — Article XIV.

Levels of Safety and Health Committees

Executive or Management Safety and Health Committees

Executive Safety and Health Committees are established at the headquarters and area levels. Management Safety and Health Committees exist at local levels. Specific duties, responsibilities, and membership requirements of these committees are specified in Memorandums of Policy, Management Instructions, and other Postal Service publications.

Joint Labor-Management Safety and Health Committees

Joint Labor-Management Safety and Health Committees are established at multiple levels in accordance with national agreements. Local Joint Labor-Management Safety and Health Committees are mandatory in installations having 50 or more employees. Installations that have less than 50 employees are encouraged to establish committees, but they are not mandated to do so.

Why Safety and Health Committees

This exercise is to help participants think about their role as committee members. The course instructor must save the outputs as a review at the end of the module.

Exercise: Why a Committee

Purpose:

Define the purpose of Joint Labor-Management Safety and Health Committees. (Choose an area or local committee for illustrative purposes.)

Process:

- Provide a flip chart to each group.
- Have each group brainstorm and record, on the flip chart, why the group thinks the JLM SHC exists. Allow about five minutes for the brainstorming session.

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- Consolidate the results from each group onto one list that will be displayed for review at the end of the module.

Output:

Participants understand the rationale for Joint Labor-Management Safety and Health Committees.

Examples of responses from the above exercise may include:

- To examine and discuss safety trends and policies affecting employee safety in the facility or area.
- To create and maintain an interest in safety.
- To develop emphasis projects, improve workplace safety, and reduce employee injuries and accidents.
- To improve communication between management and employees in order to promote workplace safety for all employees.

A Local Joint Labor-Management Safety and Health Committee exists for many reasons. The main reason is to provide and maintain an open channel of communication between employees, unions, and management concerning safety and health matters. The committee also helps ensure that all employees in all areas of the facility have an opportunity to be represented.

Joint Labor-Management Safety and Health committees have considerable potential for reducing accidents, injuries, and illnesses. Committees allow management, unions, and employees to become actively involved in making positive contributions to the safety and health program. Meetings are where improvements in programs, regulations, processes, and possible hazards may be discussed freely and openly.

The Joint Labor-Management Safety and Health Committee should stress cooperation between labor unions and management, as well as advocate safety and health programs as a shared responsibility. This is echoed in national agreements:

It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe working force. The Union will cooperate with and assist management to live up to this responsibility.

Membership

There must be equal representation on the committee between the participating unions and management. Representation on the committee, to be specifically determined by management and the unions, must include one member from each of the participating unions (except in installations with two or more American Postal Workers Union [APWU] crafts where up to two representatives may be designated by the union) and appropriate management representatives.

The facility head or area manager, based on the level of the committee, will designate an operational manager as the chairperson. Except for the chairperson and secretary, members will serve 3-year terms. Union members are eligible to succeed themselves at the discretion of the unions.

Duties and Responsibilities

Chairperson

The duties of the chairperson are to:

- Set times and dates, and arrange locations for the meeting.
- Notify members of the meeting.
- Receive agenda items from the members.
- Arrange the agenda and program.
- Review previous minutes and other materials before the meeting.
- Coordinate gathering all appropriate management reports, data, and information to be reviewed by the committee. The Occupational Safety and Health (OSH) representative will support this function.
- Respond to members' requests for special meetings.

Secretary

The duties of the secretary are to:

- Prepare and document meeting minutes.
 - Distribute minutes to committee members before the next scheduled meeting.
-

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- Report the status of recommendations that the committee made.
- Distribute the agenda to members.
- Assume the chairperson's duties as necessary.

Local Committee Members

The duties of committee members are described in several documents. These are described using the following legend to reference the source documents:

- E = Handbook EL-809.
- A = American Postal Workers Union (APWU) National Agreement.
- M = National Postal Mail Handlers Union (NPMHU) National Agreement.
- N = National Association of Letter Carriers (NALC) National Agreement.

Duties of committee members are to:

- Attend all meetings **(E)**.
- Create an interest in safety and health **(E)**.
- Review local safety and health rules and assist management with policy and program compliance **(E, A, M, N)**.
- Review the progress in accident prevention and improved employee health at the installation **(E, A, M, N)**.
- Determine program areas that require increased emphasis **(E, A, M, N)**.
- Participate in investigating accidents that result in serious injuries, based on standards in the ELM **(A, M, N)**.
- Review safety and health suggestions **(E, A, M, N)**.
- Review safety-training records **(E, A, M, N)**.
- Review submitted PS Form 1767s, *Report of Hazard, Unsafe Condition or Practice*, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them **(E, A, M, N)**.
- Review employee injury events and event statistics from the Safety and Health Management Tool (SHMT), redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them **(E)**.

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- Identify unsafe work practices **(A, M, N)**.
- Review an updated list of hazardous materials used in the installation **(A, M, N)**.
- Render reports to the installation head **(A, M, N)**.
- Discuss all matters relating to employee safety and health, except for individual grievances (unless permitted by national agreement), and make recommendations for resolution or improvement to the installation head **(E, A, M, N)**.
- Review local dog-bite prevention efforts (if applicable) **(N)**.
- Ensure adequate safety precautions are in place and review procedures so that all appropriate safety precautions are implemented and followed while performing hazardous work, including when a second worker is present. The committee may complete PS Form 1783, *On-the-Job Safety Review/Analysis*, to justify the additional person **(A)**.
- Perform on-the-spot reviews of troublesome areas upon proper written approval from the committee chairperson **(E, A, M, N)**.
- Identify when it is appropriate to participate in inspections, such as:
 - When an investigation board is appointed by a district or division manager to investigate a fatal or serious industrial non-criminal accident, the appropriate union at the installation will be advised promptly. When the union requests, a representative from the committee will be permitted to accompany the board in its investigation **(E, A, M, N)**.
 - Any union representative on the committee may participate in the semiannual inspections that safety personnel conduct in the main facility of each district or division and National Distribution Center (NDC), provided the representative's union represents employees at that facility. Up to two APWU committee representatives may participate in such inspections in 200-man-year facilities **(E, A)**.

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- A union representative from the committee may participate in inspecting any facility, Post Office, NDC, station, branch, or other installation that has 100 or more man-years of employment in the regular work force, provided that the union represents employees at that facility and that the union representative's duty station is at that facility **(E, A, M, N)**.
- Selected on a rotating basis by the unions, one union representative from the committee may participate in the annual inspection of each installation with less than 50 and no more than 100 man-years of employment in the regular work force, where such a committee exists in the installation being inspected **(E, A, M, N)**.

Area Committee Members

Duties of Area Committee members are to:

- Attend all meetings **(E)**.
- Create and maintain an interest in safety and health, thereby helping to prevent accidents **(E)**.
- Determine program areas to receive increased emphasis and make recommendations regarding them **(E)**.
- Review accident reports and event statistics from the national safety and injury compensation systems, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them **(E)**.
- Discuss all matters relating to employee safety and health, except for individual grievances (unless permitted by a national agreement), and make recommendations for resolution or improvement to the installation head **(E)**.

Area/Local Committee Meetings

Meetings of the Area/Local committee are to be held at least quarterly. Meetings may also be held at the request of a committee member to discuss important problems or items. Although the request requires the chairperson's approval, no reasonable request will be denied. Members must submit agenda items at least 3 days before the meeting.

Meetings should be conducted according to the generally accepted rules of order, but formality should not be allowed to overwhelm the meeting or to inhibit free discussion.

Note: Individual grievances must not be made the subject of discussion during Local Joint Labor-Management Safety and Health Committee meetings, unless permitted by a national agreement with the union.

Order of Business — Local Committee

- The chairperson calls the meeting to order.
- The secretary does roll call.
- Any visitors are introduced.
- The secretary reads the minutes from the previous meeting and corrects any errors in them.
- Unfinished business is brought up for consideration and resolution.
- New business:
 - Review of safety accident reports and statistics.
 - Review of submitted PS Form 1767s, or electronic hazard reports, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them.
 - Review of employee suggestions regarding safety and health.
 - Review of safety rules, safety videos, and safety-training programs, etc.
 - Review of progress of the safety and health emphasis program, and special campaigns, etc.
 - Discussion and resolution of items or problems relating to safety and health.
- Safety education (such as a guest speaker or safety talk).
- Adjournment.

Order of Business — Area Committee

- The chairperson calls the meeting to order.
- The secretary does roll call.
- Any visitors are introduced.
- The secretary reads the minutes of the previous meeting and corrects any errors in them.
- Unfinished business is brought up for consideration and resolution.
- New business:
 - Review of local committee actions and/or concerns, and compliance with the meeting schedule.
 - Review of safety accident reports and statistics, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share them.
 - Review of safety rules, safety videos, and safety-training programs, etc.
 - Review of progress of safety and health programs, and special campaigns, etc.
 - Discussion and resolution of items or problems relating to safety and health.
- Safety education.
- Adjournment.

Meeting Minutes

The suggested format for minutes of the meeting is included on the next page (see Handbook EL-809). This may be adjusted according to local needs.

Suggested Format:

Minutes of Joint Labor-Management Safety and Health Committee Meetings

Date: _____

Subject: Safety and Health Committee [Date of Report] Minutes of Meeting

From: Chairperson, Safety and Health Committee (office, state, and ZIP Code)

To: Postmaster (or installation head) (office, state, and ZIP Code)

Meeting convened at:	(time)	(location)
In attendance:	(name)	Chairperson
	(name)	Secretary
	(name)	Title
	(name)	Title
Not in attendance:	(name)	Title
	(name)	Title
Agenda Items:	Unfinished business:	(Subject, action taken, etc.)
	New business:	(Subject, action taken, etc.)
	Problem areas which should receive increased emphasis:	(Brief report and recommendations, if any)
	Special items:	(This will include safety education presentations, results of on-the-spot reviews of troublesome areas with recommendations and action taken.)
	Brief report if any	
Meeting adjourned at:	(time)	

Signed: _____ **Chairperson**

_____ **Secretary**

Note: Copies of the minutes must be provided to the local president of each union and posted on employee bulletin boards.

Now that the Postal Service has included committee membership, duties, responsibilities, and other basic committee activities, it's time to examine common forms used to report hazards and accidents.

Review of Safety Records and Reports

The following are among a number of reports and submitted forms that the committee may review to carry out its duties. See Appendices 2, 3, and 4 for more.

- Employee injury-event reports from SHMT.
- Informed Mobility Safety Observation Tool (IMSOT) records if available.
- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*.
- PS Form 1778, *Dog/Animal Warning Card*.
- PS Form 1783, *On-the-job Safety Review/Analysis*.
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form 4584, *Observation of Driving Practices (IMSOT Data)*.
- Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*.
- Occupational Safety and Health Administration (OSHA) 300 Log.

Two important sources of information for the Joint Labor-Management Safety and Health Committee are submitted PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*, and accident reports. When reviewing the safety reports, individual employee medical records without the employee's consent to share them must be excluded from the committee's review, and individuals' names must be redacted from all reports reviewed. The following exercises should be based on local cases.

Exercise: Report of Hazard, Unsafe Condition or Practice

Purpose:

Review submitted PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*.

Process:

- Hand out copies of local submitted PS Form 1767s, *Report of Hazard, Unsafe Condition or Practice*, with names and other identifying data, including medical information and records, deleted.
- Remind participants that confidentiality must be maintained.
- In small groups, review local hazard-report samples for completeness and corrective action taken to resolve the problem.
- Have participants discuss if the reports indicate patterns of unsafe conditions that warrant further review.
- Discuss actions that the committee may take.

Outputs:

Report of the groups' findings.

One committee responsibility is to review submitted PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*. These are important reports from employees as they are official safety communications to management. It is management's responsibility to respond and take necessary corrective actions.

The Joint Labor-Management Safety and Health Committee may review these reports to determine if effective action has been taken. In addition, the committee may identify specific areas that may need attention by noting the frequency of hazards reported in an area. Reports of similar hazards may indicate a condition common to the entire facility.

Exercise: Accident Report

Purpose:

Review local safety reports.

Process:

- Hand out samples of accident reports, with names and other identifying data, including medical information or records, deleted.
- In small groups:
 - Review the reports for completeness and correctness.
 - Identify additional actions to reduce causes if possible.
 - Discuss if reports indicate a pattern of unsafe conditions that warrant further review.
- Discuss actions or projects the committee may take.

Outputs:

Create a group report based on a review of employee accident event records in SHMT.

Reviewing accident and injury reports and other safety reports for the local facility may identify trends that are unusual and stand out. This may help identify problem areas and determine the effectiveness of local safety programs. Accident statistics for each month should be compared to previous periods and to SPLY (the same period last year).

Module 3: Creating an Interest in Safety

Objective:

Participants will be able to create an interest in safety within the facility.

Time Allocated for Module:

1/2 hour.

Instructional Methods:

- Lecture.
- Discussion.

Summary:

- Make safety a value.
- Fine-tune safety programs based on local needs.
- Encourage employees to participate in improving employee safety at their facility.
- Promote safety.

Participant Material Used:

None.

Media Required:

Flip charts.

For Further Information:

Refer to the online class "Safety Management" in the learning management system.

Primary Responsibilities

One of the primary responsibilities of the committee is to encourage an interest in safety for all employees. This goal may be accomplished in the following ways:

- Make safety a value.
- Lead by example.
- Create safety programs based on data.
- Encourage all employees to make suggestions and participate to improve safety.
- Use creative methods to communicate safety messages.

Safety as a Value

The importance of safety must not diminish for any reason. Unsafe acts or conditions must not be permitted, even to meet service goals. Many times individuals may seek shortcuts in an effort to process the mail on time, meet delivery standards, or repair equipment that is desperately needed for mail processing. While mail processing, mail delivery, and equipment repair are high priorities, safety must be valued above them.

Committee members must lead by example. In this way they demonstrate a commitment to safety by their dress, attitude, and actions. Committee members may gain attention and foster safety awareness by conducting frequent informal safety observations, quickly addressing safety problems, complying with all safety rules without exception, and communicating often with employees about safety.

Fine-Tuning Safety Programs

The Postal Service work environment is constantly changing as new technology is introduced and processes are refined to meet new service goals.

New safety concerns must be quickly identified, and safety programs constantly fine-tuned to prevent accidents that may result from this changing environment.

Area/Local Joint Labor-Management Safety and Health Committee Training

Safety programs should include:

- Engineering solutions, such as:
 - Machine guarding.
 - Proper equipment placement.
 - Product substitution (nonhazardous chemicals in lieu of hazardous chemicals).
- Administrative solutions, such as:
 - Training and safety talks.
 - Posters.
 - Safe work practices.
- Personal protective equipment (PPE), such as:
 - Gloves.
 - Eye protection.
 - Hearing protection.

PPE should always be the last option when engineering or administrative solutions will not completely abate the hazard.

Encouraging Employee Participation

The more active employees are in the safety program, the more effective it will be. Employees should be encouraged to suggest improvements; report hazards, unsafe conditions or practices; and use other means to communicate safety concerns to the committee. Communication with the committee is to be made freely and without fear of reprisal.

Employee concerns must be addressed, and the individual must be kept informed of the progress toward resolution. The committee should also involve employees in developing solutions and addressing problems quickly to maintain employee interest, confidence, and participation.

Promoting Safety

Committee members are encouraged to be creative in promoting safety. Suggestions include:

- Conducting targeted safety-emphasis programs.
- Promoting employees sharing safety best practices.
- Giving recognition and incentives.
- Displaying safety-themed posters and giving safety talks.
- Holding safety contests.
- Employing training.

It is important to keep safety initiatives current to maintain interest. By applying imagination and occasionally changing promotional activities, committee members may motivate employees to maintain an interest in safety. Encouraging employee involvement will lead to self-ownership of the safety programs and improve employee safety within the facility.

Module 4: Improving Safety-Program Compliance

Objective:

Participants will be able to give examples of how committee members may help identify and reduce the number of unsafe practices and unsafe acts.

Time Allocated for Module:

1 hour.

Instructional Methods:

- Lecture.
- Discussion.
- Case study.

Summary:

- Committee responsibility.
- Employee responsibility.
- Why employees fail to follow safety practices and policies.
- How to improve employee commitment to safety.

Participant Material Used:

None.

Media Required:

- Flip charts.
- Copies of case studies (one per group).

Committee Responsibility

Another important committee function is to review local safety policies and rules. As stated earlier in this guide, changes in the Postal Service workplace often result in changes in local safety programs.

Committee members are responsible for helping implement safety programs. All Postal Service employees are responsible for observing safety rules and performing their job safely.

Key safety programs and procedures that the Postal Service tracks include:

- Dog-bite prevention.
- Heat-illness prevention.
- Motor-vehicle safety.
- Emergency preparedness.
- Facility inspections.
- Ergonomic injury awareness.
- OSHA programs.
- Fire prevention/emergency egress.
- Electrical safety.
- Slip, trip, and fall prevention.
- Lockout/tagout procedures.
- Hazardous material spill and leak response.
- Personal protective equipment use.
- Safety procedures regarding driving powered industrial trucks.

Employee Responsibility

Every Postal Service employee is responsible for:

- Complying with both OSHA and Postal Service safety and health programs, regulations, procedures, and practices.

Area/Local Joint Labor-Management Safety and Health Committee Training

- Keeping the employee's work area in a safe and healthful condition.
- Reporting immediately and/or self-correcting any safety hazards and unsafe working conditions.
- Reporting immediately any accident in which the employee is involved, regardless of the extent of injury or amount of damage.
- Keeping physically and mentally fit to meet the job requirements.
- Driving defensively and professionally; extending courtesy in all driving situations; and obeying all state, local, and Postal Service regulations when driving a vehicle owned, leased, or contracted by the Postal Service.

Why Employees Don't Always Comply with the Rules

Exercise: What Me Worry

Purpose:

Identify reasons why employees don't follow safety rules and policies.

Process:

- Break into small groups.
- Have each group brainstorm the most common reasons why safety rules are not always followed.
- List reasons on the group's flip chart.
- Post the lists on the walls around the room.
- Facilitate a discussion about possible means for improving compliance with the rules (training, employee involvement, recognition, etc.).

Outputs:

Group report and discussion.

How to Help Improve Compliance with Safety Programs

Proposed exercise: Doing the Right Thing for Safety

Purpose:

Define actions that may be taken to help comply with safety rules and policies.

Process:

- Break into groups with at least three persons in each group.
- Assign *one* of the following 5 case studies to each group.
- In small groups, read the assigned case study.
- Brainstorm and list the following on the group's flip chart:
 - Hazard;
 - Causes;
 - Possible injury; and
 - Possible solutions.
- Have each group appoint a spokesperson who will report the group's findings to the entire group.
- Solicit additional input from the whole group at the end of each presentation.

Outputs:

- Reports from each group on their findings.
- Class discussions to gain additional ideas.

Case Study 1: Dave

Dave has been a mail-processing mechanic for 6 years and has a good safety record. One of the responsibilities of a mail-processing mechanic is to replace conveyor-belt rollers on large bulk conveyors. The rollers are heavy and difficult to manage as one climbs ladders to the elevated conveyors.

Dave is uneasy about asking for help. You observe Dave attempting to climb a ladder with one of the large rollers held with one hand and supported with his shoulder. How would you respond to this situation?

Case Study 2: Tami

Tami has been a mail handler for 2 years and had a back injury in the past from lifting in an attempt to unload the mail from an unexpected additional trailer at the dock. You observe Tami hand-pulling three joined-together APC containers to the staging area. How would you respond to this situation?

Case Study 3: Jim

The supervisor just presented a safety talk on the importance of entering dog-hazard information into the scanner notification system. You hear Jim say, "That does no good; I'm not going to bother." You also know that Jim is about to go on vacation, and a substitute will be delivering his route mail while Jim is away. How would you handle this situation? What would you say to Jim?

Case Study 4: Penny

Penny is an electronic technician responsible for maintaining closed-circuit television (CCTV) cameras used throughout the building to monitor mail flow. These cameras are often located in remote areas of the high bay and are usually reached by carefully climbing out on the top conveyor-belt system.

Penny turns off the conveyor, but does not lock out the conveyor before walking out on the belt. Penny's supervisor, Darrell, is aware of this practice, but has noticed that Penny doesn't seem to be worried about a conveyor start up because this saves time. How would you respond to this situation?

Case Study 5: Monica

Monica is a new employee assigned as a machine operator in a delivery barcode-sorter operation. Carol, the senior operator on this equipment, trained Monica.

Monica has to clear several jams during a tour while sweeping the DBCS (delivery bar code sorter). Posters around the equipment state the importance of using emergency stops while clearing jams.

Monica is unsure about how using emergency stops will affect the machine's operation. Besides that, the machine is stopped already, and Carol never uses them either. How would you respond to this situation?

Module 5: Committee Teamwork

Objective:

Participants will be able to demonstrate group collaboration and teamwork.

Time Allocated for Module:

1/2 hour.

Instructional Methods:

- Lecture.
- Discussion.
- Group exercise.

Summary:

- Group synergy.
- The power of diversity.

Participant Material Used:

None.

Media Required:

Flip charts.

For Further Information:

See the learning management system "Team Building Tool Kit: Tips and Tactics for Effective Workplace Teams."

Group Synergy

Joint Labor-Management Safety and Health Committee members have accepted a great responsibility. However, it is not the committee member's burden alone.

Regardless of how much committee members may accomplish individually to strive for a safe and healthful workplace, more may be achieved when the committee acts together. This effort is called *synergy*: The power of the group is greater than the sum of each individual effort.

The Power of Diversity

Every individual brings to the group a unique combination of knowledge and experience from the individual's personal life, culture, and career. When the group recognizes and draws upon these differences, the group is strengthened by its diversity. Denying individual differences weakens the group.

The Joint Labor-Management Safety and Health Committee may draw upon these strengths:

- Members have diverse work experiences.
- Members are able to communicate with other Postal Service employees at many different levels.
- The committee brings labor and management around the table to address safety issues that benefit the employee, the business, and the customer.

Exercise: The Green Vegetable

Conclude the training with the "Green Vegetable" exercise to demonstrate synergy. Use this to demonstrate how much more powerful the group is when it combines individual ideas. This exercise may also demonstrate the power of diversity if some "green vegetables" are unknown to some group members.

Purpose:

Recognize the benefits of synergy and diversity.

Process:

- Have each person list as many green vegetables as possible in 5 minutes.
- Have everyone count how many they listed. Recognize the person who has the longest list.
- Go around the room to each person, in turn, and ask for an item from each person's list. Write on a flip chart the vegetable name that each person gave.
- Continue going around the room asking each person for a vegetable name that the person listed until a list has been made of all vegetable names that were on each person's list. If an individual runs out of vegetables to suggest, that individual will say "Pass" and the next person will give another from that individual's list.
- Have all persons cross any item off their list that another gave and listed on the flip chart.
- Compile individual lists into one group list.
- Count the number of vegetable names on the flip chart. It will be a much larger number than the number on any individual's list.

Outputs:

- Discuss with the group the number of years of Postal Service experience, and experience outside the Postal Service that will benefit the group.
- Discuss what each member feels that member may bring to the committee, with emphasis on synergy and diversity.

Conclusion

- Safety depends on committee members and the employee.
- Small celebration of thanks for class participation and completion.

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Appendices

1. Participant Roster.
2. Postal Service Manuals, Handbooks, and Publications.
3. Non-Postal Service Resources.
4. Forms the Postal Service Uses.

Appendix 1 — Participant Roster



Participant Roster Joint Labor-Management Safety and Health Committee Training

Course # _____ Date _____

	Name	Job Title	Level	EIN #	Finance #	Facility
1.						
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Appendix 2 — Postal Service Manuals, Handbooks, and Publications

As a leader, the committee member and safety and health course instructor will not necessarily use all these references or forms. These are references used by the Occupational Safety and Health teams. They are listed here for information:

- ELM Subchapter 540, "Injury Compensation Program."
- ELM Chapter 8, "Safety, Health, and Environment."
- Handbook EL-505, *Injury Compensation*.
- Handbook EL-801, *Supervisor's Safety Handbook*.
- Handbook EL-802, *Executives' and Managers' Safety and Health Program and Compliance Guide*.
- Handbook EL-803, *Maintenance Employee's Guide to Safety*.
- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.
- All Management Instructions beginning with "EL-810" (i.e., EL-810-2017-4, *Bloodborne Disease Exposure Control Plans*).
- Handbook EL-812, *Hazardous Materials and Spill Response*.
- Handbook EL-814, *Postal Employee's Guide to Safety*.
- Handbook PO-502, *Mail Transport Equipment*.
- Handbook PO-516, *Highway Contractor Safety (Pocket Edition)*.
- Handbook PO-603, *Rural Carrier Duties and Responsibilities*.
- Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- Publication 129, *Safety Talks*.
- Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*.

Additional resources are available in the Safety Health Management Tool (SHMT) library.

Appendix 3 — Non-Postal Service Resources

As leaders, Postal Service Safety and Health Committee members and safety-and-health course instructors may wish to access the following online resources relating to safety:

- "Occupational Safety and Health Standards"(29 CFR Part 1910), produced by the Occupational Safety and Health Administration (OSHA): <https://www.osha.gov/laws-regs/regulations/standardnumber/1910>.
- "Occupational Safety and Health Standards for Construction" (29 CFR Part 1926), produced by OSHA: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926>.
- "Recording and Reporting Occupational Injuries and Illness" (29 CFR Part 1904), produced by OSHA: <https://www.osha.gov/laws-regs/regulations/standardnumber/1904/>.
- "Training Requirements in OSHA Standards," produced by OSHA: <https://www.osha.gov/sites/default/files/publications/osh2254.pdf>.
- National Safety Council, a nonprofit safety advocate for all industry: <https://www.nsc.org/>.
- "OSHA Job Safety and Health; IT'S THE LAW!" poster (OSHA Publication 3021), produced by OSHA: <https://www.osha.gov/publications/poster>.

Appendix 4 — Forms the Postal Service Uses

- PS Form 1700, *Accident Investigation Worksheet*.
- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*.
- PS Form 1768, *Safe Driver Award Committee Decision*.
- PS Form 1778, *Dog/Animal Warning Card*.
- PS Form 1783, *On-the-Job Safety Review/Analysis*.
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form 2491, *Medical Report — First Aid Injuries*.
- PS Form 2548, *Individual Training Record — Supplemental Sheet*.
- PS Form 3956, *Authorization for Medical Attention*.
- PS Form 4584, *Observation of Driving Practices*.
- PS Form 4584-P, *Observation of Driving Practices — Powered Industrial Trucks (PITs)*.
- PS Form 4588, *Observation of Work Practices-Delivery Services*.
- PS Form 4589, *Observation of Work Practices-General*.
- Notice 76, *Expanded Vehicle Safety Check*.
- Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.
- Form CA-2, *Notice of Occupational Disease and Claim for Compensation*.
- Form CA-2a, *Notice of Recurrence*.

Area/Local Joint Labor-Management Safety and Health Committee Training

- Form CA-6, *Official Superior's Report of Employee's Death.*
- Form CA-7, *Claim for Compensation.*
- Form CA-16, *Authorization for Examination and/or Treatment.*
- Form CA-17, *Duty Status Report.*
- Form CA-20, *Attending Physician's Report (second part of Form CA-7).*
- Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report.*
- Standard Form (SF) 95, *Claim for Damage, Injury, or Death.*



Guidelines for Area/Local Joint Labor-Management Safety and Health Committees

Handbook EL-809

April 2024
Transmittal Letter

- A. Explanation.** This issue of Handbook EL-809 obsoletes all previously published versions.
- B. Distribution**
- 1. Initial.** Handbook EL-809 is distributed to all Postal Service facilities directly involved in implementing and/or enforcing the policies and procedures described in this handbook.
 - 2. Additional Copies.** Order additional copies from the Material Distribution Center using PS Form 7380, *MDC Supply Requisition*.
- C. Comments**
1. Submit in writing any comments and questions about the content of this document to:
OCCUPATIONAL
SAFETY & HEALTH
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 9801
WASHINGTON DC 20260-4231
 2. Submit in writing any comments and questions about the organization or editing of this document to:
BRAND AND POLICY
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4630
WASHINGTON DC 20260-5540
- D. Effective Date.** This handbook is effective upon receipt.

Douglas Tulino
Deputy Postmaster General
Chief Human Resources Officer

Introduction

This booklet is for all area/local joint labor-management safety and health committee members and is intended to provide guidance and information on their responsibilities as a committee member.

Safety and health committee members must be personally committed to making accident prevention a part of their daily work. They can demonstrate their commitment through leadership and setting a personal example by working safely and observing safe practices.

Safety must become the member's way of life, both on and off the job. Safety never just happens. If a workplace is safe, it is because somebody is working to make it safe. Safety and health committee members play a major role in making their workplace safe for all employees.

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I. Safety Philosophy of the United States Postal Service

This is the safety philosophy of the Postal Service:

- All injuries can be prevented.
- Management, which includes all levels through the initial-level supervisor, has the responsibility of preventing injuries.
- It is possible to safeguard against all operating exposures that may result in injuries.
- All employees must be trained to understand that it is to their advantage, as well as the Postal Service's, to work safely, and that they have a definite responsibility to do so in order to avoid the pain and suffering that accidents can cause.
- It is good business, from the standpoint of both efficiency and economy, to prevent personal injuries on and off the job.

The following are excerpts from the 1998 National Agreement Article on Safety and Health:

It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe working force. The Unions will cooperate with and assist management to live up to this responsibility.

The Employer and the Unions insist on the observance of safe rules and safe procedures by employees and insist on correction of unsafe conditions.

II. Membership

Area Safety Committee

A joint labor-management safety and health committee will be established at the employer's area level.

- Representation on the committee must include one person from the union and an appropriate representative appointed by the vice president of the Postal Service area office.
- The committee chairperson must be an operations direct report to the vice president, Area Retail & Delivery Operations.
- Management will designate the secretary of the committee.
- A safety and/or maintenance analyst, manager, specialist, or coordinator on the area staff must serve as a support member of the committee.

Local Safety Committee

- A. A joint labor-management safety and health committee will be established at each Postal Service installation that has 50 or more employees.
- B. A committee may be established upon the request of the installation head at Postal Service installations having less than 50 employees.
- C. There must be equal representation on the committee between the unions and management.
 1. Representation on the committee must include one person from each of the unions at the installation. Appropriate officials assigned by the installation head must represent management.
 2. Management will designate the committee chairperson, who must be an operations direct report to the installation head.
 3. Management will designate the secretary of the committee.
 4. When an installation has a facility safety officer on the staff, that person must be a member of the committee.
 5. A maintenance manager, supervisor, or coordinator on the installation staff must be a committee member.

III. Terms of Membership

With the exception of the chairperson, the secretary, and the safety officer, committee members must serve three-year terms. Unions, at their discretion, may replace their union representative on the committee.

IV. Orientation of Area/ Local Committee Members

All committee members will receive formal orientation and training on the following:

- Duties and responsibilities of committee members;
- Basic elements of the safety and health programs;
- Identifying hazards and unsafe conditions; and
- Reports and statistics that the committee reviews and analyzes.

V. Duties and Responsibilities of Committee Members

- A. Local Safety and Health Committee Members. All members are expected to do the following:
1. Attend all scheduled meetings.
 2. Create and maintain an interest in safety, health and ergonomics and, thereby, help to prevent accidents.
 3. Review local safety and health rules and help management enforce these rules.
 4. Monitor the progress of accident prevention and health activities, and, when necessary, make recommendations for improvement to

the installation head. **Note:** Safety and health committee membership does not entitle members to have access to individual employee medical records without the employee's consent.

5. Analyze data and work tasks to identify accident causes and develop recommendations to increase safety awareness and emphasis to reduce accidents.
6. Review employee safety and health suggestions.
7. Review safety-training records to determine if all employees are receiving appropriate training.
8. Review employee-reported hazards and safety concerns, employee/management responses and recommended corrective actions.
9. Review accident reports, safety inspection abatements, and employee-injury reports. This excludes individual employee medical records that do not include the employee's consent to share them.
10. Discuss all matters relating to employee safety, health and ergonomics, except for individual grievances (unless permitted by national agreement) and make recommendations for resolution or improvement to the installation head.
11. Help make recommendations for safety-process improvements. Committee members will use safety, inspection, ergonomic and abatement resources accessible to management representatives, including checklists, assessments, and analysis tools.
12. Participate in work-task reviews of identified safety concerns or process improvements when the chairperson authorizes. Committee members will be on official time while conducting such reviews.
 - When a district or division manager appoints an investigation team to investigate a fatal or serious industrial noncriminal accident, the appropriate union at the installation will be advised promptly. When the union requests, a representative from the committee will be permitted to accompany the investigation team in its investigation.
 - Any union representative on the committee may participate in the facility inspection conducted by safety personnel in the main facility of each district or division and bulk mail center (BMC), provided that the representative's union represents employees at that facility.
 - A union representative from the committee may participate in inspecting any facility, Post Office, BMC, station, branch, or other installation that has 100 or more man-years of employment in the regular workforce, provided that the representative's union represents employees at that facility and that the representative's duty station is at that facility.

- Selected on a rotating basis by the unions, one union representative from the committee may participate in the annual inspection of each installation with less than 100 man-years of employment in the regular workforce, where such a committee exists in the installation being inspected.
- B. Area Safety and Health Committee Members. All members are expected to do the following:
1. Attend all scheduled meetings.
 2. Create and maintain an interest in safety, health and ergonomics and, thereby, help to prevent accidents.
 3. Mentor and support local safety committees with accident-trend analysis to provide increased emphasis and make recommendations regarding them.
 4. Review employee-reported hazards and concerns from the national tracking program and the injury compensation program reporting system. This excludes individual employee medical records that do not include the employee's consent to share them.
 5. Discuss all matters relating to employee safety, health and ergonomics, except for individual grievances (unless permitted by national agreement), and make recommendations for resolution or improvement to the installation head.
 6. To help make recommendations for ergonomic improvements, use available ergonomic resources.
- C. Area/Local Committee Officers:
1. Chairperson:
 - Arranges the meeting place.
 - Sets times and dates for meetings.
 - Notifies members of meetings.
 - Receives agenda items from members.
 - Arranges the agenda and program.
 - Arranges for seating for all members.
 - Reviews previous minutes and other materials before meetings.
 - Coordinates gathering all appropriate management reports, data, and information for the committee's review.
 - Responds to members' requests for special meetings.
 2. Area/Local Secretary:
 - Prepares meeting minutes.
 - Distributes minutes.
 - Reports on the status of implementing the committee's recommendations.
 - Distributes the agenda to members.
 - May assume some of the chairperson's duties.

D. Field Federal Safety and Health Councils:

Where a Field Federal Safety and Health Council exists, one representative will be selected to represent all unions who are on the local safety and health committee and will be permitted to become a member of such a council and attend its meetings. This employee will be excused without loss of pay from regularly assigned duties.

VI. Area/Local Committee Meetings

- A. The committee will meet at least quarterly. In addition, meetings may be held at any other time at the request of a committee member to discuss important problems or items. The chairperson must approve such a request, but the request must not be unreasonably denied.
- B. Agenda items must be submitted to the committee's chairperson at least three business days before a meeting.
- C. Individual grievances will not be discussed during local committee meetings, unless provided for in the national agreements.
- D. Meetings must be conducted according to the generally accepted rules of order, but formality will not be allowed to overwhelm the meeting or to inhibit free discussion.

VII. Order of Business

Local Committee

- A. *Call to order.* The chairperson will call the meeting to order promptly at the designated time.
- B. *Roll call by the secretary.* The secretary will record the names of members and others present.
- C. *Introduction of any visitors.*
- D. *Minutes of the previous meeting.* The minutes will be read and any needed corrections made.

- E. *Unfinished business.* All matters with no definite decisions made are brought up for reconsideration.
- F. *New business.*
 - 1. Review safety accident reports and statistics to identify accident causes and trends in order to reduce employee safety hazards.
 - 2. Review employee reports of unsafe conditions and employee suggestions to improve the safety of working conditions.
 - 3. Using analysis, develop local action plan suggestions to reduce hazards and improve employee safety.
 - 4. Review safety processes and compliance with safety rules and offer suggestions to improve safety training for employees.
 - 5. Review progress of the safety and health program, and special campaigns, etc.
 - 6. Discuss and resolve any other items or problems relating to safety and health.
- G. *Safety education.* This should be part of every meeting. A committee member, outside expert, or local safety officer, etc., may make a presentation.
- H. *Scheduling.* Schedule the next committee meeting date and time.
- I. *Adjournment.*

Area Committee

- A. *Call to order.* The chairperson will call the meeting to order promptly at the designated time.
- B. *Roll call by the secretary.* The secretary will record the names of members and others present.
- C. *Introduction of any visitors.*
- D. *Minutes of the previous meeting.* The minutes will be read and any needed corrections made.
- E. *Unfinished business.* All matters on which no definite decisions have been made are brought up for reconsideration.
- F. *New business.*
 - 1. Review safety accident reports and statistics.
 - 2. Discuss safety-emphasis needs based on the current injury and accident data.
 - 3. Review progress of the ongoing safety and health program and/or special campaigns, etc.
 - 4. Discuss and resolve any other items or problems relating to safety and health.
- G. *Safety education.* This should be part of every meeting. A committee member, outside expert, or local safety officer, etc., may make a presentation.
- H. *Scheduling.* Schedule the next committee meeting date and time.
- I. *Adjournment.*

VIII. Suggested Format for Meeting Minutes

Date: _____

Subject: Safety and Health Committee [Date of Report] Minutes of Meeting

From: Chairperson, Safety and Health Committee (office, state, and ZIP Code)

To: Postmaster (or installation head) (office, state, and ZIP Code)

Meeting convened at:	(time)	(location)
In attendance: List all in attendance.	(name)	Chairperson
	(name)	Secretary
	(name)	Title
	(name)	Title
Not in attendance:	(name)	Title
	(name)	Title
Agenda Items:	Update on current committee projects:	(Discussion/Updates on current projects and committee actions.)
	New business:	(Submitted agenda items.)
	Problem areas which should receive increased emphasis:	(Review of current accident trends or hazards.)
	Special items:	(Includes safety and ergonomics education presentations, results of on-the-spot inspections of troublesome areas, with recommendations and action taken.)
	Brief report, if any	
Meeting	(time)	

Signed: _____ **Chairperson**

_____ **Secretary**

Note: Copies of the minutes must be made available to the field manager, Safety, and the local president of each union, and posted on employee bulletin boards. No individual personnel or medical data must be included in the minutes.



**UNITED STATES
POSTAL SERVICE®**

Guidelines for Area/Local Joint Labor-Management Safety and Health Committees

Handbook EL-809
~~2013~~October~~April~~ 2024

~~November~~

Transmittal Letter

A. Explanation. This issue of Handbook EL-809 obsoletes all previously published versions.

B. Distribution

1. **Initial.** Handbook EL-809 is distributed to all Postal Service facilities directly involved in implementing ingation and/or enforcing ingement of the policies and procedures described in this handbook.
2. **Additional Copies.** Order additional copies from the Material Distribution Center using PS Form 7380, *MDC Supply Requisition*.

C. Comments

1. Submit in writing any comments and questions about the content of this document can be submitted in writing to:

~~SAFETY AND-
HEALTH OCCUPATION
AL SAFETY & HEALTH~~
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 9801
WASHINGTON DC 20260-4231

2. Submit in writing any comments and questions about the organization or editing of this document can be submitted in writing to:

BRAND AND POLICY
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 4630
WASHINGTON DC 20260-5540

D. Effective Date. This handbook is effective upon receipt.

~~Jeffrey C. Williamson~~
Douglas Tulino

~~Executive Vice~~
~~President~~Deputy Postmaster
General

Chief Human Resources Officer



Introduction

This booklet is for all area/local joint labor-management safety and health committee members and is intended to provide guidance and information on your/their responsibilities as a committee member.

~~As an individual serving on the safety and health committee, you must~~ Members of the safety and health committee members must ~~be~~ have a personally committed ~~ment~~ to making accident prevention a part of your/their daily work. ~~You/They~~ can demonstrate your/their commitment through leadership and ~~by~~ setting a personal example by working safely and observing safe practices.

Safety must become your/the member's way of life, both on and off the job. Safety never just happens. If a workplace is safe, it is because somebody is working to make it safe. ~~As a member of the safety and health committee, you must~~ Members of the safety and health committee are members playing a major role in making your/their workplace safe for all employees.

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I. Safety Philosophy of the II. United States Postal Service

This is the safety philosophy of the Postal Service:

- All injuries can be prevented.
- Management, which includes all levels through the initial-level supervisor, has the responsibility of preventing injuries.
- It is possible to safeguard against all operating exposures that may result in injuries.
- All employees must be trained ~~to work safely and~~ to understand that it is to their advantage, as well as the Postal Service's, to work safely, and that they have a definite responsibility to do so in order to avoid the pain and suffering ~~that accidents can~~ ~~caused by accidents~~.
- It is good business, from the standpoint of both efficiency and economy, to prevent personal injuries on ~~the job~~ and off the job.

The following are excerpts from the 1998 National Agreement Article on Safety and Health:

It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe working force. The Unions will cooperate with and assist management to live up to this responsibility.

The Employer and the Unions insist on the observance of safe rules and safe procedures by employees and insist on correction of unsafe conditions.

II. Membership

Area/~~Regional~~ Safety Committee

A joint labor-management safety and health committee will be established at the employer's area/~~regional~~ level.

- Representation on the committee ~~shall~~ must include one person from the union and an appropriate representative ~~appointed by the Vice Presidents~~ offrom the Postal Service area/~~region~~ office.

Management will designate t

~~Guidelines for Area/Local Joint Labor-Management Safety and Health Committees~~

- The committee chairperson, ~~who must of the committee will~~ be an operations direct report to the vice pP president, Area Retail & Delivery Operations/Region Operations, ~~designated by management~~.
- Management will designate t The secretary of the committee ~~will be designated by management~~.
- When an area/region has A ny safety and/or, maintenance personnel, ~~(and/or environmental personnel~~ analyst, manager, specialist, or coordinator) on the area staff ~~shashall must- serve as a support member~~ must be members of the committee.
- ~~The headquarters Ergonomic Specialist assigned to the Area may attend meetings at the request of the committee to provide input on issues related to ergonomics.~~

Local Safety Committee

- A. A joint labor-management safety and health committee will be established at each Ppostal Service installation that has 50 or more employees.
- B. ~~Such a~~ committee may be established upon the request of the installation head at Postal Service installations having fewer less than 50 employees.
- C. There shall must be equal representation on the committee between the unions and management.
 1. Representation on the committee shall must include one person from each of the unions at the installation. Appropriate officials assigned by the installation head, shall must represent management.
 2. Management will designate t The committee chairperson, who must of the committee will be an operations direct report to the installation head ~~designated by management~~.
 3. Management will designate t The secretary of the committee ~~will be designated by management~~.
 4. When an installation has a facility safety officer (~~manager, specialist, or technician~~) on the staff, that person shall must be a member of the committee.
 5. ~~When an installation has Any~~ maintenance personnel ((manager, supervisor, or coordinator on)) ~~in the installation staff staff, these persons shall must~~ be a committee members ~~of the committee~~.

IV. Orientation of Area/ /Region/ IV. Local Committee Committee e- Members

All committee members will receive formal orientation and training on the following:

- DThe duties and responsibilities of committee members;
- , on the Basic elements of the safety and health programs;
- , on Identifying ing hazards and unsafe conditions; and
- on Reports and statistics that the committee reviewed and analyzed by the committee.

V. Duties and Responsibilities V. of Committee Members

- A. All Local Safety and Health Committee Members. All members are expected to do the following:
1. Attend all scheduled meetings.
 2. Create and maintain an interest in safety, health and ergonomics and, thereby, help to prevent accidents.
 3. Review local safety and health rules and assist help management with the enforcement of these rules.
 4. Monitor the progress of accident prevention and health activities, and, when necessary, make recommendations for improvement to the installation head. Membership on a safety and health committee

4. the installation head. **Note:** Safety and health committee membership does not entitle ~~the~~ members to have access to individual employee medical records without the employee's consent.
5. Analyze data and work tasks to identify accident causes and develop recommendations to increase safety awareness and emphasis to reduce accidents. Determine program areas to receive increased emphasis and make recommendations regarding them.
6. Review employee safety and, health ~~and ergonomic~~ suggestions.
7. Review safety ~~and ergonomics~~ training records to determine if all employees are receiving appropriate training.
8. Review employee-reported hazards and safety concerns, and to review employee/management responses and recommended or corrective actions. PS Forms 1767, Report of Hazard, Unsafe Condition, or Practice, and responses or corrective action taken.
9. Review accident reports, safety inspection abatements, and employee-injury compensation program reporting. This excludes individual employee medical records without that do not include the employee's consent to share them. PS Forms 1769/301 and statistics from the National Accident Reporting System and the injury compensation program reporting system.

10. Discuss all matters relating to employee safety, health and ergonomics, except for individual grievances (unless permitted by national agreement), and make recommendations for resolution or improvement to the installation head.
11. ~~Help~~ Assist in ~~making~~ recommendations for ~~safety--process ergonomic~~ improvements. Committee members will use ~~safety, inspection, ergonomic and abatement~~ ergonomic resources accessible to management representatives, including checklists, assessments, and ~~ergonomic task~~ analysis tools.
12. Participate in ~~work--task reviews of identified safety concerns or process improvements on-the-spot inspections of troublesome areas~~ when ~~authorized by~~ the chairperson authorizes. Committee members will be on official time while ~~making~~ conducting such ~~inspections~~ reviews.
 - When ~~an investigation board is appointed by a performance-cluster/district or ddivision~~ manager appoints an investigation board/team to investigate a fatal or serious industrial noncriminal accident, the appropriate union at the installation will be advised promptly. When ~~the union~~ requested by the union, a representative from the committee will be permitted to accompany the investigation team/board in its investigation.
 - Any union representative on the committee may participate in the ~~facility-semiannual~~ inspections conducted by safety personnel in the main facility of each ~~performance-cluster/district or /division~~ and bulk mail center (BMC), provided that their his or her/the representative's union represents employees at that facility.
 - A union representative from the committee may participate in ~~the inspecting~~ on of any ~~main~~ facility, Post Office, BMC, station, branch, or other installation that has 100 or more man-years of employment in the regular workforce, provided that ~~this or her/the~~ representative's union represents employees at that facility and that ~~his or her/the~~ representative's duty station is at that facility.

- Selected on a rotating basis by the unions. One union representative from the committee; ~~selected on a rotating basis by the unions,~~ may participate in the annual inspection of each installation with ~~fewer~~ less than 100 man-years of employment in the regular workforce, where such a committee exists in the installation being inspected.
- B. All Area Safety and Health Committee Members. All members are expected to do the following:
1. Attend all scheduled meetings.
 2. Create and maintain an interest in safety, health and ergonomics and thereby help to prevent accidents.
 3. Mentor and support local safety committees with accident-trend analysis. Determine program areas to receive-provide increased emphasis and make recommendations regarding them.
 4. Review employee-reported hazards and concerns from the national tracking program PS Forms 1769/301 and statistics from the National Accident Reporting System and the injury compensation program reporting system. This excludes individual employee medical records without that do not include the employee's consent to share them.
 5. Discuss all matters relating to employee safety, health and ergonomics, except for individual grievances (unless permitted by national agreement), and make recommendations for resolution or improvement to the installation head.

5. _____

Guidelines for Area/Local Joint Labor-Management Safety and Health Committees

6. To ~~help assist in~~ making recommendations for ergonomic improvements, ~~using~~ available ergonomic resources.
- C. Area/Local Committee Officers:
1. Chairperson:
 - Arranges ~~for the~~ meeting place.
 - Sets times and dates for meetings.
 - Notifies members of meetings.
 - Receives agenda items from members.
 - Arranges the agenda and program.
 - Arranges for seating for all members.
 - Reviews previous minutes and other materials before meetings.
 - Coordinates gathering ~~of~~ all appropriate management reports, data, and information ~~to be for~~ that the committee's reviewed ~~by the committee~~.
 - Responds to members' requests for special meetings.
 2. Area/Local Secretary:
 - Prepares meeting minutes ~~of meetings~~.
 - Distributes minutes.
 - Reports on the status of implementing the committee's recommendations ~~made by the committee~~.
 - Distributes the agenda to members.
 - May assume some of the chairperson's duties.

-
- D. Field Federal Safety and Health Councils:
W/in areas/locations where a Field Federal Safety and Health Councils exists, one representative will be selected to represent all of the unions who are on the local safety and health committee and will be permitted to become a member of such a council and attend its meetings. This employee will be excused without loss of pay from regularly assigned duties without loss of pay.

VI. Area/~~Region~~/Local Committee Meetings

- A. The committee shall will meet at least quarterly. In addition, meetings may be held at any other time at the request of a committee member to discuss important problems or items. The chairperson must approve ~~s~~Such a request must be approved by the chairperson, but the request cannot must not be unreasonably denied.
- B. Agenda items must be submitted to the committee's chairperson at least three business days before a meeting.

- C. Individual grievances will not be discussed during local committee meetings, unless provided for in the national agreements.
- D. Meetings ~~should~~ ~~must~~ ~~shall~~ ~~must~~ be conducted according to the generally accepted rules of order, but formality ~~will~~ ~~should~~ not be allowed to overwhelm the meeting or to inhibit free discussion.

VII. Order of Business

Local Committee

- A. *Call to order.* The chairperson ~~will~~ ~~should~~ call the meeting to order promptly at the designated time.
- B. *Roll call by the secretary.* ~~The secretary will record the n~~Names of members and others present ~~should be recorded~~.
- C. *Introduction of any visitors.*
- D. *Minutes of the previous meeting.* ~~These~~ ~~The minutes should~~ ~~will~~ be read and any needed corrections made.

Guidelines for Area/Local Joint Labor-Management Safety and Health Committees

- D.
- E. *Unfinished business.* All matters ~~on which~~with no definite decisions ~~have been~~ made are brought up for reconsideration.
- F. *New business.*
1. Review ~~of~~ safety accident reports and ~~_~~statistics to identify accident causes and trends in order to reduce employee safety hazards.
 2. Review ~~of~~ employee reports of unsafe conditions and employee suggestions to improve the employee's safety and ergonomic suggestions working conditions. of PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice.*
 3. Using analysis, development of local action plan suggestions to reduce hazards and improve employee safety.
 3. Review of employee safety and ergonomic suggestions.
 4. Review ~~of~~ safety processes and compliance with safety rules and provide offering of suggestions to improve safety training for employees. of safety rules, safety films, and safety and ergonomics training programs, etc.
 5. Review ~~of~~ progress of the safety and health program, and special campaigns, etc.
 6. Discussion and resolution ~~of~~ any other items or problems relating to safety and health.
- G. *Safety education.* This should be ~~made a~~ part of every meeting. ~~A presentation can be made by a~~ committee member, ~~by an~~ outside expert, or ~~by the~~ local safety officer, etc. may make a presentation.
- G.H. *Scheduling.* Schedule the next committee meeting date and time.
- I. *Adjournment.*

H.

Area Committee

- A. *Call to order.* The chairperson ~~will~~ ~~should~~ call the meeting to order promptly at the designated time.
- B. *Roll call by the secretary.* ~~The secretary will record the n~~Names of members and others present ~~should be recorded.~~
- C. *Introduction of any visitors.*
- D. *Minutes of the previous meeting.* The ~~minutes will~~ ~~se~~ ~~should~~ be read and any needed corrections made.
- E. *Unfinished business.* All matters on which no definite decisions have been made are brought up for reconsideration.
- F. *New business.*
 - 1. Review ~~of~~ safety accident reports and statistics.
 - 2. ~~Review of safety rules, safety films, safety and ergonomics training programs, etc.~~ Discussion on safety-emphasis needs based on the current injury and accident data.
 - 3. Review ~~of~~ progress of ~~an~~ the ongoing safety and health program and/or, special campaigns, etc.
 - 4. Discussion and ~~resolution~~ ~~of~~ any other items or problems relating to safety and health.
- G. *Safety education.* This should be ~~made a~~ part of every meeting. A ~~presentation can be made by a~~ committee member, ~~by an~~ outside expert, or ~~by the~~ local safety officer, etc., may make a presentation.
- H. Scheduling. Schedule the next committee meeting date and time.
- H.I. Adjournment.

VIII. Suggested Format for VIII. Minutes of Meeting Minutes

Date: _____

Subject: Safety and Health Committee [Date of Report] Minutes of Meeting

From: Chairperson, Safety and Health Committee (office, state, and ZIP Code)

To: Postmaster (or installation head) (office, state, and ZIP Code)

Meeting convened at:	(time)	(location)
In attendance: <u>List all in attendance.</u>	(name)	Chairperson
	(name)	Secretary
	(name)	Title
	(name)	Title
Not in attendance:	(name)	Title
	(name)	Title
Agenda Items:	<u>Unfinished business Update on current committee projects:</u>	<u>(Subject, action taken, etc.) Discussion/Updates on current projects and committee actions.)</u>
	<u>New business:</u>	<u>(Subject, action taken, etc.) Submitted Agenda Items.)</u>
	<u>Problem areas which should receive increased emphasis:</u>	<u>(Brief report and recommendations, if any) Review of current accident trends or hazards.)</u>
	<u>Special items:</u>	<u>(This will include safety and ergonomics education presentations, results of on-the-spot inspections of troublesome areas, with recommendations and action taken.)</u>
	<u>Brief report, if any</u>	
Meeting	(time)	

Signed: _____ **Chairperson**
 _____ **Secretary**

Note: Copies of the minutes should-must be provided-made available to the District Safety Manager/field Mmanager, -Safety, and the -local president of each union, and posted on employee bulletin boards. There-

should not be anyNo individual personnel or medical data must be included in the minutes.



UNITED STATES
POSTAL SERVICE®

Area/Local Joint Labor-Management Safety and Health Committee Training

Handbook EL-809-T

~~April 2001~~ ~~October~~
~~2022~~ ~~3~~ ~~April 2024~~
Transmittal Letter

- A. Explanation.** This issue of Handbook EL-809-T supersedes obsoletes all previously published versions.
- B. Distribution.**
- 1. Initial.** Handbook EL-809-T is distributed to all Postal Service facilities directly involved in implementing and/or enforcing of the policies and procedures described in this handbook.
 - 2. Additional Copies.** Order additional copies from the Material Distribution Center using PS Form 7380, *Material Distribution Center Supply Requisition*.
- C. Comments.**
- 1. Submit in writing any comments and questions about the content of this document can be submitted in writing to:**
**SAFETY PERFORMANCE
MANAGEMENT OCCUPATIONAL SAFETY
AND HEALTH US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 9804
WASHINGTON DC 20260-4234**
 - 2. Submit in writing any comments and questions about the organization or editing of this document can be submitted in writing to:**
**POLICIES AND PROCEDURES INFORMATION
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 9804
WASHINGTON DC 20260-5540**
- D. Effective Date.** This handbook is effective upon receipt.

Suzanne F. Medvidovich Senior Vice President Human Resources

Douglas Tulino

Deputy Postmaster General
Chief Human Resources Officer

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A Commitment to Diversity

The Postal Service is committed to fostering and achieving a work and learning environment that respects and values a diverse work force. Valuing and managing diversity in the Postal Service means that [we the Postal Service](#) will build an inclusive environment that respects the uniqueness of every individual and encourages the contributions, experiences, and perspectives of all people.

It is essential that [our Postal Service](#) work and learning environments be free from discrimination and harassment on any basis.

In [our Postal Service](#) classrooms, on the workroom floor, in casual conversation, and in formal meetings, employees and faculty are asked to encourage an open learning environment that ~~is~~ [supports](#) ~~ive to~~ everyone.

Course materials, lectures, classroom debates, and casual conversation ~~should~~ [must](#) always reflect the commitment to safety and freedom from ~~discrimination, sexual harassment,~~ and harassment on any ~~prohibited~~ basis.

[Executive and Administrative Schedule \(EAS\)](#) training staff has a professional obligation to provide a safe, discrimination-free, and ~~sexual~~ harassment-free learning environment. Instructors are expected to support this commitment. Class participants are asked to support the goal of zero tolerance of behavior that violates these commitments.

[Any participant who](#) ~~if you finds that~~ course material ~~that is~~ presented in the classroom or in self-instructional format ~~that~~ does not follow these guidelines, [please should](#) let an instructor know immediately.

[Participants should also let the instructor know](#) ~~if~~ classroom discussions do not support these principles, ~~please point that out to the instructor as well.~~

Diversity is a source of strength for [our the Postal Service](#) organization. Diversity ~~pro~~ motes innovation, creativity, productivity, and growth, and enables ~~a~~ broadening ~~of~~ existing concepts.

The Postal Service's policy is to value the diversity of ~~our~~ [its](#) employees, customers, and suppliers, ~~and~~ to do what is right for ~~our~~ [its](#) employees and the communities ~~we the Postal Service~~ [serves](#), thereby

ensuring a competitive advantage in the global marketplace.

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Guidelines for Course Administration

Introduction

This guide will ~~assist help you course instructors in providing~~ training ~~for~~ members of Joint Labor-Management Safety and Health Committees (JLMSHC). This training is required for all committee members at the local and area levels.

~~You Course instructors are have the~~ freedom to tailor ~~your their~~ presentation to fit local needs and ~~facility~~-specific safety program plans. This guide provides ~~you the course instructor~~ with teaching suggestions and an outline of information that should be covered. The main reference for this course is Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.

~~You Course instructors~~ should supplement the training by providing local reports and dis-cussing safety and health problems that warrant the committee's attention. Also, using case studies and simulations of real work situa-tions will enhance the committee's effectiveness.

When conducting group exercises, ~~course instructors must~~ be sure to include both labor ~~union~~ and management representatives in each working group. Cooperation ~~between~~ committee members should be encouraged throughout the training.

Class size will vary. Classes should be large enough to permit role playing, case studies, and brainstorming activities, but small enough that everyone has a ~~chanen opportunity~~ to participate within the allotted time. This ~~course~~ is designed to take 4 hours.

The course instructor is responsible for completing the required training report forms. These ~~should must~~ be ~~recorded in the learning management system HERO~~ and include the ~~Course title ("Joint LaborManagementLabor Management Safety & Health Committee"), "(Express)," and USPS Course Code —2009SAFE 0697MO01. filed using Form 2548, Individual Training Record Supplemental Sheet, or the equivalent, such as a roster. This information should be recorded on the National Training Database (NTD) in accordance with local and national guidelines.~~

Course Objectives

At the completion of the course, ~~the~~ participants will be able to:

- Define the roles and responsibilities of Joint Labor-Management Safety and Health Committees (JLMSHC).
- Create and maintain an interest in safety.
- Review accident trends and develop safety--emphasis programs to assist management to ensure compliance with Safety rule compliance ~~with Safety rule compliance~~ safety rules and accident--reduction efforts in the enforcement of safety rules and program plans.
- Promote committee teamwork.

Time Allocated for Course

- 4 hours.

Instructional Methods

- Lecture.
- Case studies.
- Discussions.
- Group exercises.

Participant Materials

- Name tents.
- Paper and pencils.
- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees* (one per participant).

—Local examples of safety reports (PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*; ~~e~~Event reports Form 1769, Accident Report; OSHA 200 Log; statistical reports, etc.), from the Safety Health Management Tool, (SHMT), redacting individuals' names, and excluding individual employee medical records without that do not include the employee's consent to share them and redacting individual's names.

- Copies of case studies and other exercises.
- Examples of inspection checklists that are in the [Safety Toolkit SHMT data-base](#).

Media

- Flip charts with stands (one per group plus one for the facilitator).
- Marking pens.
- ~~LCD-Computer display~~ and/or overhead projector.

Additional Courses

~~There are~~ Other courses ~~are~~ available to committee members that will help them carry out their duties more effectively. Examples include:

- ~~Facility Safety Coordinator Self-Study Guide Collateral Duty Safety and Health Training~~ (course # ~~21591-002019SAFE4130MO01~~).
- ~~Safety for Postal Leadership Safety Management, (HERO -- (course # 19501-02Skillsoft) Online Class)~~.

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Module 1: Introduction

Objectives:

Participants will be able to:

- State the course objectives.
- Locate emergency evacuation routes, restrooms, and smoking areas, and [deal with/handle](#) other matters relating to course logistics.
- ~~Get to know each other.~~ [Introduction of Instructors.](#)

Time Allocated for Module:

- 1/2 hour.

Instructional Methods:

- Lecture with discussion.

Summary:

- Welcome by operations manager and state course objectives.
- [Introduce instructors.](#)
- Complete a class roster.
- Introduce participants.
- [Cover cC](#) course logistics.

Participant Material Used:

- None.

Media Required:

- None.

Notes for Facilitator:

- It is important for a senior operations manager or [his or her the manager's](#) representative to welcome the committee as a demonstration of [their-its](#) commitment to safety and the value of the Joint

Labor-Management Safety and Health Committee.

For Further Information:

- [Refer to the](#) Emergency Evacuation Plan for the facility where

training is taking place.

Welcome

- Welcome by the plant manager, postmaster, or installation head.
- Statement of the manager's vision for the Joint Labor-Management Safety and Health Committee.

Introduction of Facilitator

- Introduce the trainer and other resource persons involved.

Participant Roster

- Complete a roster of participants (see Appendix 1).
- Include each participant's Social Security Employee Identification Number number(EIN) and finance number when available.
- The Forward roster to the PEDC for entry in the NTDEAS trainer shall must enter employee roster information into the learning management system HERO (Express Class) training system.

Introduction of Participants

- Have each participant make a name tent.
- Use a creative method to allow each participants to introduce themselves himself or herself. This should be used as an ice-breaker and set the tone for the training.
- Encourage group interaction during activities suggested throughout the course.

Course Schedule and Logistics

Inform the class of the following:

- Course schedule and times. (Ssee a suggested sample schedule on the next page.)
- The facility rRestroom locations s in the facility.
- The facility sSmoking policy for the facility.
- Emergency evacuation route. (Sshow a diagram.)

Joint Labor-Management Safety and Health Training

Suggested Time / Topic Outline

Schedule	Duration	Content	Process	Details / Notes
8:00 AM	1/2 hour	Introduction/Administrative Issues <ul style="list-style-type: none"> ■ Introductions. ■ Local safety policies and philosophy. ■ The training facility. 	Lecture Discussion	Introduce course sponsor, facilitators, and participants. Identify safety and health issues and logistical arrangements.
8:30 AM	1-1/2 hrs.	Safety and Health Committee Functions <ul style="list-style-type: none"> ■ Levels of committees. ■ Why have a committee. ■ Membership, duties, and responsibilities. ■ Meeting protocol and suggested minutes. ■ Review of safety records and reports, <u>excluding individual employee medical records that do not include without the employee's consent to share them.</u> ■ Participation in inspections. 	Exercise Discussion Demonstration Q&A	This discussion should be based on local practices <u>and as well as</u> the national guidelines suggested in Handbook EL-809.
10:00 AM	15 min.	Break.		Time is approximate.
10:15 AM	1/2 hour	Creating an Interest in Safety <ul style="list-style-type: none"> ■ Safety as a value. ■ Fine-tuning safety programs. ■ Encouraging employee <u>suggestions participation.</u> ■ <u>Communicating Promoting safety messages</u> 	Lecture Discussion	It is important for management representatives to demonstrate a commitment to safety.
10:45 AM	1 hour	Reviewing and Assisting with Safety Programs Enforcement Compliance <ul style="list-style-type: none"> ■ Defining responsibilities for <u>enforcement compliance</u> assistance. ■ Why employees don't always <u>follow comply with</u> the rules. ■ Actions that can assist <u>enforcement employee</u> 	Lecture Exercises	Focus on the importance of implementing safety programs, as well as individual rules and regulations.

Area/Local Joint Labor-Management Safety and Health Committee Training

		<u>compliance, and ownership</u> of rules and regulations.		
11:15 AM	1/2 hour	Committee Teamwork <ul style="list-style-type: none"> ■ Group synergy ■ The power of diversity 	Lecture Exercise	Create an up-beat and collaborative spirit among committee members.

Area/Local Joint Labor-Management Safety and Health Committee Training

<u>Schedule</u>	<u>Duration</u>	<u>Content</u>	<u>Process</u>	<u>Details / Notes</u>
<u>11:15 AM</u>	<u>1/2 hour</u>	<u>Committee Teamwork</u> <ul style="list-style-type: none"> ■ <u>Group synergy.</u> ■ <u>The power of diversity.</u> 	<u>Lecture</u> <u>Exercise</u>	<u>Create an upbeat and collaborative spirit among committee members.</u>

Area/Local Joint Labor-Management Safety and Health Committee Training

Module 2: Safety & Health Committee -Functions

Objective:

Participants will be able to:

- Identify the reason and purpose for the existence of Safety and Health Committees.

Time Allocated for Module:

- 1-1/2 hours.

Instructional Methods:

- Lecture and discussion.

Summary:

- Levels of safety and health committees.
- Why [the Postal Service has](#) a Joint Labor-Management Safety and Health [Committee](#).
- Membership and responsibilities of committee members.
- Proposed order of business for committee meetings.
- Proposed format for recording minutes of meetings.
- Review of safety records and reports.

Participant Material Used:

- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.

Media Required:

- Flip chart.
- Copies of local [submitted PS Form 1767s](#), [Report of Hazard, Unsafe Condition or Practice](#), and [1769 that have been submitted](#) [Hazard and Accident reports from the current database system](#), [redacting individuals' names and excluding](#)

individual employee medical records that do not include without the employee's consent to share them and redacting individual's names.

Notes for Facilitator:

This module ~~uses~~ includes exercises that require ~~you~~ the facilitator to supply copies of ~~local-relevant submitted~~ PS Forms 1767, Report of Hazard, Unsafe Condition or Practice; ~~and~~ hazard records, accident reports, and safety—statistic trends for the facility, redacting individuals' names and excluding individual employee medical records without that do not include the employee's consent to share them and redacting individual's' names. ~~1769 and safety statistics for the facility.~~ Facilitators must be sure to have these this information or data available before the module begins.

■ —————
For Further Information, Refer to the Following:

- *Employee and Labor Relations Manual* (ELM), Chapter 8.
- National Agreements — Article XIV.

Levels of Safety and Health Committees

Executive or Management Safety and Health Committees

Executive Safety and Health Committees are established at the headquarters and area levels. Management Safety and Health Committees exist at local levels. Specific duties, responsibilities, and membership requirements of these committees are specified in Memorandums of Policy, Management Instructions, and other [Postal Service](#) publications.

Joint Labor-Management Safety and Health Committees

Joint Labor-Management Safety and Health Committees are established at multiple levels in accordance with national agreements. Local Joint Labor-Management Safety and Health Committees are mandatory in installations having 50 or more employees. Installations that have ~~fewer~~ [less](#) than 50 employees are encouraged to establish committees, but they are not mandated to do so.

Why Safety and Health Committees

This exercise is to ~~get help the~~ participants ~~thinking~~ about their role as committee members. ~~The course instructor must s~~Save the outputs as a review at the end of the module.

Exercise: Why a Committee

Purpose:

- Define the purpose of Joint Labor-Management Safety and Health Committees. (Choose ~~either~~ an area or local committee for illustrative purposes.)

Process:

- Provide a flip chart to each group.
- Have each group brainstorm and record, on the flip chart, why ~~they the group~~ [thinks](#) the JLMSHC exists. Allow ~~approximately~~ [about](#) five minutes for the brainstorming session.

- Consolidate the results from each group onto one list that will be displayed for review at the end of the module.

Output:

- Participants understand the rationale for Joint Labor-Management Safety and Health Committees.

Examples of responses from the above exercise may include:

- ~~To discuss safety policies and procedures~~To examine and discuss safety trends and policies affecting the employee safety for employees in the facility or a Area.
- ~~To provide for communication between management and employees on matters concerning safety and health.~~
- To create and maintain an interest in safety.
- ~~To discover unsafe conditions and practices and determine how to eliminate them.~~To develop emphasis projects and to, to improve the workplace safety, and reduce employee injuries and accidents.
- ~~To ensure a safe and healthful~~improve the communication between management and employees in order to workplace improve promote workplace safety for all employees.

~~You are members of a Local Joint Labor-Management Safety and Health Committee. There are many reasons why~~A Local Joint Labor-Management Safety and Health Committee this committee exists for many reasons. The main reason is to provide and maintain an open channel of communication between employees, unions, and management concerning safety and health matters. The committee also helps ensure that all employees in all areas of the facility have an opportunity to be represented.

Joint Labor-Management Safety and Health committees have considerable potential for reducing accidents, injuries, and illnesses. Committees allow management, unions, and employees to become actively involved in making positive contributions to the safety and health program. Meetings are where ~~changes~~improvements in programs, regulations, processes, and possible hazards ~~can~~may be discussed freely and openly.

The Joint Labor-Management Safety and Health Committee should stress cooperation between labor unions and management, as well

ashe advocate safety and health programs as a shared responsibility.
This is echoed in nNational aAgreements:

It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe working force. The Union will cooperate with and assist management to live up to this responsibility.

Membership

There ~~shall~~must be equal representation on the committee between the participating unions and management. Representation on the committee, to be specifically determined by management and the unions, ~~shall~~must include one member from each of the participating unions (except in installations with two or more American Postal Workers Union [(APWU)] crafts where up to two representatives ~~can~~may be designated by the Union) and appropriate management representatives.

The ~~employer~~Facility Head or Area Manager, based on the level of the committee, will designate an operational manager as the chairperson. Except for the chairperson and secretary, members will serve 3-year terms. Union members are eligible to succeed themselves at the discretion of the unions.

Duties and Responsibilities

Chairperson

The duties of the chairperson are to:

- ~~Arrange for the meeting place.~~
- Set times ~~and~~and dates, and arrange locations for the meeting.
- Notify members of the meeting.
- Receive agenda items from the members.
- Arrange the agenda and program.
- Review previous minutes and other materials before the meeting.
- Coordinate ~~the~~the gathering of all appropriate management reports, data, and information to be reviewed by the committee. The Occupational Safety and Health Administration (OSHA) representative will support this function.
- Respond to members' requests s for special meetings.

Secretary

The duties of the secretary are to:

- Prepare ~~the~~and document meeting minutes.

- Distribute minutes to committee members prior to before the next scheduled meeting.

■ — Report on the status of recommendations made by the
committee Report on the status of recommendations made by
the committee.

■ Report the status of recommendations that the committee made.

- Distribute the agenda to members.
- Assume the chairperson's duties as necessary.

Local Committee Members

The duties of committee members are ~~spelled out~~described in several ~~different~~ documents. These are described using the following legend to refer~~-~~ence the source documents:

■ E = Handbook EL-809.

■ A = [American Postal Workers Union \(APWU\)](#) National Agreement.

■ M = [National Postal Mail Handlers Union \(NPMHU\)](#) National Agreement.

■ N = [National Association of Letter Carriers \(NALC\)](#) National Agreement.

Duties of committee members are to:

- Attend all meetings ~~-(E)~~.
- Create an interest in safety and health ~~-(E)~~.
- Review local safety and health rules and assist management with ~~enforcement compliance policy and program compliance -of the rules-~~ (E, A, M, N).
- Review the progress in accident prevention and improved employee health at the installation ~~-(E, A, M, N)~~.
- Determine program areas ~~which that should have~~require increased emphasis ~~-(E, A, M, N)~~.
- Participate in investigating ~~on of~~ accidents that result in ~~disabling serious~~ injuries, based on as per standards in the ELM ~~-(A, M, N)~~.
- Review safety and health suggestions ~~-(E, A, M, N)~~.
- Review safety ~~-~~training records ~~-(E, A, M, N)~~.
- Review submitted PS Form 1767s, Report of Hazard, Unsafe Condition, or Practice, redacting individuals' names and excluding individual employee medical records without the that do not include the employee's consent and to share the redacting individual's' names.m

■ ~~(E, A, M, N)~~

- Review employee injury events in and event statistics from the Safety and Health Management Tool (SHMT) ~~SHMT Form 1769, Accident Report~~, redacting individuals' names and excluding individual employee medical records without their consent and to share them redacting individual's' names, Event statistics from the National Accident Reporting System Safety Health Management Tool Safety and Health Management Tool (SHMT) and Injury compensation program reporting systems, and the injury compensation program reporting system. ~~(E)~~

- Identify unsafe work practices. (A, M, N)

■ Identify unsafe work practices (A, M, N).

- Review an updated list of hazardous materials used in the installation (A, M, N).
- Render reports to the installation head (A, M, N).
- Discuss all matters relating to employee safety and health, except for individual grievances (unless permitted by national agreement), and make recommendations for resolution or improvement to the installation head (E, A, M, N).
- Review local dog bite prevention efforts (if applicable) (N).
- Ensure adequate safety precautions are in place and identify areas in which it is appropriate to require the presence of an additional person while maintenance work assignments are performed in hazardous areas to ensure adequate safety precautions review procedures so that all appropriate safety precautions are implemented and followed while performing hazardous work, including the presence of when a second worker is present. The committee ~~uses~~ may use complete PS Form 1783, *On-the-Job Safety Review/Analysis*, to justify the additional person (A).
- Perform on-the-spot ~~inspections~~ reviews of ~~particular~~ troublesome areas upon proper written ~~request to approval from~~ the committee chairperson ~~of the Committee~~ (E, A, M, N).
- Identify when it is appropriate to participate in inspections, such as:
 - When an investigation board is appointed by a ~~Performance Cluster~~ District or dDivision ~~mM~~anager to investigate a fatal or serious industrial non-criminal accident, the appropriate union at the installation will be advised promptly. When the union ~~requests~~ ed by the union, a representative from the committee will be permitted to accompany the board in its investigation (E, A, M, N).
 - Any union representative on the committee may participate in the semiannual inspections ~~conducted by that~~ safety personnel conduct in the main facility of each ~~performance cluster~~ District or dDivision and National Distribution Bulk

Mail Center (BMCNDC), provided ~~his or her~~ the
representative's union represents employees at that facility.
Up to two APWU committee representatives may
participate in such inspections in 200+ man-year facilities.

— (E, A) —

- A union representative from the committee may participate in ~~in the inspection of~~ any ~~main~~ facility, ~~Post Office~~, ~~BMCNDC~~, station, branch, or other installation that has 100 or more man-years of employment in the regular work force, provided that the union represents employees at that facility and that ~~his or her~~ their the union representative's duty station is at that facility. (E, A, M, N).
- ~~Selected on a rotating basis by the unions,~~ One union representative from the committee, selected on a rotating basis by the unions, may participate in the annual inspection of each installation with less than 50 and no more ~~fewer~~ than 100 man-years of employment in the regular work force, where such a committee exists in the installation being inspected. (E, A, M, N).

Area Committee Members

~~The~~ duties of ~~the~~ Area Committee ~~m~~Members are to:

- Attend all meetings. (E).
- Create and maintain an interest in safety and health, ~~and~~ thereby helping to prevent accidents. (E).
- Determine program areas to receive increased emphasis and make recommendations regarding them. (E).
- ~~Review Form 1769, a Accident Reports and event statistics from the national safety and injury compensation systems, redacting individuals' names and excluding individual employee medical records without that do not include the employee's consent and redacting individual's names to share them, and, Event statistics from the national safety and injury compensation systems. National safety data system, and the injury compensation program reporting system. Review Forms 1769, Accident Report, statistics from the National Accident Reporting System, and the injury compensation program reporting system.~~ (E).
- Discuss all matters relating to employee safety and health, except for individual grievances (unless permitted by a national agreement), ~~and~~ make recommendations for resolution or improvement to the installation head. (E).

Area/Local Committee Meetings

Meetings of the Area/Local committee are to be held at least quarterly.

Meetings ~~can~~may also be held at the request of a committee member to discuss important problems or items. Although the request requires ~~the approval of~~ the chairperson's approval, no reasonable request ~~shoul~~shall~~d~~will be denied. Members must submit agenda items at least 3 days ~~prior to~~before the meeting.

Meetings should be conducted according to the generally accepted rules of order, but formality should not be allowed to overwhelm the meeting or to inhibit free discussion.

Note: Individual grievances ~~shall~~must not be made the subject of discussion during Local Joint Labor-Management Safety and Health Committee meetings, unless permitted by a national agreement with the Union.

Order of Business — Local Committee

- ~~The chairperson calls the meeting to order. Call to order by chairperson.~~
- ~~The secretary does rR-oll call by secretary.~~
- ~~Any visitors are Introduction of visitors (if present) introduced.~~
- ~~The secretary reads the minutes from the previous meeting and corrects any errors in them. Minutes of previous meeting are read and corrected as necessary by Secretary.~~
- Unfinished business is brought up for consideration and resolution.
- New bBusiness:
 - Review of safety accident reports and statistics.
 - Review of submitted PS Form 1767s, or electronic hHazard reports, redacting individuals' names and excluding individual employee medical records without that do not include the employee's consent and to share them redacting individual's' names.
 - Review of employee suggestions regarding safety and health.
 - Review of safety rules, safety videos, and safety-training programs, etc.
 - Review of progress of the safety and health emphasis program, and special campaigns, etc.
 - Discussion and resolution of items or problems relating to safety and health.
- Safety education (such as a guest speaker or safety talk).
- Adjournment.

Order of Business — Area Committee

- ~~The chairperson calls the meeting to order. Call to order by chairperson.~~
- ~~The secretary does rRoll call. by secretary.~~
- ~~Any visitors are iIntroduced. tion of visitors (if present).~~
- ~~The secretary reads the mMinutes of the previous meeting and are read and correctedcorrects any asnecessary by secretaryerrors in them.~~
- Unfinished business is brought up for consideration and resolution.
- New business:
 - ~~Review of Local committee compliance by Local committeesLocal committee actions and/or concerns, and meeting compliance with the meeting schedule.~~
 - Review of safety accident reports and statistics, redacting individuals' names and excluding individual employee medical records without that do not include the employee's consent and to share them redacting individual's' names, and statistics.
 - Review of safety rules, safety videos, and safety-training programs, etc.
 - Review of progress of safety and health programs, and special campaigns, etc.
 - Discussion and resolution of items or problems relating to safety and health.
- Safety education.
- Adjournment.

Meeting Minutes of the Meeting

The suggested format for ~~the~~ minutes of the meeting ~~are~~ is attached included on the next page (see Handbook EL-809). This may be adjusted ~~in accor-dance with~~ according to local needs.

Suggested Format:

Minutes of Joint Labor-Management Safety and Health Committee Meetings

Date: _____

Subject: Safety and Health Committee [Date of Report] Minutes of Meeting

From: Chairperson, Safety and Health Committee (office, state, and ZIP Code)

To: Postmaster (or installation head) (office, state, and ZIP Code)

Meeting convened at:	(time)	(location)
In attendance:	(name)	Chairperson
	(name)	Secretary
	(name)	Title
	(name)	Title
Not in attendance:	(name)	Title
	(name)	Title
Agenda Items:	Unfinished business:	(Subject, action taken, etc.)
	New business:	(Subject, action taken, etc.)
	Problem areas which should receive increased emphasis:	(Brief report and recommendations, if any)
	Special items:	(This will include safety education presentations, results of on-the-spot inspections-reviews of troublesome areas with recommendations and action taken.)
	Brief report, if report if any	
Meeting adjourned at:	(time)	

Signed: _____ **Chairperson**

_____ **Secretary**

Note: Copies of the minutes should-must be provided to the local president of each union and posted on employee bulletin boards.

Now that ~~we have the Postal Service has discussed included~~ committee membership, duties, responsibilities, and other basic committee activities, ~~let's-it's time to~~ examine ~~some-of-the~~ common forms used to report hazards and accidents.

Review of Safety Records and Reports

The ~~following re-~~are ~~among~~ a number of reports ~~and submitted forms~~ that the committee may ~~use review to in~~ carry ~~ing~~ out its duties. ~~The following are some examples.~~ See Appendices 2, 3, and 4 for more.

- ~~E~~ Review of ~~employee injury -event reports~~ from SHMT.
- ~~Review of Informed Mobility Safety Observation Tool (IMSOT) records if available.~~
- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*.
- ~~PS Form 1769, *Accident Report*.~~
- ~~PS Form 1770, *Hazardous Materials Incident Report*.~~
- ~~PS Form 1773, *Report of Hazard Log*.~~
- PS Form 1778, *Dog/Animal Warning Card*.
- PS Form 1783, *On-the-job Safety Review/Analysis (JSA)*.
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form ~~s~~ 4584, ~~4584P, 4584T, 4588 and 4589~~, *Observation of Driving Practices forms* (IMSOT Data).
- Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*.
- Occupational Safety and Health Administration (OSHA) 200-300 Log.

Two ~~very~~ important sources of information for the Joint Labor-Management Safety and Health Committee are ~~submitted PS Forms 1767,s 1767 and 1769~~ *Report of Hazard, Unsafe Condition or Practice, and a* ~~Accident r~~ *Reports*. ~~When reviewing the above safety reports, individual employee medical records without the employee's consent to share them should~~ must be excluded from the committee's review, and individual's' names -should must be redacted from all reports reviewed. The following exercises should be based on local cases.

Exercise: Report of Hazard, Unsafe Condition, or Practice

Purpose:

- Review submitted PS Forms 1767, Report of Hazard, Unsafe Condition or Practice. ~~Reports.~~

Process:

- Hand out copies of local submitted PS Form 1767s, Report of Hazard, Unsafe Condition or Practice, with or Hazard report information from which names and other identifiable/identifying identifying data, including medical information and records, have been removed/deleted.
- Remind participants that confidentiality ~~should~~ must be maintained.
- In small groups, review local ~~Form 1767h~~ Hazard--report samples for completeness and corrective action taken to resolve the problem.
- Have participants discuss if the reports indicate patterns of unsafe conditions that warrant further review.
- Discuss ~~what~~ actions that the committee may take.

Outputs:

- Report of the groups' findings.

One ~~committee of the~~ responsibilities of the committee is to review submitted PS Forms 1767, Report of Hazard, Unsafe Condition, or Practice. These are important reports from employees as they are official safety communications to management. It is management's responsibility to respond and take necessary corrective actions.

The Joint Labor--Management Safety and Health Committee ~~should~~ may/must review these reports to determine if effective action has been taken. In addition, the committee can/may identify specific areas that may need attention by noting the frequency of hazards reported in an area. ~~Finally,~~ reports of similar hazards may indicate a condition common to the entire facility.

Exercise: Accident Report

Purpose:

- Review local ~~Form 1769, Accident Reports~~ Accident reports, and safety reports.

Process:

- ~~Hand out blank copies of Form 1769 with instructions.~~
- Hand out samples of accident reports, ~~with from which~~ names and other identifying data, including medical information or records, ~~have been removed/deleted~~.
- In small groups:
 - ~~Review~~ Rreview the reports for completeness and correctness.
 - ~~In small groups, identify~~ additional corrective actions actions to reduce causes if it is possible.
 - ~~In small groups, discuss~~ if reports indicate a pattern of unsafe conditions that warrant further review.
- Discuss ~~what~~ actions or projects the committee may take.

Outputs:

- Create a gGroup report based on a review of ~~PS Form 1769-employee Accident Event records~~ in SHMT.

Reviewing accident and injury reports ~~(former Form 1769)~~ and other safety reports for ~~your the local~~ facility can may identify trends that are unusual and stand out. This can may be helpful in identifying problem areas and determining the effectiveness of local safety programs. Accident statistics for each accounting period month should be compared to previous periods and to SPLY (the same period last year).

Module 3: Creating an Interest in Safety

Objective:

Participants will be able to c:

- Create an interest in safety within the facility.

Time Allocated for Module:

- 1/2 hour.

Instructional Methods:

- Lecture.
- Discussion.

Summary:

- Make safety a value.
- Fine-tune ing safety programs based on local needs.
- Encourage employees to ~~make suggestions regarding~~ participate in improving employee safety at their facility ~~safety~~.
- Promote ing safety.

Participant Material Used:

- None.

Media Required:

- Flip charts.

For Further Information:

Refer to the online class "Safety Management" in ~~(HERO — (Skillsoft)the learning management system~~ Online Class).

- ~~Safety for Postal Leadership course.~~

Primary Responsibilities

One of the primary responsibilities of the ~~c~~Committee is to encourage an interest in safety for all employees. This goal ~~can~~may be accomplished ~~in~~ the following ways:

- Make safety a value.
- Lead by example.
- Create safety programs based on data.
- Encourage all employees to make suggestions ~~regarding and~~ participate to improve safety.
- Use creative methods to communicate safety messages.

Safety as a Value

The importance of safety must not ~~diminish~~change for any reason. Unsafe acts or conditions must not be permitted, even to meet service goals. Many times ~~we~~individuals may seek short-cuts in an effort to process the mail on time, meet delivery standards, or repair equipment that is desperately needed for mail processing. While mail processing, mail delivery, and equipment repair are high priorities, safety ~~should~~ must be valued above them.

~~Committee m~~Members ~~of the committee should~~must lead by example. In this way they demonstrate a commitment to safety by their dress, attitude, and actions. Committee members ~~can~~may be made ~~visible~~gain attention and foster safety awareness by conducting frequent informal safety ~~inspections~~observations, quickly ~~correcting~~ addressing safety problems, ~~observing~~complying with all safety rules without exception, and communicating often ~~—~~ with employees about safety.

Fine-Tuning Safety Programs

~~The P~~Our postal Service work environment is constantly changing as new technology is introduced and processes are refined to meet new service goals.

New safety concerns must be quickly identified, and safety programs

constantly fine-tuned to prevent accidents that ~~can~~may result from this changing environment.

Safety programs should include:

— Engineering solutions, such as:

- Machine guarding.
- Proper equipment placement.

Proper equipment placement.

~~Product substitution (nonhazardous chemicals in lieu of hazardous chemicals).~~ Safety programs should include:

- Engineering solutions, such as:
 - Machine guarding.
 - Proper equipment placement.
 - Product substitution (nonhazardous chemicals in lieu of hazardous chemicals).

- Administrative solutions, such as:

- Training and safety talks.
- Posters.
- Safe work practices.

- Personal pProtective eEquipment (PPE), such as:

- Gloves.
- Eye protection.
- Hearing protection.

PPE ~~should~~ must always be the last option when engineering or administra-tive solutions will not completely abate the hazard.

Encouraging Employee Participation

The more active ~~the~~ employees are in the safety program, the more effective it will be. Employees should be encouraged to make suggestion on improvements; ~~rReport hHazards, uUnsafe cConditions or pPractices;~~ use Form 1270, Idea Proposal, Form 1767, Report of Hazard, Unsafe Condition, or Practice, and use other means to communicate safety concerns to the committee. Communication with the committee is to be made freely and without fear of reprisal.

~~Once an employee has expressed a concern~~ Employee concerns must

~~be addressed, and, the at~~ individual must be kept informed of the progress toward resolution. ~~The c~~Committee ~~should~~~~should~~~~must~~ also ~~involve employees in developing solutions and addressing problems quickly to maintain~~ Also, addressing a problem quickly and providing a rapid solution will maintain employee interest, confidence, and participation.

Promoting Safety

~~You Committee members~~ are encouraged to be creative in ~~the~~ promoting ~~of~~ safety. ~~Some~~ suggestions ~~are~~ include:

- ~~Safety posters~~ ~~Conducting t~~ ~~Targeted safety--emphasis programs.~~
- ~~Safety talks~~ ~~Promoting e~~ ~~Employees sharing safety best practices.~~
- ~~Recognition and incentives.~~

- Giving Recognition and incentives.
- Promoting displaying safety-themed posters and giving safety talks.
- Holding safety contests.
- Employing training.

~~Employees can become bored with the same old thing. It is important to keep the safety initiatives current to maintain interest. By using applying your imagination and occasionally changing the promotional activities, you committee members may can motivate employees to maintain an interest in safety. Involving employees with safety allows them to have ownership and should be encouraged. Encouraging employee involvement will lead to self-ownership of the safety programs and improve employee safety within the facility. Attempt to find out what employees enjoy and capitalize on it.~~

Module 4: Enforcement of Safety Rules Improving Safety Program Compliance

Objective:

Participants will be able to:

- Give examples of how committee members can assist in may help enforcement of safety rules, identify ing and reduce the number of ing unsafe practices and unsafe acts.

Time Allocated for Module:

- 1 hour.

Instructional Methods:

- Lecture.
- Discussion.
- Case study.

Summary:

- Committee responsibility.
- Employee responsibility.
- Why employees don't always follow the rules, fail to follow safety practices and policies.
- How to help enforce programs improve employee commitment to safety.

Participant Material Used:

- None.

Media Required:

- Flip charts.
- Copies of case studies (one per group).

For Further Information:

- Safety for Postal Leadership.

Committee Responsibility

Another important ~~committee~~ function ~~of the committee~~ is to review local safety policies and rules. As stated earlier in this guide, changes in ~~our the Postal Service~~ work-place often result in changes in local safety programs.

Committee members are responsible for ~~assisting in helping~~ implementation ~~o f~~ safety programs. ~~Every All Postal Service~~ employees ~~is are~~ responsible for ~~the obser-ving ance of~~ safety rules and performing their ~~his or her jobs in a safely manner~~.

~~Some~~ key safety programs ~~and procedures~~ that ~~are tracked by the~~ Postal Service ~~tracks~~ include:

- ~~Dog--bBite pP~~revention.
- ~~Heat--iHlness pP~~revention.
- ~~Motor--vVehicle sS~~safety.
- ~~Emergency pP~~reparedness.
- ~~Facility iI~~nspections.
- ~~Ergonomic iI~~njury ~~aA~~wareness.
- ~~OSHA pP~~rograms.
- ~~Fire pP~~revention/~~eE~~mergency ~~eE~~gress.
- ~~Electrical sS~~safety.
- ~~Slip, tT~~rip, and ~~fF~~all ~~pP~~revention.
- ~~Lockout/tT~~agout ~~pP~~rocedures.
- ~~Bloodborne Pathogens.~~
- ~~Hazard Communication.~~
- ~~Emergency Action Plan.~~
- ~~Walking and Working Surfaces.~~
- Hazardous ~~mM~~aterial ~~sS~~pill and ~~lL~~eak ~~rR~~esponse.
- Personal ~~pP~~rotective ~~eE~~quipment ~~use~~.
- ~~Safety procedures regarding driving pP~~owered ~~iI~~ndustrial ~~tT~~rucks.
- ~~Asbestos Management.~~
- ~~Hearing Conservation.~~

~~■ Respiratory Protection.~~

~~■ Lead Management.~~

~~■ Confined Space.~~

~~■ Safe Driving.~~

~~■ Safe Lifting.~~

Employee Responsibility

~~Each and every~~Every Postal Service employee is responsible for:

- Complying with both OSHA and Postal Service safety and health programs, regulations, procedures, and practices.

- Keeping ~~their~~ the employee's his or her work area in a safe and healthful condition.
- Reporting immediately and/or self-correcting any safety hazards and unsafe ~~working conditions~~ working conditions.
- Reporting immediately any accident in which ~~they were the~~ employee is involved, regardless of the extent of injury or amount of damage.
- Keeping physically and mentally fit to meet the job requirements of the job.
- Driving defensively and professionally; extending courtesy in all driving situations; and obeying all state, local, and Postal Service regulations when driving a vehicle owned, leased, or contracted by the Postal Service.

Why Employees Don't Always Follow Comply with the with the Rules

Exercise: What Me Worry

Purpose:

- Identify reasons why employees don't follow safety rules and policies.

Process:

- Break into small groups.
- Have each group brainstorm the most common reasons why ~~employees break safety rules~~ safety rules are not always followed.
- List reasons on the group's flip chart.
- Post the lists on the walls around the room.
- Facilitate a discussion about possible means for enforcing improving compliance with the rules (training, ~~poster~~ employee involvement, recognition, etc.).

Outputs:

- Group report and discussion.

How to Help ~~Enforce~~ Improve Compliance with Safety Programs

Proposed eExercise: Enforcement of Safety Programs Doing the Right Thing for Safety

Purpose:

- Define actions that ~~can~~ may be taken to ~~assist in~~ help the ~~enforcement~~ compliance with safety ~~of~~ safety rules and policies.

Process:

- Break into groups with at least three persons in each group.
- Assign *one* of the following 5 case studies to each group.
- In small groups, read the assigned case study.
- Brainstorm and list the following on the group's flip chart:
 - H1) hazard;
 - C2) causes;
 - P3) possible injury; and
 - P4) possible solutions.
- Have each group appoint a spokesperson who will report their the group's findings to the entire group.
- Solicit additional input from the whole group at the end of each presentation.

Outputs:

- Reports from each group on their findings.
- Class discussions to gain additional ideas.

Case Study 1: Dave

Dave has been a mMail-pProcessing mMechanic for 6 years and has a good safety record. One of the his responsibilities of a mail-processing mechanic is to replace conveyor-belt rollers on large bulk conveyors. The rollers are heavy and difficult to

manage as one he climbs ladders to the elevated conveyors.

Area/Local Joint Labor-Management Safety and Health Committee Training

DaveHe is uneasy about asking for help ~~because it seems unmanly to do so~~. You observe Dave attempting to climb a ladder with one of the large rollers held with one hand and supported with his shoulder. How would you respond to this situation?

Case Study 2: Tami

Tami has been a mail handler for ~~two~~2 years and ~~has~~ had ~~one~~a back injury ~~in the past~~ from lifting ~~in the past~~. In an attempt to unload the mail from an unexpected ~~–~~additional trailer at the dock, ~~You~~ observe ~~Tami~~her hand-pulling ~~–of~~three joined-~~d~~together APC containers to the staging area. ~~–~~How would you respond to this situation?

Case Study 2: Tami

Tami has been a mail handler for two years and has had one back injury from lifting. In an attempt to unload the mail from an unexpected additional trailer at the dock, she is placing pallets of bulk business mail in an aisle way. This aisle is seldom used because it is located at the very end of the dock. How would you respond to this situation?

Case Study 3: Jim

The ~~s~~Supervisor just presented a safety talk on the importance of entering ~~d~~Dog-h-Hazard information into the scanner notification system. ~~You~~You hear Jim ~~says~~say, "That does no good; I'm not going to bother." ~~–~~You also know ~~that~~ Jim is about to go on vacation, and a substitute will be delivering his route mail while Jim is away. ~~–~~How would you handle this situation? ~~W~~What would you say to ~~Jim~~Jim?

Case Study 3: Jim

Jim is a mail handler and a certified powered industrial truck operator. His safety record shows that he has received disciplinary action for repeatedly hitting guardrails with his forklift.

You observe Jim driving forward with a load down a ramp. The load is also high enough to obscure his line of sight. How would you respond to this situation?

Case Study 4: Penny

Penny is an electronic technician ~~at the BMC and is~~ responsible for ~~the~~ maintaining ~~enance of~~ closed-circuit closed-circuit television (CCTV) cameras used throughout the building to monitor mail flow. These cameras are often located in remote areas of the high bay and are usually reached by carefully climbing out on the top conveyor-~~belt~~ system.

Penny turns off the conveyor, but does not lock out the conveyor before she walkwalkings out on the belt. –Penny'sHer supervisor, Darrell, is aware of this practice, but has noticed that Pennyshe doesn't seem to be worried about a conveyor –start up, because this saves time. How would you respond to this situation?

Case Study 4: Penny

Penny is an electronic technician at the BMC and is responsible for the maintenance of closed circuit television (CCTV) cameras used throughout the building to monitor mail flow. These cameras are often located in remote areas of the high bay and are usually reached by carefully climbing out on the steel beams to which they are attached.

Often dust and debris cover these beams. Penny is always very careful as she makes her way to the cameras and has never slipped. Her supervisor, Darrell, is aware of this practice, but has noticed that she doesn't seem to be afraid like the other ETs who have refused the assignment. How would you respond to this situation?

Case Study 5: Monica

Monica is a new employee and has been assigned as a machine operator in a delivery bar code sorter operation. Carol, the senior operator on this equipment, trained Monica her.

Monica has to clear several jams during a tour while as she sweepings the DBCS (delivery bar code sorter). Posters around the equipment state the importance of using emergency stops while clearing jams.

Monica is unsure ~~of what~~about whathow using emergency stops will ~~do to~~affect the machine's operation. Besides that, the machine is stopped ~~already~~already, and Carol never uses them either. How would you respond to this situation?

Module 5: Committee Teamwork

Objective:

Participants will be able to:

- [d](#)Demonstrate group collaboration and teamwork.

Time Allocated for Module:

- 1/2 hour.

Instructional Methods:

- Lecture.
- Discussion.
- Group [e](#)EExercise.

Summary:

- Group synergy.
- The power of diversity.

Participant Material Used:

- None.

Media Required:

- Flip charts.

For Further Information:

■ ~~See Team Building (course 1730-10). Course materials can be downloaded from Training Course Materials on the Employee Development Web site at <http://blue.usps.gov/hrisp/ed/welcome.htm>. See [HERO](#)the learning management system. "Team Building Tool Kit: Tips and Tactics for Effective Workplace Teams." ([Skillsoft Training](#))~~

Group Synergy

~~As a~~ Joint Labor-Management Safety and Health Committee member ~~you have~~ accepted a great responsibility. However, it is not ~~your~~ ~~the committee member's~~ bur-den alone.

Regardless of how much ~~we committee members can~~ accomplish ~~as~~ individually ~~ys to in~~ striving for a safe and healthful workplace, more ~~can~~ be achieved when the committee acts together. This effort is called *synergy*: ~~T~~he power of the group is greater than the sum of each individual effort.

The Power of Diversity

Every individual brings to the group a unique combination of knowledge and experience from the ~~individual's~~ personal life, ~~their~~ culture, and ~~their~~ career. When the group recognizes and draws upon these differences, ~~they ar~~ the group is strengthened by ~~their~~ diversity. ~~When they~~ Denying ~~deny~~ individual differences, ~~they are~~ weakens the group.

The Joint Labor-Management Safety and Health Committee ~~is able~~ ~~to~~ draw upon these strengths:

- Members have diverse work experiences.
- Members ~~can~~ are able to communicate with other ~~P~~ postal ~~Service~~ employees at many different levels.
- The committee brings labor and management around the table to address safety issues that benefits the employee, the business, and the customer.

Exercise: The Green Vegetable

Conclude the training with the “Green Vegetable” exercise to demonstrate synergy. Use this to demonstrate how much more powerful the group is when ~~it combines~~ individual ideas ~~are combined~~. This ~~exercise~~ ~~can~~ also ~~be a great demonstration of~~ demonstrate the power of diversity if some ~~of the~~ “green vegetables” are unknown to some ~~group~~ members ~~of the group~~.

Purpose:

- Recognize the benefits of synergy and diversity.

Process:

- Have each person list as many green vegetables as possible in 5 minutes.
- Have ~~each everyone~~ person count how many ~~they have~~ he or she has listed. Recognize the person ~~that who~~ has the largest longest list.
- ~~Have the instructor go~~ Go around the room to each person, in turn, and ask for an item from ~~their each person's~~ list. ~~Each Write~~ vegetable will be written on a flip chart the vegetable name that each person gave.
- Continue going around the room asking each person for a vegetable name that the person listed until a list has been made of all ~~of the~~ vegetable names that were on each person's list. If an individual runs out of vegetables to suggest, ~~they that~~ individual will simply say "Pass" and the next person will give another from ~~their that individual's~~ his or her list.
- Have ~~each all~~ persons cross any item off ~~his or her~~ their list that ~~has been given by~~ another gave and listed on the flip chart.
- Compile individual lists into one group list.
- Count the number of vegetable names on the flip chart. It will be a much larger number than the number on any individual's individual's lists.

Outputs:

- ~~Discussion with the group on~~ the number of years of USPS Postal Service experience, and experience outside the Postal Service that will benefit the group.
- ~~Discussion on what each member feels they that member can he or she may~~ bring to the committee, with emphasis on Demonstration of synergy and diversity.

Conclusion

- Safety depends on committee members and you the employee.
- Small celebration of thanks for class participation and completion.

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Appendices

1. Participant Roster.
2. Postal [Service](#) Manuals, Handbooks, and Publications.
3. Non-Postal [Service Manuals, Handbooks, and Publications](#)[Resources](#).
4. Forms [Used by](#) the Postal Service [Uses](#).

Appendix 1 — Participant Roster



Participant Roster Joint Labor-Management Safety and Health Committee Training

Course # _____ Date _____

Name	Job Title	Level	Soc. Sec. EIN #	Finance #	Facility
1.					
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Appendix 2 — Postal Service Manuals, Handbooks, and Publications

As a leader, ~~you the committee member and safety and health course instructor~~ will not necessarily use all ~~of~~ these references or forms. These are references used by the ~~Safety and Injury Compensation sections Occupational Safety & Health Teams~~. They are listed here for ~~your~~ information: ~~:-~~

- ELM Subchapter 540, "Injury Compensation Program."
- ELM Chapter 8, "Safety, ~~and~~ Health, ~~and~~ Environment."
- ~~Handbook EL-505, *Injury Compensation, Procedures for Control Offices/Points.*~~
- ~~Handbook EL-515, *Rehabilitation Program Guidelines.*~~
- Handbook EL-801, *Supervisor's Safety Handbook.*
- Handbook EL-802, *Executive's' and Manager's' Safety- and Health Program and Compliance Guide.*
- Handbook EL-803, *Maintenance Employee's Guide to Safety.*
- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees.*
- All Handbook Management Instructions beginning with "EL-810-*,", (OSHA Programs: *(*Separate programs under individual numbers following the EL-810 grouping, i.e., EL-810-2017-4, Bloodborne Disease Exposure Control Plans).*
- ~~Handbook EL-811, *Accident Report User's Guide.*~~
- Handbook EL-812, *Hazardous Materials and Spill Response.*
- Handbook EL-814, *Postal Employee's Guide to Safety.*
- Handbook PO-502, *Mail Transport Equipment.*
- Handbook PO-516, *Highway Contractor Safety (Pocket Edition).*
- Handbook PO-603, *Rural Carrier Duties and Responsibilities.*
- ~~Handbook PO-502, *Container MethodsMail Transport Equipment.*~~

Area/Local Joint Labor-Management Safety and Health Committee Training

- ~~Handbook PO-516, *Highway Contractor Safety (Pocket Edition)*.~~
- ~~Handbook PO-517, *Guide for Safe Use of the Eastern Region Mail Container*.~~
- Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- Publication 129, *Safety Talks*.
- Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*.

~~Unnumbered, *Rural Carrier Safety (Craft & Management: It's a Joint Effort)*.~~ Additional ~~Resources~~ [may be found](#) ~~are available~~ [in the Safety Health Management Tool \(SHMT\) library](#).



Appendix 3 — Non-Postal Service Manuals, Handbooks, and Publications Resources

As ~~a~~ leaders, Postal Service Safety and Health you Committee members and safety-and-health course instructors may wish to access ~~other the following online references-resources~~ relating to safety. ~~These are listed here for your information.:~~

- ~~"Occupational Safety and Health Standards" for General Industry~~ (29 CFR Part 1910). ~~This is~~ produced by the Occupational Safety and Health Administration (OSHA). ~~and is available through CCH Incorporated at 4025 W. Peterson Ave., Chicago, IL 60646-6085; telephone 1-800-248-3248; or online at <https://www.osha.gov/laws-regs/regulations/standardnumber/1910>. <http://www.cch.com>.~~
- ~~"Occupational Safety and Health Standards for the Construction Industry~~ (29 CFR Part 1926). ~~This is~~ produced by ~~the Occupational Safety and Health Administration and is available through CCH Incorporated at 4025 W. Peterson Ave., Chicago, IL 60646-6085; telephone 1-800-248-3248; or online at OSHA: <https://www.osha.gov/laws-regs/regulations/standardnumber/1926>. <http://www.cch.com>.~~
- ~~"Recording and Reporting Occupational Injuries and Illness"~~ (29 CFR Part 1904), ~~produced by OSHA. This is available in online at <https://www.osha.gov/laws-regs/regulations/standardnumber/1904/>, and copy from OSHA or at http://www.osha-slc.gov/OshStd_toc/OSHA_Std_toc_1904.html.~~
- ~~"Training Requirements" in OSHA Standards,~~ ~~produced by OSHA: [and Training Guidelines, online at <https://www.osha.gov/sites/default/files/publications/osha2254.pdf>](https://www.osha.gov/sites/default/files/publications/osha2254.pdf)~~ (OSHA 2254 revised 1998).
- ~~Training and Record Keeping: OSHA/EPA/DOT Cross Reference Manual.~~ This is produced by J.J. Keller and Associates, Inc. at 3003 W. Breezewood Lane, P.O. Box 368, Neenah, WI 54957-0368; telephone 920-722-2848; or online at <http://www.jjkeller.com>.

Area/Local Joint Labor-Management Safety and Health Committee Training

- ~~All About OSHA (OSHA Publication 2056): This is available through the U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328. National Safety Council, a nonprofit safety advocate for all industry. —Resource located online at <https://www.nsc.org/>.~~
- ~~“OSHA: *Employee Workplace Rights Job Safety and Health; IT’S THE LAW!*” poster (OSHA Publication 3021), produced by OSHA. This is available online at <https://www.osha.gov/publications/poster> through the U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.~~

Appendix 4 — Forms ~~Used by~~ the Postal Service Uses

- PS Form 1700, *Accident Investigation Worksheet*.
- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*.
- ~~■ PS Form 1768, *Safe Driver Award Committee Decision*.~~
- ~~■ PS Form 1769, *Accident Report*.~~
- ~~■ PS Form 1770, *Hazardous Materials Incident Report*.~~
- ~~■ PS Form 1772, *Accident Log*.~~
- ~~■ PS Form 1773, *Report of Hazard Log*.~~
- PS Form 1778, *Dog/Animal Warning Card*.
- PS Form 1783, *On-the-Job Safety Review/Analysis (JSA)*.
- ~~■ PS Form 2016, *Mail Theft and Vandalism Complaint*.~~
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form 2491, *Medical Report — First Aid Injuries*.
- PS Form 2548, *Individual Training Record — Supplemental Sheet*.
- PS Form 3956, *Authorization for Medical Attention*.
- ~~■ PS Form ~~4584~~4584, *Observation of Driving Practices*.~~
- ~~■ PS Form 4584-P, *Observation of Driving Practices — Powered Industrial Trucks (PITs)*.~~
- PS Form 4588, *Observation of Work Practices-Delivery Services*.
- PS Form 4589~~5~~, *Postal-Driver-Accident Information (card)-Observation of Work Practices-General*.
- ~~■ PS Form 4586, *Accident Information*.~~

Area/Local Joint Labor-Management Safety and Health Committee Training

- [Item 087-H, Vehicle Accident Report Kit Notice 76, Expanded Vehicle Safety Check.](#)
- [Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation.](#)
- [Form CA-2, Notice of Occupational Disease and Claim for Compensation.](#)
- [Form CA-2A2a, Federal Employee's Notice of Recurrence of Disability and Claim for Continuation of Pay/Compensation.](#)

- [Form CA-6](#), *Official Superior's Report of Employee's Death*.
- [Form CA-7](#), *Claim for Compensation-on Account of Traumatic Injury or Occupational Disease*.
- [Form CA-16](#), *Authorization for Examination and/or Treatment*.
- [Form CA-17](#), *Duty Status Report*.
- [Form CA-20](#), *Attending Physician's Report* (~~s~~Second part of [Form CA-7](#))(*Report of Physician*).
- Standard Form [\(SF\) 91](#), *Motor Vehicle Accident (Crash) Report*.
- Standard Form [\(SF\) 95](#), *Claim for Damage, Injury, or Death*.