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LABOR RELATIONS



February 14, 2022

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

Dear Mr. Butts:

As a matter of general interest, the Postal Service intends to revise Handbook EL-814, *Postal Employee's Guide to Safety*.

These revisions will correct two typing errors found on pages 50 and 62, and the date on the *Transmittal Letter* will be updated to reflect the revisions.

We have enclosed final draft copies of the Handbook EL-814 *Postal Employee's Guide to Safety*, page 50, page 62 and the *Transmittal Letter*, one with and one without changes identified.

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

Sincerely,

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

David E. Mills  
Director  
Labor Relations Policies and Programs

Enclosures

# Postal Employee's Guide to Safety

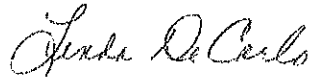
Handbook EL-814

January  
2022  
Transmittal Letter

- A. Explanation.** The Postal Service® is committed to providing its employees and customers with a safe and healthy environment and complying with applicable safety laws and regulations. A safe and healthy workplace, free from safety hazards, is important for helping us achieve that goal. This guide provides Postal Service employees with policies, procedures, and guidelines pertaining to safe work practices.
- B. Online Availability.** You may view this handbook in electronic format on the Postal Service PolicyNet Web site.
1. Go to <http://blue.usps.gov>.
  2. Under "Essential Links" in the left-hand column, click "PolicyNet".
  3. Under "Published Forms and Directives" in the right-hand side column, click *HBKs*.
- (The direct URL for the Postal Service PolicyNet Web site is <http://blue.usps.gov/cpim>.)
- C. Comments and Questions.** Address any comments and questions on the content of this handbook to:

**D. Restriction.** This material is to be used only during authorized work hours and on Postal Service premises.

**E. Effective Date.** This handbook is effective immediately.

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

*Linda DeCarlo*

*Senior Director  
Occupational Safety & Health*

# Postal Employee's Guide to Safety

Handbook EL-814

~~July 2020~~

January 2022

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Linda DeCarlo

Senior Director  
Occupational Safety & Health Safety and OSHA  
Compliance

- In addition, report any such interference to your supervisor so that the customer may be notified that the animal must be restrained.
- Never antagonize a dog. Never attempt to pet or feed a dog. If a dog rushes toward you or takes you by surprise, do not run. Retreat very slowly, facing the dog. Keep your mail satchel between you and the dog as a first line of defense. Be careful not to stumble over objects as you retreat.
- Use dog repellent spray only if you are attacked. Spray it directly at the dog's eyes, nose, and mouth. Do not use dog repellent indiscriminately or when there is danger of spraying children or adults.
- When delivering mail through a door slot, keep your fingers out of the slot; an animal may be on the other side.
- When delivering mail to a customer's door, keep your foot on the door so that a dog cannot unexpectedly rush out at you.
- If rabies has been officially reported in the community where you are delivering mail, be especially observant of any dogs, cats, or wild animals.

## 2. Medical Treatment of Animal Bites or Insect Stings

- If you are bitten, get medical treatment immediately, regardless of the severity of the injury. Even small bites or contact with animal saliva can transmit rabies. Wash the area with soap and water as soon as possible.
- If you have severe or allergic reactions to insect stings, you must inform your supervisor and, if available, the medical or health unit. Use caution in removing mail from mail receptacles to avoid stings from any insects inside.

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### C. Monitors

- Adjust monitor screen a suitable distance (normally, approximately 18"—24") from your eyes when in use, with the top of the screen at, or a little below, eye level. Specific monitor placement may depend on your visual acuity and corrective eyewear.
- Adjust image color, brightness, and contrast. When possible, select a white or light background screen color and a dark color for text. This helps to reduce undesirable screen glare and reflections from overhead lights and light-colored clothing.
- Position the screen face to avoid glare and keep your field of vision free from glare sources.
- Clean screen periodically to eliminate smudges and dust.

### D. Footrests

- Where a footrest is provided, adjust it to maintain support of thighs and lower legs. Keep feet flat and thighs horizontal to provide additional support for feet and legs.

### E. Work Practices

- Rest your eyes periodically - blink, look away from the screen, stand up, and stretch.
- If you need to handle papers, the computer mouse, or other objects frequently in your work, try to position them as close to you as practical to minimize excessive reaching.

### F. Rotation

- Follow established rotation and/or break schedules.



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