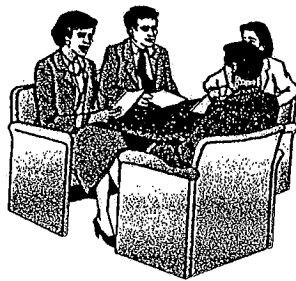


# **ARTICLE 14 SAFETY AND HEALTH**



**REGIONAL COORDINATOR**

**LEO PERSAILS**

**SAFETY AND HEALTH COMMITTEE MEMBERS**

**GARY KLOEPFER  
JERRY COLLINS  
JERRY MARTIN**

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## **NATIONAL SAFETY COMMITTEE**

<b>Greg Bell</b>	-	<b>Chairperson</b>
<b>Rob Strunk</b>	-	<b>Clerk Division</b>
<b>Bobby Donelson</b>	-	<b>Maintenance Division</b>
<b>Bob Pritchard</b>	-	<b>Motor Vehicle Division</b>
<b>Corey Thompson</b>	-	<b>APWU Safety Officer (202-842-8510)</b>

1300 L Street, N.W.  
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**Article 14 Officer**

**Rob Strunk**  
Assistant Director, Clerk Division

**ARTICLE 14  
SAFETY and HEALTH**

CONTRACT LANGUAGE	HANDBOOK REFERENCE
<p><b>Section 1. Responsibilities</b></p> <p>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. The Employer will meet with the Union on a semiannual basis and inform the Union of its automated systems development programs. The Employer also agrees to give appropriate consideration to human factors in the design and development of automated systems. Human factors and ergonomics of new automated systems are a proper subject for discussion at the National Joint Labor-Management Safety Committee.</p>	

ARTICLE 14 SAFETY and HEALTH	
CONTRACT LANGUAGE	HANDBOOK REFERENCE
<p><b>Section 2. Cooperation</b></p> <p>The Employer and the Union insist on the observance of safe rules and safe procedures by employees and insist on correction of unsafe conditions. Mechanization, vehicles and vehicle equipment, and the work place must be maintained in a safe and sanitary condition, including adequate occupational health and environmental conditions. The Employer shall make available at each installation the appropriate forms to be used by employees in reporting unsafe and unhealthful conditions. If an employee believes he/she is being required to work under unsafe conditions, such employees may:</p> <ul style="list-style-type: none"> <li>(a) notify such employee's supervisor who will immediately investigate the condition and take corrective action if necessary;</li> <li>(b) notify such employee's steward, if available, who may discuss the alleged unsafe condition with such employee's supervisor;</li> <li>© file a grievance at Step 2 of the grievance procedure within fourteen (14) days of notifying such employee's supervisor if no corrective action is taken during the employee's tour, and/or</li> <li>(d) make a written report to the Union representative from the local Safety and Health Committee who may discuss the report with such employee's supervisor.</li> </ul> <p>Upon written request of the employee involved in an accident, a copy of the PS Form 1769 (Accident Report) will be provided.</p> <p><b>Any grievance filed in accordance with Section 2. © above which is not resolved at Step 2 may only be appealed to the local Safety and Health Committee for discussion and decision. Any such appeal must be made within fifteen (15) days after receipt of the Employer's Step 2 decision unless the parties agree to extend the time for appeal. The committee shall meet to discuss the grievance at the next regularly scheduled local Safety and Health Committee meeting. Any grievance not resolved by the committee may be appealed directly to arbitration within 21 days of the committee's review.</b></p> <p>Any grievance which has as its subject a safety or health issue directly affecting an employee(s) which is subsequently properly appealed to arbitration in accordance with the provisions of Article 15 may be placed at the head of the appropriate arbitration docket at the request of the Union.</p>	<p>825.7</p> <p>This language has been modified by a Memorandum of Understanding</p>

**ARTICLE 14  
SAFETY and HEALTH**

**CONTRACT LANGUAGE**

**HANDBOOK  
REFERENCE**

**Section 3. Implementation**

To assist in the positive implementation of the various programs:

A. There shall be established at the Employer's Headquarters level a Joint Labor-Management Safety Committee and a Joint Labor-Management Ergonomics Committee. Representation on the Committees, to be specifically determined by the Employer and the Union, shall include one person from the Union and representatives from appropriate Departments in the Postal Service. Not later than 60 days following the effective date of this National Agreement, designated representatives of the Union and Management will meet for the purpose of developing a comprehensive agenda which will include all aspects of the Employer's Safety Program and Ergonomics Program. Subsequent to the development of this agenda, priorities will be established and a tentative schedule will be developed to insure full discussion of all topics. Meetings may also be requested by either party for the specific purpose of discussing additional topics of interest within the scope of the Committees.

The responsibility of the Safety and the Ergonomics Committees will be to evaluate and make recommendations on all aspects of the Employer's respective Safety and Ergonomics Programs, to include program adequacy, field implementation, studies for improving the work environment, training, and unsafe conditions. To support this process the Employer shall establish a fund of \$500,000 within ninety (90) days of the effective date of this Agreement. In January 1997 and 1998 the Employer will replenish the fund to its original amount. The Fund shall be supervised by the Joint National Labor-Management Safety Committee. Disbursement of the funds for any expenditures shall be authorized by the chairperson of the Committee.

The Chairman will be designated by the Employer. The Employer shall furnish the Union information relating to injuries, illness and safety, including the morbidity and mortality experience of employees. This report shall be in form of reports furnished OSHA on a quarterly basis. The Headquarters level Committee will meet quarterly and the Employer and Union Representatives will exchange proposed agenda items two weeks before the scheduled meetings. If problems or items of significant, national nature arise between scheduled quarterly meetings either party may request a special meeting of the Committee. Either party will have the right to be accompanied to any Committee meeting by technical advisors.

B. There shall be established at the Employer's Area level, an Area Joint Labor-Management Safety Committee, which will be scheduled to meet quarterly. The Employer and Union Representatives will exchange proposed agenda items two weeks before the scheduled meetings. If problems or items of a significant Area nature arise between scheduled quarterly meetings, either party may request a special meeting of the Committee. Either party will have the right to be accompanied to any Committee meeting by technical advisors. Representation on the Committee shall include one person from the Union and appropriate representatives from the Postal Service Area Office. The Chairman will be designated by the Employer.

C. The Employer will make Health Service available for the treatment of job related injury or illness where it determines they are needed. The Health Service will be available from any of the following sources: U.S. Public Health Service; other government or public medical sources within the area; independent or private medical facilities or services that can be contracted for; or in the event funds, spaces and personnel are available for such purposes, they may be staffed at the installation. The Employer will promulgate appropriate regulations which comply with applicable regulations of the Office of Workers' Compensation Programs, including employee choice of health services.

ARTICLE 14 SAFETY and HEALTH	
CONTRACT LANGUAGE	HANDBOOK REFERENCE
<p><b>Section 4. Local Safety Committee</b></p> <p>At each postal installation having 50 or more employees, a Joint Labor-Management Safety and Health Committee will be established. In installations having fewer than 50 employees, installation heads are encouraged to establish similar committees when requested by the Union. Where no Safety and Health Committee exists, safety and health items may be placed on the agenda and discussed at labor-management meetings. There shall be equal representation on the Committee between the Union and management. The representation on the Committee to be specifically determined by the Employer and the Union shall include one person from the Union, except in installations with two or more APWU crafts where up to two persons may be designated by the Union, and appropriate management representatives. The Chairman will be designated by the Employer.</p> <p>It is recognized that under some circumstances, the presence of an additional employee employed at the installation will be useful to the local Safety and Health Committee because of that employee's special expertise or experience with the agenda item being discussed. Under these circumstances, which will not normally be applicable to most agenda items, the employee may, at the request of the Union, be in attendance only for the time necessary to discuss that item. Payment for the actual time spent at such meetings by the employee will be at the applicable straight-time rate, providing the time spent is a part of the employee's regular workday.</p>	<p>EL-809 - Guidelines for Local Joint Labor-Mgt. Safety and Health Committees.</p>
<p><b>Section 5. Subjects for Discussion</b></p> <p>Individual grievances may be made the subject of discussion during local Safety and Health Committee meetings, in accordance with Article 14, Section 2.</p>	
<p><b>Section 6. Employee Participation</b></p> <p>It is the intent of this program to insure broad exposure to employees, to develop interest by active participation of employees, to insure new ideas being presented to the Committee and to make certain that employees in all areas of an installation have an opportunity to be represented. At the same time, it is recognized that for the program to be effective, it is desirable to provide for a continuity in the committee work from year to year. Therefore, except for the Chairman and Secretary, the Committee members shall serve three-year terms and shall at the discretion of the Union be eligible to succeed themselves.</p>	<p>Regional Arbitration C4T- 4F-C-7516 - Arbitrator Fred Witney</p>
<p><b>Section 7. Local Committee Meetings</b></p> <p>The Safety and Health Committee shall meet at least quarterly and at such other times as requested by a Committee member and approved by the Chairman in order to discuss significant problems or items. The meeting shall be on official time. Each Committee member shall submit agenda items to the Secretary at least three (3) days prior to the meeting. A member of the Health Unit will be invited to participate in the meeting of the Labor-Management Safety and Health Committee when agenda item(s) relate to the activities of the Health Unit.</p>	<p>HQ's position is that all Union's should participate</p>

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SAFETY and HEALTH**

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<p><b>Section 8. Local Committee Responsibilities</b></p> <p>A. The Committee shall review the progress in accident prevention and health at the installation; determine program areas which should have increased emphasis; and it may investigate major accidents which result in disabling injuries. Items properly relating to employee safety and health shall be considered appropriate discussion items. Upon a timely request, information or records necessary for the local Safety and Health Committee to investigate real or potential safety and health issues will be made available to the Committee.</p> <p>In addition, the Committee shall promote the cause of safety and health in the installation by:</p> <ol style="list-style-type: none"> <li>1. Reviewing safety and health suggestions, safety training records and reports of unsafe conditions or practices.</li> <li>2. Reviewing local safety and health rules.</li> <li>3. Identifying employee unsafe work practices and assisting in enforcing safety work rules.</li> <li>4. Reviewing updated list of hazardous materials used in the installation.</li> <li>5. Identifying 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.</li> </ol> <p>Once such work assignments are identified, the committee will develop an on-the-job safety review/analysis (Form 1783) to document that an additional person will be used to avoid or minimize identified hazards.</p> <p>The Committee shall at its discretion render reports to the installation head and may at its discretion make recommendations to the installation head for action on matters concerning safety and health. The installation head shall within a reasonable period of time advise the Committee that the recommended action has been taken or advise the Headquarters Safety and Health Committee and the President of the local Union as to why it has not. Any member of the Committee may also submit a written report to the Headquarters Safety and Health Committee in the event the Committee's recommendations are not implemented.</p> <p>Upon proper written request to the Chairman of the Committee, on-the-spot inspection of particular troublesome areas may be made by individual Committee members or a Subcommittee or the Committee as a whole. Such request shall not be unreasonably denied. When so approved, the Committee members shall be on official time while making such inspection.</p> <p>The Union representatives from the local Safety and Health Committee may participate on the annual inspection, conducted by District safety and health services personnel in the main facility of each Processing and Distribution Center, Facility and BMC, provided that the Union represents employees at the main facility of the Processing and Distribution Center, Facility or BMC being inspected. In no case shall there be more than one (1) Union representative on such inspections except in 200 man-year facilities where up to (2) union representatives may participate.</p>	<p>Emergency Action Plans</p> <p>825.12 Safety and Health Inspection Checklist Form 1784</p> <p>825.7 (PS Form 1767) 821.3 (PS Form 1769)</p> <p>EL-809 - Section I.C.IV.a.9 &amp; 10</p> <p>National's Handbook defining the "Buddy System"</p> <p>Job Safety Analysis (Chapter 3 of Super. Safety Handbook)</p> <p>Step 4 Settlement H1C-4B-C-386 regarding Local Union participation in Inspections Conducted Pursuant to Article 14, Section 8.</p>

ARTICLE 14 SAFETY and HEALTH	
CONTRACT LANGUAGE	HANDBOOK REFERENCE
<p><b>Section 8.A continued</b></p> <p>The Union representative from the local Safety and Health Committee may participate on other inspections of the main facility of each post office. Processing and Distribution Center, Facility, BMC, or other installation with 100 or more man years of employment in the regular work force, and of an individual station or branch where the station or branch has 100 or more man years of employment in the regular work force, provided that the Union represents employees at the main facility or station or branch and provided that the Union representative is domiciled at the main facility or station or branch to be inspected. If the Union representative to the local Safety and Health Committee is not domiciled at the main facility or station or branch to be inspected and if the Union represents employees at the main facility or station or branch, at the Union's option, a representative from the Committee may participate on the inspection (at no additional cost for the Employer) or the Union may designate a representative domiciled at the main facility or station or branch to be inspected to participate on the inspection. In no case shall there be more than one (1) Union representative on such inspections.</p> <p>The Union representative from the local Safety and Health Committee may participate on the annual inspection of each installation with less than 100 man years of employment in the regular work force, where such Committee exists in the installation being inspected. In those installations that do not have a Safety and Health Committee, the inspector shall afford the opportunity for an APWU bargaining unit employee from that installation to accompany him/her during these inspections.</p>	<p>825.1 825.3</p> <p>825.63 of the ELM, ABATEMENT COMMITTEE. Request copies of Report, Form 184, for monitoring purposes and make this report an agenda item for the Safety &amp; Health Committee.</p> <p>825.4 825.63<sup>1</sup></p>
<p><b>Section 8.B</b></p> <p>B. An appointed member of a local committee will receive an orientation by the Employer which will include:</p> <ol style="list-style-type: none"> <li>1. Responsibilities of the Committee and its members.</li> <li>2. Basic elements of the Safety and Health Program.</li> <li>3. Identification of hazards and unsafe practices.</li> <li>4. Explanation of reports and statistics reviewed and analyzed by the Committee.</li> </ol>	<p>817.3 EL-810-83-2 EL-810-83-3 Course Number 21576-01</p>
<p><b>Section 8.C</b></p> <p>C. Where an investigation board is appointed by a Vice-President, Area Operations or a District Manager, Customer Services to investigate a fatal or serious industrial non-criminal accident and/or injury, the Union at the installation will be advised promptly. When requested by the Union, a representative from the local Safety and Health Committee will be permitted to accompany the board in its investigation.</p>	<p>823.2</p>



**ARTICLE 14  
SAFETY and HEALTH**

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<p><b>Section 8.D</b></p> <p>D. In installations where employees represented by the Union accept, handle and/or transport hazardous materials, the Employer will establish a program of promoting safety awareness through communications and/or training, as appropriate. Elements of such a program would include, but not be limited to:</p> <ol style="list-style-type: none"> <li>1. Informational postings, pamphlets or articles in Postal and Area Bulletins.</li> <li>2. Distribution of Publication 52 to employees whose duties require acceptance of and handling hazardous or perishable items.</li> <li>3. On-the-job training of employees whose duties require the handling and/or transportation of hazardous or perishable items. This training will include, but is not limited to, hazard identification; proper handling of hazardous materials; personal protective equipment availability and its use; cleanup and disposal requirements for hazardous materials.</li> <li>4. All mailbags containing any hazardous materials, as defined in Publication 52, will be appropriately identified so that the employee handling the mail is aware that the mailbag contains one or more hazardous material packages.</li> <li>5. Personal protective equipment will be made available to employees who are exposed to spills and breakage of hazardous materials.</li> </ol>	<p>EL-812, Hazardous Materials and Spill Response</p>
<p align="center"><b>Section 9. Field Federal Safety and Health Councils</b></p> <p>In those cities where Field Federal Safety and Health Councils exist, one representative of the Union who is on the Local Safety and Health Committee in an independent postal installation in that city and who serves as a member of such Councils, will be permitted to attend the meetings. Such employee will be excused from regularly assigned duties without loss of pay. Employer authorized payment as outlined above will be granted at the applicable straight time rate, provided the time spent in such meetings is a part of the employee's regular work day.</p> <p>(The preceding Article, Article 14, shall apply to Transitional Employees)</p>	<p>National Arbitration Award, Case Number H1C-4F- C-15924, Richard Bloch.<sup>2</sup></p>

## MANAGEMENT INSTRUCTIONS

1. EL-809 - **GUIDELINES for Local Joint Labor-Management Safety and Health Committees.**
2. EL-810-81-1 - **Announced or Unannounced Inspection of Postal Facilities by OSHA Personal, dated 12/31/81**  
To provide guidance for postal officials when Compliance Safety and Health Officers (CSHOs) or Compliance Safety and Health Officers - Industrial Hygienists (CSHC-IHs) from the OSHA..
3. MI-AS-510-81-3 - **Compliance With OSHA Standards Facility Construction Programs, dated 3/13/87**  
Replaced MI-AS-510-81-19  
This instruction revise procedures to ensure compliance with the OSHA standards in new construction or major repairs and improvement, including mechanization, in space occupied by the Postal Service.
4. EL-810-82-3 - **Local Joint Labor-Management Safety and Health Committee Training Program, dated 4/5/82.**
5. EL-810-82-2 - **CONCERN - A Management Safety Training Program, dated 2/12/82**  
Replaced EL-810-81-7  
To state policy and procedures for implementing and conducting CONCERN, a management safety training program for supervisory personnel.
6. EL-810-83-2 - **Special Safety Training - Employee Rights and Responsibilities Under the OSHAct and Postal Service Program, dated 3/25/83**  
Purpose - To state policy and provide guidelines and implementing procedures to inform employees of the applicative provisions of Section 19 of the 1970 Occupational Safety and Health Act and Executive Order 12196; and of their rights and responsibilities under 29 CFR 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and the Postal Service's Safety and Health Program.
7. EL-540-91-1 - **Job-Related First Aid Injuries, dated 1/25/91**  
Purpose - This instruction updates information that establishes policy and procedures for reporting injuries to the Office of Worker's Compensation Programs (OWCP), Department of labor, for determining choice of physician, and for paying medical bills to contract physicians for the initial treatment of job-related first aid injuries.
8. A. MMC-555-94 - **Dock Levelers, Safety Lockout and Maintenance Procedures dated 11/10/94.**  
This Maintenance Management Order provides generic safety and maintenance procedures for Dock Levelers. Managers must recognize that there is little, if any, scandalization between Dock Levelers currently being utilized in the Postal Service....*Because of this non-scandalization, the Maintenance Manger and the servicing Safety Officer at each site are jointly responsible for the development, implementation, training, inspecting, documentation, and certification of specific safety, lockout, and maintenance procedures for Dock Levelers used at their site.*

16. AS-556 - Asbestos Management Guide (May 1998)

This handbook is a reference tool for implementing and maintaining asbestos control and awareness programs in postal facilities. It supplements Management Instruction EL-810-98-1, Asbestos-Containing Building Materials Control Program. The handbook represents the latest policy guidance and specific postal procedures for field implementation of asbestos management in the Postal Service.

17. EL-810-94-3 - **ASBESTOS-Containing Building Materials Control Program**, dated 2/23/94  
Replaced EL-810-91-6

This instruction provides policy and guidance for the identification and control of asbestos-containing building materials and establishes the basic requirements for locally implemented asbestos control programs.

18. EL-810-91-6 - **Asbestos-Containing Materials Control Program**, dated 11/6/91.  
This Management Instruction is obsolete.

19. EL-860-1999-3 - **Anthrax, Emergency Response to Mail Allegedly Containing Anthrax**  
This instruction provides emergency response procedures and management guidelines for incidents in which letters or parcels are received that allegedly contain, a biologically hazardous material.

20. EL-810-95-3 - **BLOODBORNE Disease Exposure Control Plans**, dated 11/9/95  
Replaced EL-810-92-4.  
This instruction provides policy guidance on compliance with 29 CFR 1910.1030, Occupational Exposure to Bloodborne Pathogens

21. EL-810-92-4 - **Bloodborne Disease Exposure Control Plans**, dated 5/1/92  
This instruction provides policy guidance on compliance with 29 CFR 1910.1030 Occupational Exposure to Bloodborne Pathogens. OSHA has promulgated this regulation to protect workers who are reasonably anticipated to come in contact with blood and/or potentially infectious materials.  
This Management Instruction is obsolete.

22. AS-510-87-13 - **Building and Site Design Safety Requirements**, dated 9/15/87  
Replaced MI-AS-510-83-3.  
Purpose: To ensure that the design and construction of new postal facilities and alterations to existing facilities incorporated all features necessary for the safe operation of the facility, including all equipment and machinery installed under the construction contract.

23. EL-810-93-1 - **Confined Space Safety**, dated 9/20/93  
Some postal facilities have confined spaces, such as manholes, sewers, pits, sumps, vaults, and tunnels. Some of these spaces may contain hazards that classify them as permit-required spaces.

24. AS-550-96-8 - **Procedures for Reporting Releases of Hazardous and Regulated Substances to the Environment**, dated 9/5/96.  
This instruction provides policy and guidance concerning required notification to federal, state, and local environmental agencies when a hazardous or regulated substance has been released in reportable quantities to the environment.

25. EL-810-96-2 - **Hazard Communication Programs**, dated 2/2/96  
This instruction establishes responsibilities and procedures for informing employees on the identities and hazards of the chemicals they use, and for compliance with 29 Code of Federal

Regulations 1910.1200, Hazard Communication.

26. EL-810-96-1 - **Response to Hazardous Materials Releases**, dated 2/1/96  
Replaced EL-810-90-6  
This instruction provides policy and guidance for responding to hazardous materials releases in a manner that is appropriate to the type of materials and circumstances of the release in accordance with 29 Code of Federal Regulation 1910.120 (known as the "HAZV/OPER" regulation). *The instruction focuses primarily on responding to spills and leaks originating from items placed in the mailstream, which can usually be handled by individuals who have received training and follow these procedures.*
27. EL-810-90-6 - **Hazardous Materials Spill or Leak Standard Operating Procedures**, dated 6/29/90.  
This Management Instruction is obsolete.  
This Instruction updates the Standard Operating Procedures (SOP's) for dealing with spills and leaks of hazardous materials to require installation heads to follow up on improperly mailed items which cause an incident.  
This Management Instruction is obsolete.
28. EL-810-82-6 - **Hazardous Materials Spill or Leak Standard Operating Procedures**, dated 6/8/82.  
This Instruction provides policy guidance on implementation of and elements essential to a Standard Operating Procedure (S.O.P.) For dealing with spills or leaks of hazardous material.
29. MMO-36-82 - **Preventive Maintenance - Hoisting Equipment**, dated 1/18/1982  
This Maint. Bulletin establishes a preventive maintenance program for hoisting equipment used by maintenance personnel.
30. EL-810-1999-1 - **Lead Hazard Management**  
  
This management instruction establishes policy for the control of lead-containing material (LCM), principally lead-based paint (LBP), in postal facilities or on postal property.  
  
Lead-containing material, principally lead-based paint (LBP), presents a health hazard to postal employees and customers only if lead dust or fume is created. LBP in good condition is not a health hazard if it is allowed to deteriorate, or if it is dry scraped, sanded, or burned, however, a health hazard can be created. Additionally, lead dust can be carried away from the job site and affect other persons. The instruction addresses all potential lead sources, including drinking water, and also provides a regulatory overview.
31. MMO-031-94 - **Lead Exposure in Construction (Lead Based Paint)**, dated 6/24/94  
Replaced MMO-044-93.  
Effective immediately, any tasks/operations that may result in employee exposure to lead will not be initiated until it is determined that lead based paint is not present. These assessments must be conducted by persons *competent to assess the presence of lead-based paint in accordance with Housing and Urban Development Guidelines.*
32. MMO-081-99 - **Hazard Communication and Materials Safety Data Sheets**  
**SUPERSEDES MMO-61-81, MMO-38-82 and MMO-20-86**  
The purpose of this bulletin is to update maintenance procedures to meet requirements of Management Instruction EL-810-96-2, "Hazard Communication Programs", and current interpretations of the OSHA Hazard Communication Standard.

33. **MMO-20-86 - Material Safety Data Sheet Database**  
This bulletin supersedes MMO-58-85  
A BMC in each region has been provided with a MSDS microfich database subscription. This material is updated bimonthly to keep it as current as possible. The purpose of this file is to provide information to the field on potentially hazardous substances which may be spilled in the mail stream.
34. **MMO-38-82 - Material Safety Data Sheet Requests**  
MMO-61-81, Material Safety Data Sheets (MSDS) required the local office to obtain MSDS's on potentially hazardous substances from the manufacturers. Some of the requests received by the manufacturers do not adequately identify the product. For example, a large paint manufacturer has received several MSDS requests for "paint". Since they make several hundred types of paint, they can't send the correct MSDS.
35. **MMO-61-81 - Material Safety Data Sheets (MSDS)**, dated 9/9/81  
This bulletin provides information to set up and maintain a file of MSDS on all potentially hazardous substances used by Maintenance in postal facilities.
36. **AS-510-83-1 - USPS Maintenance of Leased Facilities**, dated 1/19/93  
To issue guidelines for accomplishing maintenance in leased buildings where the Postal Service has assumed maintenance responsibility under the terms of the lease.
37. **EL-820-1998-3 - Procuring Prescription Safety Glasses**  
This obsoletes EL-820-80-4  
The purpose of this Instruction is to provide guidelines for the purchase of prescription safety glasses.
36. **EL-820-80-4 - Procurement of Prescription Safety Glasses**, dated 3/11/80  
The purpose of this Instruction is to provide guidelines for the purchase of prescription safety glasses.
37. **MMO-004-97, Maintenance Safety Checklist**, dated 1/23/97  
Replaced MMO-86-85 and MMO-51-86.  
The purpose of the attached checklist is to provide a tool for the Maintenance Manager to evaluate the safety condition of their facility.
38. **EL-810-84-3 - Safety and Health Change Board**, dated 2/24/84  
This instruction provides policy guidance for the establishment of a Safety and Health Change Board as a management control for proposed safety and health changes.
39. **MMO-029-95 - PCB Lamp Ballast Disposal**, dated 10/13/95  
This Maintenance Management Order (MMO) **supercedes MMO-060-84, Fluorescent Light Ballast, dated March 27, 1984.** Attachment 1 provides the latest information and guidelines concerning the proper disposal of PCB light ballasts. Attachment 2 is a direct quote of an EPA brochure dated May 1993 and provided herein with EPA's permission.
40. **LOCAL SAFETY & HEALTH COMMITTEE'S GUIDE TO THE NEGOTIATING A "BUDDY SYSTEM" FOR MAINTENANCE PERSONNEL.**  
*This is an APWU publication.*
41. **PS Form 1784-A - SAFETY AND HEALTH INSPECTION CHECKLIST**

**INSERT  
MEMORANDUM  
OF UNDERSTAND ENTITLED  
CORRECTING UNSAFE WORKING CONDITIONS  
AND THE QUESTIONS AND ANSWERS**

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
AND THE  
AMERICAN POSTAL WORKERS UNION, AFL-CIO

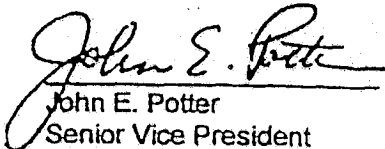
**Re: Correction of Unsafe Conditions**

The American Postal Workers Union, AFL-CIO ("APWU") and the United States Postal Service ("USPS") recognize the importance of providing a safe and healthful workplace for all postal employees. The parties acknowledge the passage of the Postal Employee Safety Enhancement Act ("PESEA") by Congress on September 29, 1998, and in concert with the provisions of PESEA, the parties agree to implement its provisions in the Postal Service by taking the following actions:

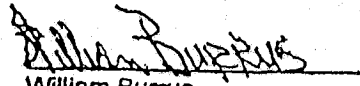
1. The parties encourage the resolution of unsafe conditions at the lowest level in the organization. In accordance with our current procedures, an employee or a union representative may identify and discuss an alleged unsafe condition with their immediate supervisor, who will investigate and take corrective action if necessary and within their authority. If unresolved, the issue will be recorded including all relevant facts and referred to the parties' designated representatives identified in Section 2 below.
2. The local parties will designate a facility union and management representative at all plants, bulk mail centers, airmail centers, the district main post office (which will also cover the stations/branches), and vehicle maintenance facilities. These representatives will meet on a regular predetermined basis to review and attempt to resolve the referred safety and health issues.
  - A. The management and union representatives should have sufficient authority and knowledge to resolve safety issues in an expeditious manner. As necessary, the parties will utilize available safety, maintenance, and other appropriate resources to develop possible resolutions.
  - B. To the extent issues are addressed on one tour in multi-tour facilities, the same issue will not be a topic for discussion on another tour as long as the issue is pending resolution with the parties' representatives.
  - C. Those offices that have an established program (e.g., Safety Captain) in which they regularly meet with union representatives to discuss safety concerns are not required to modify their existing program to conform to these procedures.
  - D. Safety issues originating in all offices not identified in Section 2 above and unresolved in discussions between the union or employee and management representatives may be processed in accordance with the regular grievance procedure.
3. If possible, management will try to immediately resolve safety issues as they are brought to its attention in the meetings described above. The parties recognize, however, that certain safety issues cannot be resolved immediately. For instance, a safety issue brought to management's attention might have national implications or would require engineering changes which facility management is incapable of resolving at the level to which the initial complaint is brought, or may require the use of outside resources to resolve. There may be

instances when it may not be possible to resolve the issue due to disagreement between the representatives over the nature of the safety issue itself, the necessary alternative resolutions, or the extent of work that needs to be performed to correct the situation. The parties' representatives may mutually agree to refer an unresolved issue to the local Safety and Health Committee.

4. The parties agree that bargaining unit employees will utilize these procedures to notify management of workplace safety issues for resolution. To this end, the union at both the national and local level will notify bargaining unit employees both verbally and through their written communications vehicles to communicate any safety matters to its representatives so they can raise and resolve them, if possible, through this procedure.
5. This Understanding and its procedures are for the purpose of further providing a safe and healthy workplace through timely recognition and resolution of safety issues and is not intended to deprive any bargaining unit employee of his/her right to notify appropriate third parties. It is the intent of this agreement to implement this process to allow employees and the union to bring safety issues to management's attention so they can be expeditiously addressed in a timely manner without invoking an administrative procedure and attendant litigation which would have a delaying effect on any resolution to the safety issue.
6. The parties agree that any issues regarding nationally deployed equipment or issues that have national implication are to be jointly forwarded by the local parties to the Vice President, Labor Relations and Director, Industrial Relations (APWU) for referral to the national Joint Labor-Management Safety Committee.
7. The parties agree to modify the language in bold print on page 80 of the 1998-2000 collective bargaining agreement as follows: Any grievance filed in accordance with Section 2. (c) above which is not resolved at Step 2 may be appealed to the local Safety and Health Committee for discussion and decision or may be appealed directly to arbitration within 21 days after receipt of the Employer's Step 2 decision. Any such appeal to the Safety and Health Committee must be made within fifteen (15) days after receipt of the Employer's Step 2 decision unless the parties agree to extend the time for appeal. The Committee shall meet and discuss the grievance at the next regularly scheduled Safety and Health Committee meeting. Any grievance not resolved by the committee may be appealed directly to arbitration within 21 days of the committee's review. If appealed to the regularly scheduled local safety and health committee, the parties' representatives shall be prepared to present the issue to the committee with their assessment and resolution.
8. The parties will implement this process and name representatives to begin meeting within 60 days of the signing of this agreement. This agreement and its procedure are in addition to the contractual obligations of both parties and in no way changes or alters those provisions.

  
John E. Potter  
Senior Vice President  
Operations  
U.S. Postal Service

6/8/99  
Date

  
William Burnus  
Executive Vice President  
American Postal Workers  
Union, AFL-CIO

6/9/99  
Date



August 4, 1999

VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS

SUBJECT: Correction of Unsafe Conditions

This is a follow-up to the June 14 memorandum from Jack Potter informing you of the memorandum of understanding (MOU) with the American Postal Workers Union, AFL-CIO (APWU) establishing an internal process to jointly resolve unsafe conditions. This document was jointly developed by the APWU and USPS and reflects common understandings of the interpretation and application of the provisions of the MOU.

1. Item 2 of the agreement states that "the local parties (USPS and APWU) will designate a facility union representative and management representative." Does this mean one representative for both parties per facility or can there be more than one, such as one on each tour?

The agreement requires that one management and one union representative be designated for the identified facility. There is no requirement to establish teams for each tour.

2. Item 2 also identifies all plants, bulk mail centers, airport mail centers, the district main office (which will also cover the stations/branches) and vehicle maintenance facilities are required to designate union and management representatives. Northern Virginia District, for example, does not have a district main office. The largest post office in the district is Alexandria, which is an associate office. In fact, all of Northern Virginia's post offices are associate offices with their own stations and branches. Does this memo apply to them as well?

A team is to be established only for the district main post office and its stations and branches. Teams are not required for other associate offices. In associate offices unresolved safety and health issues may be processed in accordance with Article 14 of the National Agreement.

3. In Alexandria, we have a joint Safety and Health Committee with the APWU and NALC. This is a common practice in associate offices. The language in the APWU contract permits discussion of items in the grievance process, but the NALC contract does not. Should we have separate committees now or just wait to see if it is a problem. Item 2C indicates that modifications to existing programs are not required.

The agreement clearly states in Section 8, that the provisions of existing contractual obligations should in no way be changed or altered. Therefore, there would be no change to the existing membership of the joint Safety and Health Committee.

4. What defines a committee or other safety program in Section 2.C.?

An organized safety program or committee should:

- Consist of at least one postal management representative and one APWU representative
- Meet regularly to discuss safety and health problems
- Actively resolve safety and health issues

Such pre-established, active programs are not subject to modification and may continue to operate effectively under this agreement.

5. Does this agreement eliminate use of PS Form 1767, Report of Unsafe Condition or Hazard?

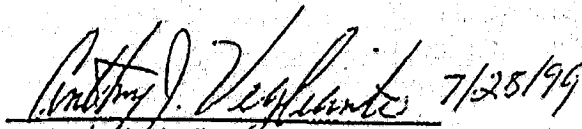
No.


6. If we have a joint labor/management Safety and Health Committee, do we also have to designate facility representatives and follow the agreement?

Yes.

7. May the parties initiate a safety issue when preparing the agenda for the Safety and Health meeting?

Yes.

  
Anthony J. Vegliante  
Vice President, Labor Relations  
U.S. Postal Service

  
William Burrus  
Executive Vice President  
American Postal Workers Union, AFL-CIO

cc: Area Managers, Human Resources  
District Managers  
Plant Managers  
Managers, Vehicle Maintenance Facilities



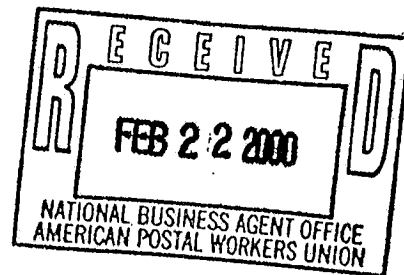
## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

February 16, 2000

To: Local Presidents  
Regional Coordinators

Fr: Greg Bell, Director *GB*  
Industrial Relations



Re: Joint Labor-Management Safety & Health Committees (APWU)

Enclosed you will find a copy of a joint memo signed by the parties intended to re-enforce the contractual requirement establishing safety and health committees at the area and local levels and that such committees should meet at least quarterly.

The memo was the result of discussions that took place at the National Joint Safety & Health Committee regarding the importance of ensuring that area and local committees are meeting regularly and actively working to address safety and health issues as required by the National Agreement.

We have periodically received complaints from the field regarding management's failure to have safety and health meetings. However, it should be noted that in installations with less than 50 employees the contract only encourages, rather than requires, installation heads to establish safety and health committees upon request by the Union. Where no safety and health committee exists in an installation with less than 50 employees, safety and health items may be placed on the agenda and discussed at labor-management meetings.

enclosure

cc: Resident Officers  
National Business Agents

GB:jmg  
opeiu#2  
afl-cio

VICE PRESIDENTS, AREA OPERATIONS  
MANAGER, CAPITAL METRO OPERATIONS  
DISTRICT MANAGERS  
PLANT MANAGERS

AREA COORDINATORS, APWU  
PRESIDENTS, APWU

SUBJECT: Joint Labor-Management Safety and Health Committees (APWU)

The National APWU/USPS Safety and Health Committee recently discussed the importance of ensuring that area and local committees are meeting regularly and actively working to address safety and health issues as required by the national agreement.

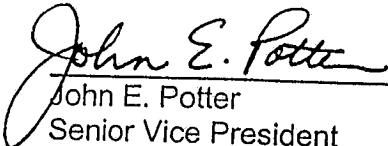
The national agreement between the APWU and USPS requires that safety and health committees be established at the area and local levels and meet at least quarterly. Joint committees have considerable potential for resolving unsafe conditions. Management, union, and employees, through their representatives, can all become actively involved in and make positive contributions to the Postal Service's safety and health program. Safety and health committees provide the parties with a valuable tool to demonstrate commitment to employee safety and health and to work cooperatively to improve safety performance.

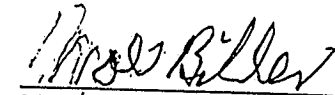
Both the American Postal Workers Union and the Postal Service again reinforced the importance of providing a safe and healthful workplace for all postal employees when they agreed to the Correction of Unsafe Conditions MOU. Local committees should review and discuss the progress in accident prevention and elimination of unsafe conditions and recommend safety and health program areas which should have increased emphasis.

Both the area and local safety and health committees can also review the national and local history of OSHA citations for the most common violations and work together to correct potential unsafe conditions.

Local committees could also monitor and work to improve the process for handling employee reports of unsafe or unhealthful working conditions (PS Form 1767). A prompt response and resolution of reported safety hazards will significantly reduce the potential for incurring accidents or injuries. For example, egress issues, such as clearly marked aisleways, posting signs not to block aisles, exits, or fire extinguishers, could be corrected by action plans developed and implemented by local committees.

Our collective goal is to make these committees an effective tool. Accordingly, please ensure that the area and local safety and health committees have the commitment and support necessary to resolve issues effectively in accordance with the spirit and intent of our national agreement.

  
John E. Potter  
Senior Vice President  
Operations  
U.S. Postal Service  
2/3/00  
Date

  
Moe Biller  
President  
American Postal Workers  
Union, AFL-CIO  
2/7/00  
Date

CC: Bob Credeur  
District HR Manager



May 4, 2000

MIDWEST AREA OFFICE  
RECEIVED

MAY 05 2000

VICE PRESIDENTS, AREA OPERATIONS  
MANAGERS, HUMAN RESOURCES (AREA)

MANAGER  
HUMAN RESOURCES

SUBJECT: Performance Evaluation Guide

Recently the Postal Service instituted a new procedure for evaluating Postal Service safety and health programs. A Safety and Health Program Evaluation Guide (PEG) has been developed that assists management to evaluate current programs using seven major program elements that the Occupational Safety and Health Administration (OSHA) believes are essential to the implementation of an effective safety and health program.

As a result of the implementation of this evaluation procedure, it has been brought to our attention that the American Postal Workers Union (APWU) equates the aforementioned evaluations with safety and health inspections that are referenced in Article 14 of the National Agreement. The purpose of this correspondence is to clarify that, contrary to the union assertions, management-initiated evaluations are not safety inspections covered by the provisions of Article 14.

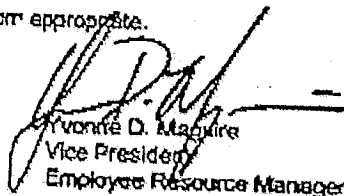
The PEG, which is introduced in Chapter 4 of Handbook EL-802, Executive's and Manager's Safety Compliance Guide, supplements published regulations concerning management's commitment to provide safe and healthful working conditions. The guide was not published as a substitute for safety and health inspections. As stated in Section 823 of the ELM, the purpose of routine evaluations is to measure the effectiveness of the Postal Service safety and health programs. The PEG is a management tool that has been designed to evaluate the current program.

Safety and health inspections are explained in Section 824 of the ELM. The purposes of a safety and health inspection are to target specific operational, facility, or program deficiencies that may cause accidents, injuries, and illnesses, and to foster compliance with OSHA regulations and standards. Under Article 14, a union representative, working as a representative of the local safety committee, has an active role in inspections. The local safety committee participates in on-the-spot, annual, and other inspections in postal installations. There is nothing in the PEG that supercedes the union's right to participate in inspections as part of the local safety committee.

The consulting firm of A. D. Little has been hired by the Postal Service to independently perform the evaluations. These evaluations should not interfere with or act as a substitute for the Postal Service's independent obligations under Article 14 of the National Agreement.

Please disseminate this correspondence as you deem appropriate.

  
Anthony J. Regante  
Vice President  
Labor Relations

  
Yvonne D. Maguire  
Vice President  
Employee Resource Management

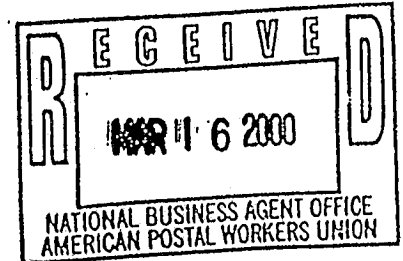
475 L'Enfant Plaza SW  
WASHINGTON, DC 20020



## American Postal Workers Union, AFL-CIO

1300 L Street, NW, Washington, DC 20005

March 1, 2000



TO: Local Presidents, Regional Safety & Health Representatives and National Business Agents

RE: EL-802 Executive and Managers Guide to Safety and Compliance

The purpose of this memo is to provide the APWU's position and to respond to several inquiries regarding the above-referenced Handbook. EL-802 is a management document to be used by management to evaluate their Safety and Health Program. This information is available to local and state presidents on the APWU Home page at the Industrial Relations' Section, [www.apwu.org/IndRel/irhomepage.htm](http://www.apwu.org/IndRel/irhomepage.htm). We are currently discussing this publication with management at the National level. Corey Thompson, APWU Safety & Health Specialist is the designated representative assigned to discuss this issue with the Postal Service.

Although it appears that the EL-802 is intended as a management's guide regarding safety and compliance we have a number of concerns regarding the implementation of this publication. We believe there may be a possible conflict with Article 14 of the National Agreement. In particular Chapter 4 of the handbook which discusses the PEG - Performance Evaluation Guide. This chapter lays out the criteria for evaluating safety concerns and issues. It is the APWU's position that under the terms of the Collective Bargaining Agreement, it is the responsibility of the Joint National Safety and the Ergonomics Committee to evaluate and make recommendations on all aspects of the employer's respective Safety and Ergonomics Programs, including program adequacy, field implementation, studies for improving the work environment, training and unsafe conditions. Moreover, we want to make sure that implementation of PEG does not circumvent the responsibilities of Local Safety and Health Committees.

### PEG - Performance Evaluation Guide

Please note that there is no joint agreement or understanding between the parties in regard to the EL-802 Handbook or the Performance Evaluation Guide within it. Although the EL-802 is

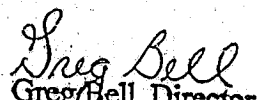
Recommended actions:

- Request that a Local Union representative accompany the consultant's (A.D. Little) inspectors. A union representative from the Local Safety and Health Committee has the right to participate in inspections pursuant to Article 14, Section 8 of the National Agreement.
- Request that copies of all documents, reports, drafts, safety & health plans and related materials be provided to the Local Union. Inform members of the APWU's national position not to participate in USPS sponsored surveys.
- Document all events related to the implementation of the EL-802/PEG Program to ensure that the program does not circumvent the responsibilities of the Safety and Health Committee. Include dates and times that inspectors under the PEG program show up at the facility and the amount of advanced notice (if available) that is given before they arrive. For example, if you hear about a possible inspection at your respective location before it occurs then more than likely the Postal Service Area Office provided an advanced warning to the district or local management in order to give them an opportunity to make preparation for what is suppose to be an unannounced inspection.

In general, in the absence of any contractual violations or conflict with local safety and health committees the implementation of the EL-802 Handbook should put pressure on local management to comply with safety and health programs. Since the passing of Postal Employees' Safety Enhancement Act (PESEA) by Congress in September 1998, there has been a new found urgency for the Postal Service to address unsafe working conditions especially now that the USPS can be cited, fined, and referred for criminal prosecution by the Occupational Safety and Health Administration (OSHA).

If you have any questions regarding the EL-802 or the Performance Evaluation Guide (PEG), you should contact Corey Thompson at (202) 842-4273.

Yours in union solidarity,

  
Greg Bell, Director  
Industrial Relations

cc: Headquarter's officers  
Regional Coordinators

GB:RL:jmg  
opeiu#2  
afl-cio



INSERT  
POSTAL HEADQUARTERS  
LETTERS  
ON  
DUST  
AND  
RESPIRATORS/FILTERING FACEPIECES

Handbook EL-814  
January 1997

# POSTAL EMPLOYEE'S GUIDE TO SAFETY



- Don't enter roped-off or marked areas where maintenance work is being done, or where hazardous or slippery conditions exist.

## ***C. Spills and Leaks***

- If a spill or leak occurs, notify your supervisor for immediate cleanup and repair, if needed. If the spilled substance is flammable, take every precaution to avoid possible ignition of the substance.
- If suspected harmful vapors or gases are escaping from a spill or related accident, leave the vicinity at once and notify your supervisor.
- Follow the regulations for cleaning up spills and leaks of hazardous materials. Refer to Material Safety Data Sheets (MSDS) for information on chemical spills or leaks.

## ***D. Tools and Other Portable Equipment***

- Keep all tools and other pieces of portable equipment in their assigned places when not using them.
- Use safety glasses when operating power tools. Safety glasses must meet ANSI criteria.

## ***E. Cleaning***

- Never mix cleaning compounds. The chemicals used in them, such as ammonia and chlorine, when combined, can form toxic or explosive mixtures.
- Remove dust by vacuuming rather than by blowing down an area with compressed air whenever possible.
- Rope off wet floor areas with high visibility safety marking rope and post "Wet Floor" signs until the floors are dry.
- Follow all vendors' instructions regarding equipment, materials, and supplies.

## ***F. Use of Compressed Air***

- Use a vacuum rather than compressed air to remove dust, dirt, or other debris from your clothing or body. Using compressed air to blow dust, dirt, or debris off yourself is an extremely hazardous practice.
- Use air compressed at less than 30 psi for cleaning machinery, parts, etc., or use a hose that is equipped with a nozzle that will deadhead at less than 30 psi in case the outlet is obstructed.
- Wear eye protection which meets ANSI standards when you use compressed air.



May 11, 1999

MANAGERS, MAINTENANCE SUPPORT (AREAS)  
MANAGERS, HUMAN RESOURCES (AREAS)

SUBJECT: Dust Control

Numerous investigations by our safety and health professionals and OSHA compliance officers have concluded that dust in postal facilities is classified as "particulate not otherwise regulated" (PNOR) or nuisance dust in common parlance, and that OSHA Permissible Exposure Limits are not to be exceeded. The National Institute for Occupational Safety and Health (NIOSH) is currently conducting Health Hazard Evaluations in our facilities to determine whether dust may be causing respiratory ailments. While they have not found levels of paper dust that exceed OSHA or their limits, they continue to be concerned with reports from our employees of adverse health effects, including infections, cough, asthma, and allergic symptoms.

Paper dust is ubiquitous in our mailhandling operations. As a policy matter, both from employee health and operational standpoints, we believe that controlling paper dust is advisable. We understand that some employees, with pre-existing respiratory ailments, may have those ailments aggravated by paper dust concentrations. We also understand that maintenance hours devoted to cleaning and repairing automation and facilities as a result of dust can adversely impact our bottom line.

Historically, dust control has been accomplished by HVAC filtration, some local exhaust ventilation on selected fixed mechanization, custodial cleaning, and a policy requiring vacuuming whenever possible. NIOSH has cited "blowout of dust from sorting machines by compressed air" as the principal cause of employee complaints to them. The policy on cleaning is as follows:

***"Remove dust by vacuuming rather than by blowing down an area with compressed air whenever possible."***

Managers and supervisors must reiterate this policy with all employees, and enforce it. Not only does blowdown result in airborne dust (that simply resettles, accumulates and requires more cleaning), but also use of compressed air can be hazardous to eyes and employee hearing. OSHA has previously cited the Postal Service for improper use of compressed air.

Airborne dust can be mitigated by integrating the applicable A-Guides in Chapter 13 of MS-1, Maintenance and Operation of Real Property, into the local facility preventive maintenance plan. MS-24, Heating, Cooling, and Ventilating, provides technical information and sample maintenance checklists for maintaining various types of HVAC filtration equipment. MS-47, Housekeeping Postal Facilities, provides requirements for general facility cleaning techniques, frequencies, and inspections.

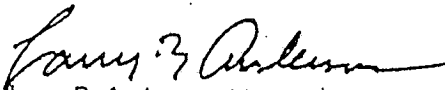
Good housekeeping, maintenance, and proper vacuuming and blowing out procedures are the key to OSHA compliance, based on citations we have received.

In some cases dust control can be facilitated by local exhaust ventilation on fixed mechanization, area filtration, and proper sizing of HVAC filters.

Managers must also allow the use of filtering facepiece respirators when employees wish to voluntarily wear them, whether supplied by management or the employee. Use of NIOSH approved filtering facepieces must follow the enclosed memorandum from February 2, 1998. ✓

We have also enclosed some general recommendations from NIOSH on dust control and HVAC maintenance. NIOSH is continuing to study the dust issue in postal facilities and more recommendations may be forthcoming based upon their input.

If you need additional information please contact Frank Lundblad, headquarters Industrial Hygienist, at 202-268-3692.



Larry B. Anderson, Manager  
Safety and Health



J. Gerard Bohan, Manager  
Maintenance Policies and Programs

Enclosures

cc: Mrs. Maguire  
Mr. Dowling  
PESEA Implementation Team  
HR Analysts, Safety and Health (Area)  
Managers, Maintenance Operations

### ***C. Spills and Leaks***

- If a spill or leak occurs, notify your supervisor for immediate cleanup and repair, if needed. If the spilled substance is flammable, take every precaution to avoid possible ignition of the substance.
- If suspected harmful vapors or gases are escaping from a spill or related accident, leave the vicinity at once and notify your supervisor.
- Follow the regulations for cleaning up spills and leaks of hazardous materials. Refer to Material Safety Data Sheets (MSDS) for information on chemical spills or leaks.

### ***D. Tools and Other Portable Equipment***

- Keep all tools and other pieces of portable equipment in their assigned places when not using them.
- Use safety glasses when operating power tools. Safety glasses must meet ANSI criteria.

### ***E. Cleaning***

- Never mix cleaning compounds. The chemicals used in them, such as ammonia and chlorine, when combined, can form toxic or explosive mixtures.
- Remove dust by vacuuming rather than by blowing down an area with compressed air whenever possible.
- Rope off wet floor areas with high visibility safety marking rope and post "Wet Floor" signs until the floors are dry.

- Follow all vendors' instructions regarding equipment, materials, and supplies.

### ***F. Use of Compressed Air***

- Use a vacuum rather than compressed air to remove dust, dirt, or other debris from your clothing or body. Using compressed air to blow dust, dirt, or debris off yourself is an extremely hazardous practice.
- Use air compressed at less than 30 psi for cleaning machinery, parts, etc., or use a hose that is equipped with a nozzle that will deadhead at less than 30 psi in case the outlet is obstructed.
- Wear eye protection which meets ANSI standards when you use compressed air.

### *Control of Paper Dust Accumulation*

In a letter to the OMPDC dated July 23, 1997, OSHA suggests engineering control of airborne paper dust in the form of auxiliary air filtration or wet vacuuming of floors or machines to remove paper dust. NIOSH investigators encourage the control of paper dust accumulation within the building on the grounds that paper dust provides a good matrix for microbial growth, and microbial growth, particularly within HVAC systems, should be minimized. Ideally, paper dust should be controlled at the source to prevent accumulation within the building. At a minimum, its accumulation should be controlled within HVAC return and supply airstreams. Control by prefilters, increased efficiency of primary filters, and prevention of filter blow-by are some options. NIOSH investigators do not encourage the application of water to collect paper dust unless moistened surfaces are dried within 24 hours.

### *HVAC Systems*

1. Water should be removed from HVAC systems, when possible. Eliminate standing water in air handling systems by providing free-flowing drains.
2. To help minimize the accumulation of debris within air handlers, ensure all HVAC systems have OA filters that are securely fastened into filter racks that minimize blow-by of unfiltered air. Filters should be 50 to 70% efficient (according to the American Society of Heating, Refrigerating, and Air-Conditioning Engineers (ASHRAE) dust spot efficiency test) in order to remove most microbial particulate from the airstream. Upgraded filters should be within the limit of pressure drop the systems can handle.
3. Clean and disinfect humidifiers and mechanical components on a routine basis, as recommended by equipment manufacturers. Avoid the use of water sprays in HVAC systems. Water containing biocide residues or water treatment chemicals

should never be used for humidifying. The porous and friable foam in the drain pans is not conducive to aggressive cleaning and will likely become contaminated unless regularly cleaned and disinfected. Drain pan should not accumulate water, thus rendering the use of biocides unnecessary. Cleaning should be performed often enough to prevent the accumulation of slime in drain pans. When cleaning and sanitizing HVAC components, never disinfect or use biocides in water or air in an operating HVAC system. Ensure that the HVAC system is not operating until it is cleaned, sanitized, and dried. Loosen and remove mold, slime, dirt, and organic debris, then sanitize using a dilute aqueous household bleach solution (10% bleach in water). Bacterial endospores, produced by some thermophilic actinomyces, may be slightly resistant to chlorine disinfectants; therefore, surfaces should be kept moist with the bleach solution for a sufficient contact time to allow for disinfection to occur (about 10 to 15 minutes). A clean water rinse should follow cleaning and sanitizing.

4. Since all OA intakes were nearly closed, the NIOSH investigators suspect that OA requirements are not known. Current design air flow controls should be verified by an engineering firm. The firm should adjust all HVAC systems to ensure that they will operate such that ASHRAE recommended standards are satisfied. These ASHRAE standards include recommended outdoor air flow per occupant, and seasonal recommended limits for indoor temperature and relative humidity. Any changes in the systems which affect current designs should be recorded as an addendum to existing HVAC documentation.

5. The floor of fan rooms, including surfaces underneath the air handlers, should be kept free of debris which could become entrained into the supply air stream.





February 2, 1998

Human Resources Analysts, Safety and Health (Areas)  
Senior Safety Specialists (Districts)

SUBJECT: OSHA Respiratory Protection Final Rule-Interim Guidance

On January 8, 1998, the Occupational Safety and Health Administration (OSHA) published a replacement to the respiratory protection standard (29 CFR 1910.134). This memorandum has been prepared to advise you of a change in the regulations regarding the use of "dust masks", a.k.a. nuisance dust respirators, dust/mist respirators, non-toxic dust respirators, etc. OSHA has included a new definition of such dust masks, now called *filtering facepieces (FFP)*. A FFP "means a negative pressure particulate respirator with a filter as an integral part of the facepiece or with the entire facepiece composed of the filtering medium." In explaining the standard, OSHA further indicated that FFPs were non-tight-fitting dust masks, as opposed to "tight-fitting negative pressure respirators".

This office has issued guidance on these types of "dust masks" over the years, based on correspondence with OSHA and good industrial hygiene practice. In the new standard, the use of FFPs is specifically recognized, and so the Postal Service is obligated to comply with the new provisions. OSHA states... "there are no medical limitations on the use of these respirators, so employers who allow their use need only ensure that the masks are not dirty or contaminated, that their use does not interfere with employee's ability to work safely, and that they provide [information on safe use contained in Appendix D of the OSHA standard]".

Therefore, Postal policy on the use of FFPs (dust masks) is as follows:

1. When respirators of any type are *required* by the OSHA respirator standard, or any other OSHA standard, managers must fully comply with 29 CFR 1910.134. This includes a written program.
2. When respirators are not *required* (e.g. no toxic exposures are present) managers may allow voluntary use of FFPs by employees. Employees may use their own FFPs, or management may elect to supply FFPs for employee comfort. Employees are not permitted to use their own tight-fitting air-purifying respirators. If management supplies any other type of respirator other than an FFP, they must comply with Item 1.
3. When FFPs are allowed or supplied in accordance with Item 2, managers must provide the employee with the attached Postal Service advisory and the language from Appendix D of the standard. This should be accomplished in a manner most expedient to local managers, e.g. safety talk, handout, post on bulletin board or near supply points, etc.
4. Other than disseminating the above information, no other actions are necessary relative to FFPs. No medical evaluations, written programs, etc. otherwise required by the respirator standard are necessary.



# The Joint Labor/Management Safety Committee

## *What Is the Role of the Local Safety Committee?*

The Local Safety Committee provides the union with a formal backdrop to discuss membership concerns and problems and a means for solving those problems. The committee should also be involved in on-site inspections and investigations of accidents or incidents.

## *How Should the Union Side of the Committee Be Organized To Meet Their Objectives?*

The union should fulfill three primary goals in order to be strongly represented on the Local Safety Committee:

(1) Represent all workers. In order to fully represent the concerns of the membership, the local union president should ask for volunteers to serve as safety representatives throughout the facility. These safety representatives should represent each craft at the facility so that all safety and health issues can be brought to the attention of the union committee members.

(2) Maintain communication to all members. Sometimes the committee members are not the officers or stewards of the local union. In these cases, the local union should be up to date of the safety committee's activities so that they can fully support the union committee members. The safety committee should report on its activities at the local union meetings and get input from the membership. The committee can

also communicate to the membership by creating leaflets and passing them out to APWU members or posting information on the union bulletin board. Include articles or start a column in the local news letter to cover pressing safety and health issues.

(3) Educate committee participants and the general membership. An effective union committee is an informed union committee. Committee members should stay current with new laws, regulations, and policies put out by both OSHA and USPS. Utilize local resources such as colleges to send members to safety and health training classes. Participate in COSH (Committee on Occupational Safety and Health) groups. COSH groups are coalitions of labor and community organizations concerned with worker safety and health issues. Create a library of occupational safety and health resources and publications. Attain access to management materials. Ultimately, the committee can put on training programs for the membership to educate them about safety and health issues.

## *What Are Tactics for Strengthening the Local Safety Committee?*

Since the committee's main goal is to improve working conditions, following these guidelines will help achieve this objective.

(1) Involve the membership. Talk to fellow workers about the

safety and health problems they think exist in the workplace. Talk to as many people as possible so that you get a fair representation of the facility. Some members will want to play a larger role in the committee than others. Keep this in mind when assigning tasks and delegating responsibilities. The committee and the membership participation can grow as it gains experience in knowledge.

(2) List safety and health problems. After discussing working conditions with the membership, document their concerns so that the committee can get an overview of the problems they have to deal with.

(3) Prioritize issues. Sometimes the membership's concerns do not coincide with the committee's main issues. For example the membership may be concerned about nuisance dust but the committee may want to focus on enforcing the procedure for handling hazardous materials spills. Since you are representing the membership, their issues should be dealt with first.

(4) Gain credibility from the membership and the management. The committee needs to accomplish its goals before the membership and management will recognize that the committee means business. This can be accomplished in two ways:

(a) Meet the demands of the membership by dealing with

## **SUMMARY OF HANDBOOK EL 809**

### **INTRODUCTION**

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

As an individual serving on the safety and health committee, you must have a personal commitment to make accident prevention a part of your daily work. You can demonstrate your commitment through leadership and by setting a personal example by working safely and observing safe practices. Safety must become your 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 are playing a major role in making your workplace safe for all employees.

### **SAFETY PHILOSOPHY OF THE UNITED STATES POSTAL SERVICE**

1. All injuries can be prevented.
2. Management, which includes all levels through the initial level supervisor, has the responsibility for preventing injuries.
3. It is possible to safeguard against all operating exposures which may result in injuries.
4. 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 caused by accidents.
5. It is good business from the standpoint of both efficiency and economy to prevent personal injuries on-the-job and off-the-job.

**"It is the responsibility conditions in all present of management to provide safe working 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."**

## **CONTENTS**

- I. Membership
- II. Terms of Membership
- III. Orientation of Committee Members
- IV. Duties and Responsibilities of Committee Members
  - A. All Committee Members
  - B. Committee Officers
  - C. Field Federal Safety and Health Councils
- V. Committee Meetings
- VI. Order of Business
- VII. Suggested Format for Minutes of Meeting

### **I. Membership**

- A. A joint labor-management safety and health committee will be established at each postal installation having 50 or more employees.
- B. Such a committee may be established upon the request of the installation head at installations having fewer than 50 employees.
- C. There shall be equal representation on the committee between the unions and management.
  - 1. Representation on the committee shall include one person from each of the unions at the installation unless the Local represents more than one APWU Craft, at which point the Union may appoint two representatives. Appropriate officials shall represent management.
  - 2. The chairperson of the committee will be designated by management.
  - 3. The secretary of the committee will be designated by management.
  - 4. When an installation has a safety officer (manager, specialist, technician) on the staff, that person shall be a member of the committee.

### **II. Terms of Membership**

With the exception of the chairperson, the secretary and safety officer, committee members shall serve three-year terms. Union representatives will, at the discretion of their unions, be eligible to succeed themselves.

### **III. Orientation of Committee Members**

All committee members will receive formal orientation and training on members, on program, on conditions, analyzed by the duties and responsibilities of committee the basic elements of the safety and health identification of hazards and unsafe and on reports and statistics reviewed and the committee.

### **IV. Duties and Responsibilities of Committee Members**

#### **A. All Committee Members**

1. Attend all scheduled meetings.
2. Create and maintain an interest in safety and health and thereby help prevent accidents.
3. Review local safety and health rules and assist 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 does not entitle the members to have access to individual employee medical records without the employee's consent.
5. Determine program areas to receive increased emphasis and make recommendations regarding them.
6. Review employee safety and health suggestions.
7. Review safety training records to determine if all employees are receiving appropriate training.
8. Review Forms 1767 - Report of Unsafe Condition or Practice - and responses or corrective action taken.
9. Review Forms 1769 - Accident Report - and statistics from the National Accident Reporting System and the injury compensation program reporting system.
10. Discuss all matters relating to employee safety and health, except for individual grievances, and make recommendations for improvement to the installation head.
11. Participate in on-the-spot inspections of troublesome areas when authorized by the chairperson. Committee members will be on official time while making such inspections.
12. When an investigation board is appointed by a Regional Postmaster General or a District Manager to investigate a fatal or serious industrial noncriminal accident, the appropriate union at the installation will be advised promptly. When requested by the union, a representative from the committee will be permitted to accompany the board in its investigation.
13. Any union representative on the committee may participate in the semi-annual inspections conducted by safety personnel in the main facility of each MSC and BMC, provided his union represents employees at that facility.
14. A union representative from the committee may participate in the inspection of any main facility, post office, MSC, BMC, station, branch or other

installation that has 100 or more man years of employment in the regular work force, provided that his union represents employees at that facility and that his duty station is at that facility.

15. One union representative from the committee, selected on a rotational basis by the unions, may participate in the annual inspection of each installation with fewer than 100 man years of employment in the regular work force, where such a committee exists in the installation being inspected.

## **B. Committee Officers**

### **1. Chairperson**

- a. Arranges for meeting place.
- b. Sets times and dates for meetings.
- c. Notifies members of meetings.
- d. Receives agenda items from members.
- e. Arranges agenda and program.
- f. Arranges for seating for all members.
- g. Reviews previous minutes and other materials before meetings.
- h. Coordinates gathering of all appropriate management reports, data, and information to be reviewed by the committee.
- i. Responds to members' requests for special meetings.

### **2. Secretary**

- a. Prepares minutes of meetings.
- b. Distributes minutes.
- c. Reports on the status of recommendations made by the committee.
- d. Distributes agenda to members.
- e. The secretary may assume some of the chairperson's duties.

## **C. Field Federal Safety and Health Councils**

In areas where Field Federal Safety and Health Councils exist, one representative of the unions who is on the local safety and health committee will be permitted to become a member of such a council and attend its meetings. This employee will be excused from regularly assigned duties without loss of pay.

## **V. Committee Meetings**

- A. The committee shall 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. Such a request must be approved by the chairperson, but the request cannot be unreasonably denied.
- B. Agenda items must be submitted to the committee's chairperson at least three days before a meeting.
- C. Individual grievances will not be discussed during committee meetings.
- D. 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.

## VI. Order of Business

- A. Call to order. The chairperson should call the meeting to order promptly at the designated time.
- B. Roll call by the secretary. Names of members and others present should be recorded.
- C. Introduction of any visitors.
- D. Minutes of the previous meeting 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
  - 2. Review of Forms or Practice. and health reports, statistics, 1767, Report of Unsafe Condition
  - 3. Review of employee safety suggestions.
  - 4. Review of safety rules, safety films, safety training programs, etc.
  - 5. Review of progress of safety and health program, 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, by the local safety officer, etc.
- H. Adjournment.



## VII. Suggested Format for Minutes of Meeting

Subject: Safety and Health Committee  
Minutes of Meeting .

Date of Report

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: Chairperson (name)  
Secretary (name)  
Title (name)  
Title (name)  
Not in attendance Title (name)  
Title (name)

Items: Agenda

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 of troublesome areas with recommendations and action taken.) (Brief report, if any)

Meeting adjourned at: (time)

Signed: Chairperson  
Secretary

**Copies of the minutes should be provided to the Local President of the APWU Local and posted on employee bulletin boards.**



**PS Form 1767: Report of Hazard, Unsafe Condition or Practice**

**I. Employee Action: Describe Hazard, Unsafe Condition or Practice – Recommend Corrective Action.**

Describe the above in detail, do not use adjectives (very, extremely, grossly, etc) in your description, be specific, cite regulatory standards (OSHA, ACGIH, EPA, NIOSH, etc.). Be sure to describe how an injury could occur. Next, identify one or more solution; remember the simpler the solution the more likely the problem is to be corrected. If you don't know a solution offer to be a part of a dialogue group to come up with an acceptable solution.

**II, III, IV: Supervisor's Approving Official's & Maintenance Action**

**These sections are for management to complete. REVIEW THEIR RESPONSES**

- Remember if the hazard is not corrected, or still exists you should pass a copy of this form along to your local safety specialist.
- \*\* Prior to filing any forms you should speak with your shop steward and/or local President.

**INSERT  
PS FORM 1767**

## REPORT OF HAZARD, UNSAFE CONDITION OR PRACTICE

Hazard Control Number  
(Assigned by Safety Office)

## I. Employee's Action

(Specify Work Location)

Describe Hazard, Unsafe Condition or Practice. Recommended Corrective Action.

Employee	Signature	Date and Tour
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## II. Supervisor's Action

Recommend or Describe Specific Action Taken to Eliminate the Hazard, Unsafe Condition or Practice. (If Corrective Action Has Been Taken, Indicate the Date of Abatement.)

Supervisor	Signature	Date
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## III. Approving Official's Action

(Check One and Complete)

The Following Corrective Action was Taken to Eliminate the Hazard, Unsafe Condition or Practice (Indicate Date of Abatement):			
A Work Order Has Been Submitted to the Manager, Plant Maintenance, to Effect the Following Change:			
There Are No Reasonable Grounds to Determine Such a Hazard Exists. This Decision is Based Upon:			
Approving Official	Signature	Date	Date Employee Notified

## IV. Maintenance Action (Complete If Necessary)

Maintenance Supervisor	Signature	Date	Date Hazard Abated
------------------------	-----------	------	--------------------

# INSTRUCTIONS

## I. EMPLOYEE

- a. Complete section I. and file it with your immediate supervisor.
- b. If you desire anonymity, complete section I. (including your name) and file the report with the Safety Office. Safety personnel will immediately return the form to your supervisor for necessary action, and will delete your name from the form to ensure your anonymity.

## II. SUPERVISOR

- a. Investigate the alleged hazard during the same tour of duty in which the report was received.
- b. Abate the hazard if it is within the scope of your authority to do so.
- c. Record the action taken to eliminate the hazard or record recommendation for corrective action in section II. and sign your name.
- d. Forward the original and yellow copy to your immediate supervisor (approving official); send the pink copy to the Safety Office; and give the employee the remaining blue copy as a receipt. It is your responsibility to monitor the status of the report, at all times, until the hazard is abated.

## III. APPROVING OFFICIAL

- a. Initiate action to eliminate or minimize the hazard. If this results in the submission of a work order, attach the original of this form, and forward through channels, to the manager, Plant Maintenance.
- b. If you determine that there are no reasonable grounds to believe a hazard exists, notify the employee in writing within 15 calendar days. Safety personnel will assist you in this determination when requested.
- c. If the hazard was abated by the first line supervisor or when it has been abated through your actions, notify the employee in writing, and send the original of this form to the Safety Office.

## IV. MAINTENANCE SUPERVISOR

When the work order has been completed, sign, date, and return the original of this form to the approving official who will then forward it to the Safety Office.

## **PS Form 1769: Accident Report**

If you are involved in an accident you will see this form. The form is completed by a management official and therefore you should be given the opportunity to review the form for accuracy and correctness. You are not required to sign the form and may wish to have union representation when reviewing the form.

This form must be completed, by the supervisor, within 24 hour of an accident.

**INSERT  
PS FORM 1769**

Use Ball Point Pen to Complete. Press Hard.

Carefully read instructions in the attached booklet. Items marked with an asterisk (\*) must be answered using codes in the attached booklet.

U.S. POSTAL SERVICE

# ACCIDENT REPORT

1. Post Office, Station, Branch, Unit (City, State and Zip + 4)

2. Finance Number

3. Installation ID

4. Accident Number

## General Information

5. Kind of Accident

- 1. ☐ Motor Vehicle
- 2. ☐ Natural Event
- 3. ☐ Industrial
- 4. ☐ Other

6. Fire Involved?

- 1. ☐ No
- 2. ☐ Building & Contents
- 3. ☐ Other

7. Accident Resulted in:

- 1. ☐ Personal Injury Only
- 2. ☐ Property Damage Only
- 3. ☐ Personal Injury & Property Damage
- 4. ☐ No Case (No Injury/No Damage)

8. Was On-Site Investigation conducted by Immediate Supervisor?

- 1. ☐ Yes
- 2. ☐ No

9. Ownership of Damaged Property

- a. Postal
- b. Non-Postal

10. Estimated Property Damage (round to nearest dollar)

- a. Postal
- b. Non-Postal

11. Accident Date

Mo. Day Yr.

12. Time of Day-24 Hour Military

13. Day of Week

- 1. ☐ Sun
- 2. ☐ Mon
- 3. ☐ Tues
- 4. ☐ Wed
- 5. ☐ Thurs
- 6. ☐ Fri
- 7. ☐ Sat

## Accident Location and Conditions

14. Weather

15. General Description of Accident Area

Where Did Accident Happen?

16. Building

17. Work Location

18. Specific Description of Accident Area

19. Rte/Sched/Op. No.

19a. Delivery Route  
19b. Emp. Op. No.

20. Light

21. Surface

22. Surface Conditions

23. Circumstances Leading to Injury or Damage

24. Item Causing Actual Injury or Damage

25. Hazardous Situation Directly Related to Accident

26. Defective or Hazardous Equipment or Material Related to the Accident

## Motor Vehicle Accident Information

(If no vehicle was involved in the accident, skip this section) (Items 28, 35 + 36 are reserved)

27. Total No. of Vehicles Involved

28. (Reserved)

29. Vehicle Type

30. Vehicle Path

31. Were Seat Belts in Use?

- 1. ☐ Yes
- 2. ☐ No

32. Roll Over

- 1. ☐ Without Collision
- 2. ☐ Before Collision
- 3. ☐ After Collision
- 4. ☐ No Roll Over

33. Employee Ejected from Vehicle

- 1. ☐ Partial
- 2. ☐ Complete
- 3. ☐ Not Ejected

34. Area of Impact

## Involved Person(s) Information

37. Total No. of Accident Reports

38. Person I.D. No.

39. If Vehicle Accident Person Described Here Was:

- 1. ☐ Pedestrian
- 2. ☐ Driver
- 3. ☐ Passenger

40. Name (Last Name, First, MI)

41. Age

42. Sex

- 1. ☐ Male
- 2. ☐ Female

43. Des. & Activ.

44. Injury/Illness Severity

45. Nature of Most Severe Injury

46. Part of Body Affected

47. Unsafe Personal Factors

48. Unsafe Practice

49. Social Security No. (Employee Only)

50. Was Employee on Overtime Status?

- 1. ☐ Yes
- 2. ☐ No

51. Postal Service Experience

Years Mos.

52. Hours of Safety Training

53. Five Year Postal Accident Record

No. Prior Vehicle Accidents

No. Prior Industrial Accidents

54. Pay Location

55. LDC/FON Code

Accident Factor(s) & Corrective Actions on Pages 1 & 2 of Form Have Been Reviewed & Are Concurred With.

56. Supervisor's Signature

Date

Supervisor's SSN

57. Next Higher Level Mgr. Signature

Date

58. Supervisor's Printed Name

Telephone No.

59. MSC Safety Officer's Signature

Date

60. Is a JSA on File?

1. ☐ Yes

2. ☐ No

61. Preventive Action

Accident Number

(Explain how the preventive action will eliminate or reduce cause(s) and prevent similar accidents)

## Narrative/Complete Description of Accident

(Describe accident, events leading to accident, causes of injury or damage, and specific location of accident—Provide the who, what, when, where, why, and how of this accident)

## Hospital/Physician Information

Hospital/Physician Name	Address	Area Code & Telephone No.
Treatment Date	Diagnosis	Duty Status

## Hazardous Conditions and/or Equipment, Materials, Etc.

(Specify equipment with manufacturer name, model no., serial no., and year made. Where applicable, include vehicle ID no.)

## Vehicle Diagram (For use in motor vehicle accidents)

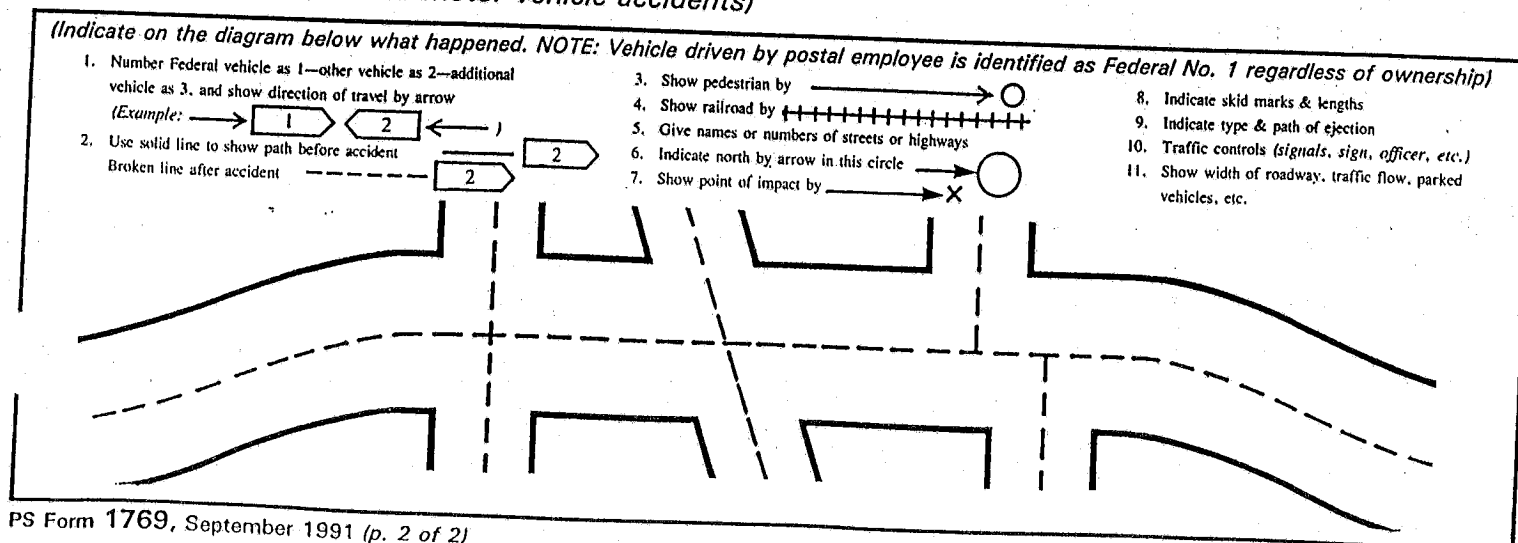
(Indicate on the diagram below what happened. NOTE: Vehicle driven by postal employee is identified as Federal No. 1 regardless of ownership)

1. Number Federal vehicle as 1—other vehicle as 2—additional vehicle as 3, and show direction of travel by arrow  
(Example: → 1 ← 2 ← 3)

2. Use solid line to show path before accident  
Broken line after accident

3. Show pedestrian by ○
4. Show railroad by ++++++
5. Give names or numbers of streets or highways
6. Indicate north by arrow in this circle
7. Show point of impact by X

8. Indicate skid marks & lengths
9. Indicate type & path of ejection
10. Traffic controls (signals, sign, officer, etc.)
11. Show width of roadway, traffic flow, parked vehicles, etc.



## Instructions

### General Information

The supervisor of the employee or operation involved must complete this form for all accidents regardless of extent of injury or amount of damage. Review all instructions and codes before completing this form. The Safety and Health office is available for assistance.

Information forwarded to the Office of Workers' Compensation Programs (OWCP) must not differ from information on this form.

### Multiple Person Accidents

When more than one person is injured as a result of the accident, complete a separate form for each individual and use the same accident number on each form. Complete all items for the first person including the narrative. For additional persons involved, complete only Items 1-4, 37-55. Note: If more than one postal employee is involved in the accident, follow the instructions outlined above, regardless of whether there was injury or not.

### Submission Procedures

1. The supervisor must complete this form within 24 hours of the date of the accident, the diagnosis of illness, or the date they were notified of the situation. The next level supervisor must verify all information on the form.
2. The Manager, Safety and Health Services at the Division has the responsibility for reviewing the accuracy of the coding submitted on each PS Form 1769, *Accident Report*, or electronically entered into the Human Resources Information System (HRIS) Safety and Health Subsystem and accident log. If the codes on PS Form 1769 do not match with the narrative submitted by the supervisor of the employee or operation involved, the Manager, Safety and Health Services, is responsible for resolving the inconsistency.
3. The installation head forwards the original accident report to the safety office within 3 calendar days of the accident.
4. The local office must retain a copy of all reports (reportable or nonreportable) in that office for a 5-year period. Incorrectly filed or improperly coded 1769s may be returned to the originating office by the safety office. These must be corrected and resubmitted within 3 calendar days of receipt.
5. The safety office must:
  - review the completed form to ensure accuracy of codes;
  - coordinate any changes with the reporting office;
  - complete necessary items;
  - assign number and enter the accident information into the HRIS Safety and Health Subsystem within 1 calendar day of receipt, and;
  - retain the original copy for a period of 5 years.

### Determining Reportable Accidents

The safety office assigns a number on all forms (Item 4), using HRIS guidelines, for both reportable and nonreportable incidents, including unadjudicated occupational illness cases, when it covers any of the following kinds of injuries, illnesses or damages:

1. All occupational traumatic injuries to postal employees regardless of whether the employee elects to file a Form CA-1 (*Federal Employee Notice of Traumatic Injury & Claim for Continuation of Pay/Compensation*) or a Form CA-6 (*U.S. Dept. of Labor — Official Superiors Report of Employee's Death*) is submitted to OWCP, and regardless of whether or not the OWCP claim is controverted.

**EXCEPTION:** A First Aid case must be logged and coded "6" in Item 44 of this form. The report must be held as a nonreportable case at the safety office, when first aid care (NOT exceeding 2 visits) is provided by postal medical/health units or contract treating facilities unless the accident involves property damage such as may occur with a motor vehicle accident.

**NOTE:** Cases with medical dispositions for limited duty are not to be coded as first aid injuries.

2. All occupational illnesses, including heart attacks, if a CA-2 (*Federal Employee's Notice of Occupational Disease and Claim for Compensation*) or CA-6 is submitted to OWCP.

**EXCEPTION:** If an occupational illness, the form must be forwarded to the safety office for recording in the HRIS. These cases will be logged, assigned a reporting code and number, pending adjudication by the OWCP. Safety offices are to monitor OWCP decisions and amend the status of the case in the HRIS. Instructions for amendments/deletions are included in HRIS Safety and Health Updates.

3. Injuries or fatalities to non-postal persons on postal premises.
4. All motor vehicle accidents.
5. Property damage of \$500 or more, regardless of ownership.
6. Fire damage of \$100 or more regardless of ownership.

### Adjustments and Deletions

Whenever there is a change in status, or if you discover an error in a previously filed 1769, within 3 calendar days send a copy of the Form 1769 and written justification and documents supporting the amendment/deletion to the servicing safety office for action.

**Instructions for  
Items 1-61**

**Item 1:** Post Office, Station, Branch, Unit (*City, State & ZIP Code*) — Self-explanatory.

**Item 2:** Finance Number — Self-explanatory.

**Item 3:** Installation ID — The Installation ID is a 4-digit code.

**Item 4:** Accident Number — The safety office assigns numbers in ascending order, through HRIS, starting each FY with 0001, then 0002, etc. Keep a record of used numbers as duplicate or missing numbers will initiate unnecessary correspondence. Start with 0001 the following FY.

**Item 5:** Kind of Accident — Check the appropriate box.

**Motor Vehicle** — Any mechanically or electrically powered device designed for movement, not operated on rails, upon which or by which any person or property can be transported or drawn upon a land highway. The load on a motor vehicle is considered part of the vehicle.

Do not consider equipment such as vehicles operated on fixed rails, fork lifts, bicycles, or similar equipment as motor vehicles.

A motor vehicle accident is any accident involving a motor vehicle which is operated on official postal business, regardless of the ownership of the vehicle and which results in death, injury or property damage of one dollar or more, unless the vehicle is legally parked (*see note below*). Who was injured, what property was damaged or to what extent, where the accident occurred, or who was responsible is not a factor.

**NOTE:** A legally parked vehicle is one in which the engine is turned off, the driver is not operating the controls, and the vehicle is parked where it is legal to do so. Temporarily "stopping" a vehicle without turning off the ignition, to load or unload mail, property, or persons, or a vehicle stopped at a sign, signal, police signal, or stalled in traffic, does not constitute a legally parked vehicle. If special written permission has been granted by law enforcement or municipal authorities to park in designated "No Parking" areas, and the postal vehicle is otherwise properly parked, the event may be classified as a parked industrial accident.

**Natural Event** — A natural event accident is any occurrence limited solely to property damage caused by such natural events as hurricane, flood, lightning, earthquake, volcano, hail, etc.

**Other** — This code is used to identify incidents involving vandalism or where only a non-employee was in an accident on postal premises. It shall not be used for incidents involving "on duty" postal employees. Example: A customer falls in a postal lobby.

**Item 6:** Fire Involved — Check appropriate box on the form: if box 2 or 3 is checked, Item 23 must be a fire code (#300-369).

1. — None.

2. — Building and Contents refers to any type of structure as well as all equipment, vehicles, stores, supplies, or material on, under, or within the structure.

3. — Other includes open storage, fires in collection or relay boxes, vehicles, or any other fires not in a building.

**Item 7:** Accident Resulted in — Check applicable box. If box 2 or 3 is checked also complete items 9 & 10. If box 4 is checked, this is a no incident, nonreportable case. There is no requirement to file a report. That is, no injury or property damage occurred as a result of incident.

**Item 8:** Was On-Site Investigation Conducted By Immediate Supervisor? — Check one.



Item 9: **Ownership of Damaged Property** — If there was property damage select appropriate codes from the lists below:

a. Postal

- 0 — Not Applicable
- 1 — Postal

b. Non-Postal

- 0 — Not Applicable
- 2 — Other government agency
- 3 — Private party
- 4 — Employee's personal property used in postal operation, including privately owned rural carrier vehicles
- 5 — Hired, leased, or rented
- 6 — Contractor working on premises
- 7 — Star route or messenger
- 8 — Other (*explain in narrative*)
- 9 — Combination of the above

Item 10: **Estimated Property Damage (round to nearest dollar)** — (*For example, \$987.65 must be written as \$ 0 0 0 9 8 8*) — When possible, coordinate estimates with the managers of fleet operations, plant maintenance or procurement services.

- a. Enter all postal damage here.
- b. Enter all non-postal damage here. (*including privately owned rural carrier vehicles*)

Item 11: **Accident Date** — Use numerals. For example, February 28, 1991, must be written as 02/28/91.

Item 12: **Time of Day Accident Happened** — Use 24 hour clock. For example, 1:05 PM must be written as 1305, or 1:45 PM must be written as 1345.

Item 13: **Day of Week** — Check one.

Item 14: **Weather** — Enter the code from the following list that best describes the weather at the accident scene.

- |             |   |
|-------------|---|
| 1. — Clear  | 4. — Snow   |
| 2. — Cloudy | 5. — Fog  |
| 3. — Rain   | 6. — Sleet  |
|             | 9. — Not applicable ( <i>if accident happened indoors</i> ) |

Item 15: **General Description of Accident Area** — Enter the code from the following list that best describes the neighborhood.

- |                      |   |
|----------------------|---|
| 1. City business     | 4. Suburban residential   |
| 2. City residential  | 5. Rural  |
| 3. Suburban business | 9. Not Applicable (use this code when accident occurs on postal premises) |

Item 16: **Building Where Accident Happened** — If the accident happened in, or on the premises of a specific building, enter the appropriate code from the following list:

Postal

Associate Office

- 01 Category A-G P.O.
- 03 Category H-J P.O.
- 05 Category K P.O.
- 06 Category L P.O.

Station/Branch

- 02 Category A-G
- 04 Category H-J
- 07 Division — Main Office
- 08 MSC — Main Office
- 10 Vehicle Maintenance Facility
- 11 Airmail Facility
- 12 Regional Office

- 13 Headquarters Office
- 14 Postal Data Center
- 15 Supply Center
- 16 Mail Equipment Shop
- 18 Independent Mail Processing Center
- 19 Mail Bag Depository and Repair Center
- 22 Railroad Terminal
- 23 Truck Terminal
- 24 Bulk Mail Center
- 25 Postal Training Facility
- 26 Other

Non-Postal

- 50 Other government building-
- 51 Customer's building/premises
- 97 Other (*Explain in narrative*)
- 99 Not applicable

Item 17:

**Work Location** — Enter the code from the following list that best describes the type of work area or type of route where the employee was working.

**On Postal Premises**

- |   |   |
|---|---|
| 01 Facing tables                            | 33 Cancellation   |
| 02 Processing metered mail                  | 34 Dispatching; staging area  |
| 03 Outgoing letter primary                  | 35 Outgoing newspaper   |
| 04 Outgoing letter secondary                | 36 Incoming newspaper   |
| 06 Outgoing flat primary                    | 37 Sack examination area  |
| 07 Outgoing flat secondary                  | 38 NMO and irregulars   |
| 09 Outgoing parcel post primary             | 39 OCR — optical character reader   |
| 10 Outgoing parcel post secondary           | 40 Bar Code Sorter  |
| 12 Outgoing small parcels & rolls primary   | 42 Office work  |
| 13 Outgoing small parcels & rolls secondary | 43 Miscellaneous non-mail handling activities by Mailing Division employees |
| 15 Incoming letter primary                  | 45 Computerized Forwarding System   |
| 16 Incoming letter secondary                | 47 Registry   |
| 17 Incoming flat primary                    | 48 Carrier—office work  |
| 18 Incoming flat secondary                  | 49 Dock & platform area   |
| 19 Incoming parcel post primary             | 51 Sorting machine cat walks, drive platform, and maintenance areas         |
| 20 Incoming parcel post secondary           | 52 Flat sorting machine (FSM)   |
| 21 Sack shakeout; dumping                   | 55 Others relating to fixed-mechanization                                   |
| 22 Rewrap                                   | 56 Office area  |
| 23 Box section/letter casing                | 57 Small parcel and bundle sorter   |
| 24 Letter sorting machine (LSM)             | 58 Walk-in vault  |
| 25 Parcel sorting machine                   | 59 Banding unit   |
| 26 Container loaders/unloaders              | 60 Lobby or customer areas  |
| 27 Weighers section and related activities  | 61 ET, MPE shops  |
| 28 Roller tables                            | 62 Carpenter shops  |
| 29 Sack sorting machine                     | 63 Battery shop   |
| 30 Rotary slides                            | 64 Industrial vehicle shop  |
| 31 Chutes                                   | 65 Custodial equipment room   |
| 32 Culling operation                        | 66 Other Maintenance area (Explain in narrative)                            |
|   | 67 Parking/Maneuvering area   |
|   | 68 Aisle/Passageway   |

**Off Postal Premises**

- |                           |                             |
|---------------------------|-----------------------------|
| 69 Express Mail route     | 78 Air route                |
| 70 Foot route             | 79 Relay route              |
| 71 Special delivery route | 80 Park and loop            |
| 72 Parcel post delivery   | 81 Depot                    |
| 73 Mounted route delivery | 82 Maintenance              |
| 74 Collection route       | 83 Enroute to servicing     |
| 75 Rural route            | 84 Enroute from servicing   |
| 76 Interstation route     | 85 Parking—maneuvering area |
| 77 Intercity route        |                             |

**Miscellaneous**

- |                        |                    |
|------------------------|--------------------|
| 87 Lunchroom/cafeteria | 92 Elevator        |
| 88 Rest room           | 93 Mail box        |
| 89 Boiler room         | 94 Conveyor tunnel |
| 90 Machine room        | 97 Other           |
| 91 Trash room or area  | 99 Not applicable  |

Item 18:

**Specific Description of Accident Area** — Enter the code from the following list that best describes the description of the accident area:

- |                       |                   |
|-----------------------|-------------------|
| 1 Public street/road  | 6 Private road    |
| 2 Public sidewalk     | 7 Highway         |
| 3 Public alley        | 8 Expressway      |
| 4 Non-Postal premises | 9 Postal premises |
| 5 (Reserved)          |                   |

Item 19:

**Route/Schedule/Operation Number** — Enter the route/schedule/operation number on which the employee was working at the time of the accident. If the employee was not on a route or schedule, enter the operation number.

Item 20:

**Light** — Enter the code from the following list that best describes the type of light in which the accident occurred.

- |                           |                           |
|---------------------------|---------------------------|
| 01 Dawn                   | 04 Light provided but out |
| 02 Dark and unlighted     | 05 Daylight—clear         |
| 03 Lighted or illuminated | 06 Daylight—overcast      |
|                           | 07 Dusk                   |

Item 21: **Surface** — Enter the code from the following list that best describes the type of surface on which the accident occurred.

- |                    |  |
|--------------------|--|
| 01 Concrete        | 07 Wood                                  |
| 02 Blacktop        | 08 Metal                                 |
| 03 Brick and stone | 09 Sand                                  |
| 04 Gravel          | 10 Grass                                 |
| 05 Dirt            | 11 Other ( <i>Explain in narrative</i> ) |
| 06 Tile            | 12 Carpet                                |

Item 22: **Surface Conditions** — Enter the code from the following list that best describes the surface conditions on which the accident occurred.

- |                       |  |
|-----------------------|--|
| 01 Dry                | 06 Oily or slick                         |
| 02 Wet                | 08 Icy                                   |
| 03 Muddy              | 09 Uneven or potholes                    |
| 04 Snow               | 10 Other ( <i>Explain in narrative</i> ) |
| 05 Loose sand or dirt |  |

Item 23: **Circumstances Leading to Injury or Damage** — Enter the code from the following list that best describes the action or condition which caused the accident.

**Industrial**

**General**

- |  |                              |
|--|------------------------------|
| 001 Caught in, under or between                                | 050 Falls from elevation     |
| 002 Stepping in or on object<br>( <i>not falling</i> )         | 051 On stairs/steps          |
| 003 Tripping on or tripped by object<br>( <i>not falling</i> ) | 052 From platforms           |
| 004 Slipping and twisting ( <i>not falling</i> )               | 053 From porches             |
| 005 Exposure to extreme temperatures                           | 054 From docks               |
| 006 Inhalation   | 055 From curbs               |
| 007 Striking against material or equipment                     | 056 From ramps               |
| 008 Jumping to or from places                                  | 057 From chairs, stools      |
| 009 Stooping/bending   | 058 From stationary vehicles |
|  | 059 Into floor openings      |

**Animals**

- 010 Dog bite
- 011 Dog incident (*other than bite*)
- 012 Other animal bite
- 013 Other animal incident (*not bites*)
- 014 Insect bite/sting

**Contact with**

- 020 Toxic substances
- 021 Caustic substances
- 022 Radiological substances
- 023 Biological substances (*no syringe*)
- 024 Biological substances (*syringe*)
- 025 Electric current
- 026 Chemical (*including dog spray*)
- 027 Hot or cold objects or substances
- 028 Dust/foreign particle

**Falls on same level**

- 040 To floors
- 041 To sidewalks/ground
- 042 To street

**Lifting, pulling, pushing, throwing, keying**

- 080 Lifting from or to a higher level
- 081 Handling at same level
- 090 Pulling from or to a higher level
- 091 Pulling at same level
- 100 Pushing from or to a higher level
- 101 Pushing at same level
- 110 Throwing from or to a higher level
- 111 Throwing at same level
- 120 Repetitive motions/keying
- 121 Repetitive motions—other

**Struck by**

- 150 Falling objects
- 151 Flying objects
- 152 Material or equipment

**Violence/Vandalism**

- 160 By postal employee(s)
- 161 By others

**Legally Parked/Other**

- 170 On roadway
- 171 Off roadway
- 172 Rural carrier—off duty vehicle-related

**Fires or Smoldering**

**Electricity**

- 300 Short circuit in wiring
- 301 Overloaded wiring or switch
- 302 Defective wiring
- 303 Motors or equipment
- 309 Other (*Explain in narrative*)

**Explosion**

- 310 Carburetor backfire
- 311 Chemical
- 312 Bomb
- 319 Other (*Explain in narrative*)

**Exposure**

- 320 From adjoining premises or space

**Flammable liquids**

- 330 Flooded carburetor
- 339 Other (*Explain in narrative*)

**Other**

- 350 Incendiarism (*deliberately set fire*)
- 351 Lightning with fire ensuing
- 352 Matches and smoking
- 353 Open flames, welding & torches
- 354 Overheated grease, tar, or wax  
(*Example: hot box*)
- 355 Spontaneous ignition
- 356 Stoves, furnaces and boilers
- 368 Miscellaneous known causes
- 369 Undetermined cause of fire or smoldering

**Motor Vehicle**

- 400 Rollaway—engine off
- 401 Runaway—engine on

700 Non-collision accidents

800 Not Elsewhere Classified

500 Collision or sideswipe with another vehicle—both vehicles in motion.

600 Collision or sideswipe with a standing vehicle or Stationary object

Item 24:

**Item Causing the Actual Injury or Damage** — Select the code from the following list that best describes the actual article which inflicted the physical injury or damage to property. (*Specify manufacturer name, model no., etc. in narrative*)

**Vehicle Powered**

- 001 Aircraft
- 005 Watercraft
- 009 Railroad

**Specific Part of Highway Motor Vehicle**

- 010 Windshield
- 011 Instrument panel—dashboard
- 012 Delivery tray
- 013 Driver's seat
- 014 Rider's seat
- 015 Steering wheel or column
- 016 Foot pedals
- 017 Doors
- 018 Windows
- 019 Top structures
- 020 Floor structures
- 021 Cargo gate
- 022 Partition
- 023 Mirrors
- 024 Gear shift
- 026 Visors
- 027 Door or window handles
- 028 Moving cargo
- 029 Cargo restraints
- 030 Operator restraints
- 031 Fenders
- 032 Bumpers
- 033 Wheels
- 034 Grill
- 035 Hood

**Containers**

- 040 General purpose mail container (GPMC)
- 041 BMC/OTR
- 042 BMC/In-house
- 043 Letter tray transport
- 044 Eastern Region mail container (ERMC)
- 045 Large hampers with wheels (1046)
- 046 Small hampers with wheels (1033)
- 047 Wire mesh container
- 049 Other container

**Vehicles—Industrial Powered**

- 050 Fork lift
- 051 Tug
- 052 Tractor
- 053 Verti lift
- 054 Personnel Carriers
- 055 Pallet lift

**Vehicles—Industrial Not Powered**

- 061 Dollies
- 062 Warehouse trucks (2-wheeled hand trucks, some with folding nose)
- 063 Caddy carrier cart
- 066 Nutting/platform truck
- 067 Utility cart
- 069 Other, industrial vehicles—not powered

**Mechanical Power Transmission Devices**

- 070 Gears
- 071 Belts
- 072 Chains, ropes, cables
- 073 Drums, pulleys, sheaves
- 079 Other mechanical power transmission devices

**Hand Tools**

- 080 Not powered
- 081 Drills
- 083 Grinder, buffer, sander
- 085 Saw
- 087 Hammers, riveter, air/pneumatic
- 089 Other hand tools

**Machines Powered**

- 100 Buffers, polishers, sanders, grinders
- 101 Cancelling machines
- 102 Tying (*Plastic Strapping*)
- 106 Tying (*string*)
- 130 Electric arc welder
- 132 Drill press
- 138 Sander
- 140 Saw, circular
- 142 Saw, band
- 201 Tray mail conveyors
- 203 Other tray mail mechanization
- 204 Belt conveyors, parcels, sacks, and pouches
- 208 Sack sorting machines
- 209 Parcel sorting machines — fixed
- 210 Small parcel and bundle sorting machine
- 211 Monorail conveyors
- 212 Towveyors
- 213 Diverters
- 216 Extendable conveyors
- 218 Chutes, slides or roller tables
- 220 Automatic fine culler
- 221 Other mail preparation mechanization
- 222 SPLSM
- 223 Other conveyors—powered
- 224 Other fixed mechanization
- 225 Portable conveyors
- 227 MPLSM—excluding dropper assembly
- 228 MPLSM—dropper assembly
- 229 OCR Model KC2B
- 230 OCR Model 3560-PB
- 231 OCR Model 885
- 232 OCR Other Models

Item 24—Continued:

**Machines Powered, (Continued)**

- 233 BCS Model RA-9
- 234 BCS Model 880
- 260 BCS Model DBCS-990
- 261 BCS Model 925
- 235 BCS Other Models
- 236 FSM Model 775
- 237 FSM Other Models
- 238 Facer Canceler Mark II
- 239 Facer Canceler M-36
- 270 Facer Canceler FAM-885
- 240 Facer Canceler—Other Letter Mail
- 241 Flats Canceler—Model 15
- 242 Flats Canceler—Other Models
- 243 Vending Machines/Changers
- 244 Hamper Dumper
- 245 Pallet Dumper
- 246 Shoring Machine
- 247 Heat Seal Machine
- 248 Scissor Lift
- 249 Driverless Tractor
- 250 Keyboards (*typewriters, word processors, MPLSM Consoles, etc.*)
- 251 Video Display Terminal
- 299 Other machines not listed above

**Miscellaneous**

- 400 Acids
- 403 Alcohol
- 406 Animals (*other than dogs*), example: birds
- 409 Atmosphere (*cold or hot*)
- 412 Barrels and drums
- 418 Benches/work
- 421 Boilers/pressure vessels
- 424 Books
- 427 Bottles
- 433 Carbon dioxide/monoxide
- 439 Cases
- 440 Chairs, LSM
- 441 Chairs, other
- 442 Chemicals, detergents and chemical compounds
- 445 Cleaning compounds/soap
- 448 Clips (*paper*)
- 451 Clothing
- 457 Conveyors—non-powered
- 460 Counters
- 461 Curbs
- 466 Debris/trash/scrap/waste materials
- 469 Desks (*lobby*)
- 475 Docks/platforms
- 476 Dock plates or boards
- 478 Dogs
- 481 Doors
- 484 Drugs/illegal
- 477 Dust
- 487 Electric apparatus (*other than tools*)
- 488 Elevator
- 490 Fasteners
- 497 File cabinets
- 493 Fire
- 496 Firearms
- 495 Floors
- 498 Foreign object
- 499 Furniture
- 502 Furnace
- 505 Gasoline
- 506 Ground
- 508 Guernsey (*hamper—no wheels*)
- 511 Heaters (*space*)
- 514 Hoisting apparatus
- 515 Hose
- 407 Insects
- 517 Knives

- 520 Ladders
- 551 Lawn mower
- 552 Lockbox
- 523 Lock/key LA/holder/rotary
- 532 Lockers (*clothing*)
- 535 Lumber/wood products
- 541 Mail (*too large for canceling machine*)
- 547 Mail boxes (*collection & storage*)
- 548 Mail boxes (*customer*)
- 553 Mail pouch racks (*to hang empties*)
- 556 Mail sack (*loose not bundled*)
- 557 Medicine
- 562 Newspapers (*bundled*)
- 564 Paper
- 565 Oil/petroleum products
- 568 Pallets/skids
- 566 Plastic bands/strapping
- 567 Porch
- 574 Rest bars
- 575 Ring knife
- 576 Sack buckle-hasp
- 578 Scissors
- 579 Sharp instrument
- 580 Shoes
- 583 Smoke
- 444 Snow blower
- 446 Solvents
- 586 Staples
- 589 Steam

- 571 Stoves
- 590 Steps/stairs
- 592 Tire(s)
- 593 Welding slag/spark
- 601 Windows
- 605 Trees/branches/limbs
- 606 Stools
- 607 Sidewalks/street
- 608 Rubber bands

**Boxes, crates and containers**

- 710 Less than 10 lbs
- 711 11-20 lbs
- 712 21-40 lbs
- 713 41-70 lbs
- 714 71 lbs and over

**Mail Trays**

- 740 Less than 10 lbs
- 741 11-20 lbs
- 742 21-40 lbs
- 743 41-70 lbs
- 744 71 lbs and over

**Mail Sack/Pouch**

- 760 Less than 10 lbs
- 761 11-20 lbs
- 762 21-40 lbs
- 763 41-70 lbs
- 764 71 lbs and over

**Satchels**

- 770 Less than 10 lbs
- 771 11-20 lbs
- 772 21-40 lbs
- 773 41-70 lbs
- 774 71 lbs and over

**Other material/equipment**

- 780 Less than 10 lbs
- 781 11-20 lbs
- 782 21-40 lbs
- 783 41-70 lbs
- 784 71 lbs and over

- 999 Other (*Explain in narrative*)

Item 25:

**Hazardous Situation Directly Related to Accident** — Enter the code from the following list that best describes hazardous situations directly related to the accident.

- |   |   |
|---|---|
| 01 Inadequate aisle or working space  | 24 Faulty construction  |
| 02 Congested or blocked area  | 30 Incorrect equipment design   |
| 03 Unmarked doors ( <i>In-Out</i> )   | 31 Faulty job training  |
| 04 Poor drainage  | 32 Improper assignment of personnel   |
| 05 Unsafe ( <i>for working condition</i> )<br>dress or apparel              | 33 Lack of or unspecified job procedures  |
| 06 Insufficient electrical outlets  | 34 Lack of or unspecified safety rules  |
| 07 Inadequately guarded equipment   | 35 Lack of knowledge or skill   |
| 08 Absence of hand rails on steps or<br>ramps                               | 51 Sight obstruction  |
| 09 Poor housekeeping ( <i>cluttered and<br/>disorderly</i> )                | 52 Improperly loaded equipment or vehicle   |
| 10 Unsafe planning, lay-out or<br>operational methods                       | 62 Absence of maintenance platforms   |
| 11 Improper or insufficient lighting  | 63 Absence of or insufficient drive chain<br><i>guards or gear guards</i>               |
| 12 Lack of emergency lighting   | 65 Absence of or insufficient drive enclosure<br>screening or access interlock switches |
| 13 Dangerous arrangement of loading<br>areas, collection box location, etc. | 67 Absence of or insufficient emergency<br>pull cords or stop buttons                   |
| 14 Excessive noise  | 69 Improperly located or inaccessible<br>lubrication points                             |
| 15 Platforms too high or too low  | 70 Improperly located or inaccessible<br>emergency pull cords or stop buttons           |
| 16 Lack of personal protective equipment                                    | 72 Other hazardous situations relating to<br>mechanized equipment                       |
| 17 Absence of steps to and from platform                                    | 97 Other hazardous situation ( <i>Explain in<br/>narrative</i> )                        |
| 18 Improper ventilation   | 98 No hazardous situations  |
| 19 Excessive wax on floors  |   |
| 20 Hazardous conditions of customer's<br>premises                           |   |
| 21 Slippery or uneven surface   |   |
| 22 Unrestrained animals   |   |
| 23 Overload equipment   |   |

Item 26:

**Defective or Hazardous Equipment or Material Related to Accident** — Enter the code from the following list that best describes hazardous equipment or material that was related to the accident.

- | Motor Vehicle  | Industrial  |
|--|---|
| 01 Defective accelerator                                   | 40 Short circuit in wiring                                |
| 02 Defective clutch  | 41 Defective or overloaded wire or switch                 |
| 03 Defective foot brakes                                   | 44 Defective premises of customers                        |
| 04 Defective hand brakes                                   | 50 Sharp edges on equipment and furniture                 |
| 05 Defective horn  | 51 Defective ring knife                                   |
| 06 Defective springs or suspension system                  | 52 Ragged or rusty mail boxes                             |
| 07 Defective or dirty windshield                           | 53 Defective cord on sacks                                |
| 08 Defective windshield wipers                             | 54 Defective postal stairs/steps                          |
| 09 Defective or poorly adjusted mirrors                    | 55 Defective customer stairs/steps or porches             |
| 10 Defective steering system                               | 56 Structural failure                                     |
| 11 Defective exhaust system                                | 57 Rough, slippery or broken walking surfaces             |
| 12 Defective seat  | 58 Loose material on surface                              |
| 13 Defective safety belts                                  | 60 Malfunction of door safety interlocks                  |
| 15 Defective headlights                                    | 61 Malfunction of emergency pull cords<br>or stop buttons |
| 16 Defective directional signals                           | 63 Malfunction of other safety equipment                  |
| 17 Defective stop ( <i>brake</i> ) lights                  | 64 Defective latches—mail containers<br>receptacles       |
| 18 Defective wheels  |   |
| 20 Smooth or worn tires                                    |   |
| 21 Under/over inflated tires                               |   |
| 22 Motor failure   |   |
| 23 Poor stability ( <i>vehicle</i> )                       | <b>Industrial Powered Vehicles</b>                        |
| 24 Restricted vision ( <i>part of vehicle<br/>design</i> ) | 65 Defective shift selector                               |
| 26 Defective wiring  | 66 Defective brakes                                       |
| 27 Defective shift selector                                | <b>Other</b>  |
|  | 97 Other defects ( <i>Explain in narrative</i> )          |
|  | 98 No defects or hazardous equipment or<br>material       |

Item 27:

Item 28:

**Total Number of Vehicles** — Enter the total number of vehicles involved in the accident.  
Reserved.

**Item 29: Vehicle Type** — For postal-owned vehicles enter the make/model code number from the most recent Fleet Management Bulletin. Be sure to use all 4 digits.

If the accident involved non-postal vehicles, enter a code from the following list.

0091 Contract	0095 GSA
0092 Leased	0096 Private—rural carriers (RHD)
0093 Private—drive out agreements	0098 Other vehicles used on official Postal operations
0094 Private—rural carriers (LHD)	0099 All others—non postal

**Item 30: Vehicle Path** — Enter the code from the following list that best describes the movement of the vehicle immediately preceding the accident.

01 Straight ahead	12 Jackknifing
02 Left turn	13 Running off road
03 Right turn	14 Pulling to curb/mailbox
04 U-turn right	15 Pulling from curb/mailbox
05 U-turn left	16 Unattended vehicle moving
06 Passing	17 Unattended vehicle stopped
07 Being passed	18 Legally parked
08 Backing	19 Entering curve
09 Slowing	20 Changing lane
10 Stopped	47 Other (Explain in narrative)
11 Skidding	49 Not applicable

**Items 31-33: Self-explanatory.**

**Item 34: Initial Area of Impact**

Passenger Cars, Jeeps, LLVs, Trucks (Excluding 5 & 7-Ton Trucks & Tractor Trailers)

01 Front end	06 Right rear side
02 Right front side	07 Left rear side
03 Left front side	08 Rear end
04 Right occupant side	09 Top structure
05 Left occupant side	10 Under carriage

5-Ton or Larger Trucks and Tractor Trailers ONLY

11 Front end	18 Right rear cargo side
12 Right front side	19 Left rear cargo side
13 Left front side	20 Rear end
14 Right occupant side	21 Top structure
15 Left occupant side	22 Under carriage
16 Right front cargo side	97 Other, regardless of vehicle size (Explain in narrative)
17 Left front cargo side	

**Items 35 & 36: Reserved.**

**Item 37: Total No. of Accident Reports** — One form must be submitted for each person injured. See "Multiple Person Accidents", p. 1 of Instructions.

**Item 38: Person Identification No.** — If only one person was injured in the accident enter "1". For each additional injured person, complete an additional 1769, numbering each consecutively in this space. See "Multiple Person Accidents", p. 1 of Instructions.

**Item 39: Self-explanatory.**

**Item 40: Name** — Name of person involved in accident.

**Item 41: Age** — If the actual age of a non-postal person is unknown, enter an estimated age.

**Item 42: Self-explanatory.**

**Item 43: Designation and Activity** — Enter the 3-digit DES/ACT code for the employee in the space provided. For non-postal, enter one of the codes below:

001 Customer or general public	002 Non-postal Government employee
--------------------------------	------------------------------------

**Item 44: Injury/Illness Severity** — Enter the code from the following list that best describes the type of injury, if any, experienced by the person identified in item 40 of this form.

Postal Employees

- 1. Fatality:** A fatality is any work-related injury or illness which results in death, regardless of the time between the injury and death, or length of illness. If death occurs after submission of an Accident Report you must change the severity code in the HRIS.
- 2. Lost-Workday Case:** A lost-workday case results from a work-related injury or illness severe enough to render an employee unable to perform any duties on any workday or workdays, consecutive or not, after the day of injury or diagnosis of illness during which the employee would have worked but could not because of the injury or illness.

Item 44—Continued

3. **Lost-Time-Limited-Duty Case:** A lost-time-limited-duty case is any work-related injury or illness severe enough to cause an employee to be unable to work the number of daily or weekly hours that the employee would normally work on any day after the day of injury or diagnosis of illness. For example: a full-time employee who works less than 8 hours a day, or less than 40 hours a week; or part-time employee who normally averages 30 hours a week, but can only work 15 hours a week because of the injury or illness.
4. **No-Lost-Workday-Case:** A no-lost-workday-case is any work-related injury or illness which requires medical treatment and which does not result in a fatality, lost workday, limited duty, first aid, termination, or permanent reassignment case.
5. **A No-Lost-Time-Limited-Duty Case:** A no-lost-time-limited-duty case is any work-related injury or illness which results in a limited duty assignment and does not reduce the number of hours the employee would normally work. For example: an employee assigned to other duties in the same craft, another craft, or other installation without any reduction of hours normally worked, on any day after the date of injury or diagnosis of illness.
6. **A First Aid Case:** A first aid case is normally any work-related minor injury that requires no more than two medical visits, the second of which is to confirm full recovery. Form 1769 must be completed for all first aid injury cases, both reportable and nonreportable. All first aid cases must be logged and coded "6" in Item 44. First aid care not exceeding two visits provided by the postal medical officer or contract physician is recorded as *nonreportable* in the HRIS. First aid care provided by the employee's private physician or emergency room or other treating facilities, for which medical payment will be made through OWCP, must be logged and recorded as a *reportable* case in HRIS and coded "6" in Item 44.

All motor vehicle accidents resulting in property damage or personal injury, including first aid, are reportable.

Cases resulting in a medical disposition of disability and/or limited duty assignment, regardless of the number of medical visits, are *not* to be recorded as first aid cases. For reporting purposes, when employees sustain an injury but decline treatment, the case is to be logged and recorded in the HRIS as a nonreportable first aid case. Examples of first aid treatment are:

  - A. Application of antiseptic on the first visit to a doctor or nurse. It does not matter whether the doctor or nurse is located at a postal medical unit, private physician's office, public or private clinic, or a hospital.
  - B. Bandaging.
  - C. Treatment for first-degree burns.
  - D. Application of compress, hot or cold.
  - E. Use of an elastic bandage.
  - F. Irrigation of the eye to remove foreign bodies not embedded.
  - G. Removal of foreign bodies from a wound by tweezers or other simple techniques.
  - H. Administration of non-prescription medications.
  - I. Observation of injury.
  - J. Applications of ointments to abrasions to prevent drying or cracking.
  - K. Tetanus shots, initial or boosters alone.
  - L. X-ray, if negative.

**NOTE:** Do not consider any injury involving loss of consciousness, restriction of work or motion, or reassignment to another job as a first aid case.

7. Termination or permanent reassignment involving a lost workday case.
8. Termination or permanent reassignment involving a lost time-limited duty case.
9. Termination or permanent reassignment not involving a lost workday or lost time-limited duty case.
0. No injury

**Non-Postal People**

- x. Non-postal fatality
- y. Non-postal injury
- z. No injury



## Item 45:

**Nature of Most Severe Injury or Illness** — Select the code from the following list that best describes the nature of the injury or illness.

**Injury Codes:**

- 00 No injury
- 01 Amputation
- 02 Removal of eye
- 03 Asphyxia/suffocation
- 05 Drowning
- 06 Bites (*animals or insects*)
- 07 Burns (*hot substances*)
- 08 Burns (*chemicals, acids, etc.*)
- 09 Burns (*radiation, sunburn, etc.*)
- 10 Concussion (*or any head blow causing unconsciousness*)
- 11 Contusion (*bruise, crushing—skin intact*)
- 12 Cuts (*open wounds—greater than scratches*)
- 13 Abrasion/scratch(es)
- 14 Dislocation
- 15 Electric shock
- 16 Fractures or breaks
- 18 Gunshot wounds
- 20 Heart attack
- 21 Ruptured disc
- 22 Hernia-rupture
- 23 Strain
- 24 Sprain
- 39 Other injury (*Explain in narrative*)
- 40 Foreign objects in eye(s)

**Occupational Illness Codes:** An occupational illness of an employee is any abnormal condition or disorder caused by exposure to environmental factors associated with the employment over a period longer than a single workday or shift.

60 **Occupational Stress**

61 **Occupational Skin Diseases or Disorders.** Examples: Contact dermatitis, eczema, or rash caused by primary irritants, and sensitizers or poisonous plants; oil acne; chrome ulcers; chemical burns or inflammations; etc.

62 **Dust Diseases of the Lungs (*Pneumoconioses*).** Examples: Silicosis, asbestosis, coal worker's pneumoconiosis, byssinosis, and other pneumoconioses.

63 **Respiratory Conditions Due to Toxic Agents.** Examples: Pneumonitis, pharyngitis, rhinitis or acute congestion due to chemicals, dusts, gases, or fumes; farmer's lung; etc.

64 **Poisoning. (*Systematic Effects of Toxic Materials*).** Examples: Poisoning by lead, mercury, cadmium, arsenic, or other metals, poisoning by carbon monoxide, hydrogen sulfide or other gases; poisoning by benzol, carbon tetrachloride, or other organic solvents; poisoning by insecticide sprays such as parathion, lead arsenate; poisoning by other chemicals such as formaldehyde, plastics and resins, etc.

65 **Disorders Due to Physical Agents. (*Other Than Toxic Materials*).** Example: Heat-stroke, sunstroke, heat exhaustion and other effects of environmental heat; freezing, frostbite and effects of exposure to low temperatures; caisson disease; effects of ionizing radiation (*isotopes, X-rays, radium*); effects of nonionizing radiation (*welding, flash, ultraviolet rays, microwaves, sunburn*). etc.

**Disorders Due to Repeated Trauma.** Examples: Synovitis, bursitis, Raynaud's phenomena and other conditions due to repeated motion, vibration or pressure.

66 **Tenosynovitis**

67 **Tendonitis**

68 **Carpal Tunnel Syndrome**

69 **Hearing Loss**

70 **Epicondylitis**

71 **De Quervains**

72 **Hand-Arm Vibration Syndrome**

98 **Other Disorders Due to Repeated Trauma**

99 **All Other Occupational Illnesses.** Examples: Anthrax, brucellosis, infectious hepatitis, malignant and benign tumors, food poisoning, histoplasmosis, occidioidomycosis, etc.

## Item 46:

**Part of Body Affected** — Select the code from the following list that best describes the body part which was affected by the most severe injury.

00 Not applicable

**Head and Neck**

- 01 Ear(s)
- 02 Eye(s)
- 03 Face
- 04 Skull, scalp
- 05 Nose
- 06 Tooth/Teeth/Mouth
- 09 Multiple head injuries (*combination from 01-06*)
- 16 Neck

**Upper Extremities—Arm**

- 20 Upper arm
- 21 Elbow
- 22 Lower arm
- 23 Multiple arm injuries (*combination from 20-22*)
- 24 Wrist
- 25 Hand(s)
- 26 Finger(s)
- 29 Multiple injuries (*combination from 01-26*)

Item 46—Continued:

Trunk

- 31 Abdomen (include internal organs)
- 32 Back
- 33 Chest (include ribs, breast bone, and internal organs)
- 34 Hips (include pelvic organs and buttocks)
- 35 Shoulder
- 39 Multiple trunk (combination from 31-35)

Other Body Parts

- 50 Multiple parts (more than one major area above)
- 60 Circulatory system (heart, arteries, veins, etc.)
- 70 Respiratory system (lungs, etc.)
- 80 Nervous system/psychological
- 99 Insufficient information to identify part

Lower Extremities—Leg

- 40 Thigh
- 41 Knee
- 42 Lower leg (above ankle)
- 43 Ankle
- 44 Foot (not ankle or toes)
- 45 Toe(s)
- 49 Multiple lower extremities (combination from 40-45)

Item 47:

**Unsafe Personal Factors** — If any of the following situations contributed to the accident, enter the corresponding code. If more than one apply, enter the one most responsible for the accident.

- 01 Didn't see (Explain in narrative)
- 02 Didn't hear (Explain in narrative)
- 03 Failure to comply with rules
- 05 Operating without authority
- 06 Using alcoholic beverage
- 07 Inadequate help for heavy lifting
- 09 Wilful disregard of instructions
- 10 Using drugs (LSD, heroin, etc.)
- 11 Horseplay
- 12 Fatigue
- 39 Other unsafe personal factor (Explain in narrative)
- 48 No unsafe personal factor
- 49 Not applicable

Item 48:

**Unsafe Practice** — Enter the code that best describes the unsafe practice that was most responsible for the accident and/or injury.

Industrial

- 01 Removing safety devices
- 02 Adjusting or cleaning moving equipment
- 03 Haste
- 04 Removing jam or clearing equipment (without shutting off power)
- 05 Using defective equipment
- 06 Not using protective equipment
- 07 Overloading
- 08 Unsafe carrying, placing, loading
- 09 Throwing material (instead of carrying or passing)
- 10 Inattention or distraction (not caused by verifying or fingering mail)
- 11 Inattention or distraction caused by fingering mail
- 12 Taking shortcuts
- 13 Pulling instead of pushing rolling equipment
- 14 Failure to correct known hazard
- 15 Failure to follow lockout procedures

Failure To

- 30 Seat passenger
- 31 Use safety belts
- 32 Check or adjust mirrors
- 33 Give proper signal
- 34 Check clearance
- 35 Yield right-of-way
- 36 Close vehicle door
- 37 Observe traffic sign or signals
- 38 Set handbrake
- 39 Keep both hands on wheel

Industrial and Motor Vehicle

Improper

- 40 Placing of mail (on seat, tray, etc.)
- 41 Securing of load
- 42 Starting and stopping
- 43 Backing
- 44 Parking
- 45 Turns
- 46 Lane changes
- 47 Use of equipment or materials
- 48 Verifying or fingering mail (while walking up or down stairs or curbs, driving, or when crossing street)
- 49 Lifting
- 50 Use of rest bars
- 87 Other unsafe practices (Explain in narrative)
- 88 No unsafe practice

Motor Vehicle

- 20 Jumping from moving vehicle
- 21 Stopping vehicle with parking brake instead of foot brake
- 22 Driving too fast for conditions
- 23 Driving in wrong lane
- 24 Passing in unsafe area
- 25 Running changing traffic light
- 26 Following too closely
- 27 Operating without eye glasses when required
- 28 Exceeding speed limit

- Item 49: **Social Security Number** — Enter the employee's social security number. For non-postal persons enter all 9's.
- Item 50: **Was Employee on Overtime Status?** — Check one.
- Item 51: **Postal Service** — Round off length of years in the Postal Service to the nearest whole month and enter this number. For example: enter 1 year 6 months and 10 days as 01/06.
- Item 52: **Hours of Safety Training** — Enter hours of safety training employee received within the last five years as recorded on PS Form 2548 — or other available records.
- Item 53: **Self-explanatory.**
- Item 54: **Pay Location** — Enter the pay location of the employee at the time of the accident. If not applicable enter "000".
- Item 55: **LDC/FON Code** — Enter the LDC Code of the employee at the time of the accident. If not applicable enter "00". (*If you do not know the LDC Code, consult your timekeeper.*)  
**NOTE:** You must enter a LDC Code (or "00"). If you do not, this 1769 will be returned. At a future date, instructions will be provided concerning the replacement of the LDC Code with the 4-digit FON Code.
- Items 56–59: **Self-explanatory.**
- Item 60: **Is A JSA (PS Form 1783, *On-the-Job Safety Review/Analysis*) On File?** — Indicate whether an analysis is on file for the job task being performed at the time of accident or injury.
- Item 61: **Preventive Action Code** — Enter the code from the following list that best describes the action you will take to most effectively eliminate or reduce the accident cause(s) and prevent similar accidents.

- |  |  |
|--|--|
| 01 Provide training/instruction to ensure that employee understands established job procedures and will recognize similar hazards or unsafe practices in the future. | 08 Provide adequate hazard warning signs or notices.                                       |
| 02 Establish proper job procedures for task to be performed.   | 09 Initiate action to determine if employee meets physical requirements of the job.        |
| 04 Simplify established job procedures if complex or unclear.  | 10 Formal discipline proposed.   |
| 05 Ensure that employee has skill or knowledge to perform task.  | 11 Ensure adequate supervision.  |
| 06 Motivate employee to properly perform task.   | 12 Initiate action to improve/correct/repair equipment or layout design.                   |
| 07 Initiate work order.  | 13 Initiate action to improve/correct equipment maintenance procedures or housekeeping.    |
|  | 14 Ensure availability of and/or provide proper protective equipment, materials, or tools. |
|  | 15 Other ( <i>Explain in narrative</i> ).  |
|  | 16 Notify animal control authorities.  |
|  | 99 Not applicable.   |

#### Instructions for Narrative

Complete the narrative first and provide the information listed below. This will make it easier to select the proper codes.

Be specific and provide as much detail as possible when completing the narrative. Describe the specific task(s) which the employee was performing immediately prior to the accident, noting whether the task(s) was being properly performed. Indicate whether or not the employee was aware of a hazard and if so, describe exactly what the employee was doing at that time. Describe the employee's reaction to avoid the hazard, if any. Specifically describe the interaction between the employee and the hazard which caused the injury or property damage, and describe the resulting injury or property damage.

#### Hospital/Physician Information

If the accident resulted in an injury to the person named on this report, record the attending physician's name (if known), hospital and/or treating medical facility, address and phone number. Additionally, provide the date the employee received medical treatment and resulting diagnosis and work status.

#### Hazardous Conditions, and/or Equipment, Materials, Etc.

If the contributing cause of the accident was due to hazardous conditions and/or equipment or material, include the manufacturer's name, make and model number (vehicle ID number, where appropriate) of the equipment/material involved in the accident.

#### Vehicle Diagram

If the report involves a motor vehicle accident, diagram the accident on page 2 using the space provided. That is, show the direction of postal vehicle travel, point of collision with other vehicle, etc., and use items 1 through 11 of this section, as appropriate, to illustrate what happened.

MAR 16 1999

MEMORANDUM FOR: REGIONAL ADMINISTRATORS

FROM: RICHARD FAIRFAX, Director  
Directorate of Compliance Programs

SUBJECT: PS Form 1769 Equivalency to the OSHA No. 101

Attached for your information is a copy of a letter sent to Jerry A. Jones, Manager, Risk Management, United States Postal Service (USPS). The letter was written in response to a letter I received from Mr. Jones. The letter asked that OSHA review PS Form 1769, Accident Report, for equivalency to the OSHA No. 101, Supplementary Record of Occupational Injuries and Illnesses. The USPS records all accidents on the PS Form 1769.

Greg Baxter, Region VII Regional Administrator, discussed OSHA's response to Mr. Jones' letter at the Regional Administrator meeting held the week of March 1. If you have any questions regarding this matter, please do not hesitate to contact Greg at 303-844-1600.

Attachment

**U.S. Department of Labor**

Occupational Safety and Health Administration  
Washington, D.C. 20210

Reply to the Attention of: DCP/OFAP/JA

EB 2 5 1999

Mr. Jerry A. Jones  
Manager, Risk Management  
United States Postal Service  
475 L'Enfant Plaza, S.W.  
Washington, D.C. 20260

Dear Mr. Jones:

**Thank you** for your letter dated February 2, 1999, requesting review of PS Form 1769, Accident Report, for equivalency with the OSHA No. 101, Supplementary Record of Occupational Injuries and Illnesses. Any form which contains the same information as the OSHA No. 101 may be used as a substitute form. If the alternative record does not contain all the items found on the OSHA No. 101, it may be supplemented by adding those items. In the case of the PS Form 1769, a long-hand entry in the narrative section of the form or an attachment to the form would satisfy this requirement.

**The only OSHA No. 101 data field that is missing on PS Form 1769 is the employee's home address (field 5 on OSHA No. 101). If this information is added to your form, it would be considered an acceptable substitute for the OSHA No. 101. Full access to the supplementary form, whether it is the OSHA No. 101 or an equivalent, is to be given to OSHA compliance staff upon request, in accordance with 29 CFR 1904.7(a).**

It should also be noted that many of the fields on PS Form 1769 contain coded entries. Examples include Item 45, Nature of Most Severe Injury, and Item 46, Part of Body Affected. Given the heavy dependence on coded information on the PS Form 1769, OSHA would expect the narrative field on the form to be completed fully and accurately to reflect the full circumstances - - as requested on the form, the *who, what, when, where, why, and how* -- of the accident or cause of illness.

Please note that our review of the PS Form 1769 for equivalency to the OSHA No. 101 is limited to review of the data items included on the form. It does not include review of the definition contained in the 111StYLICI-101IS Which determine what cases are entered into the forms. However, in a brief review of the definitions, we did notice there is a discrepancy between OSHA's definition of occupational illness and the definition of illness contained in the instructions of the PS Form 1769. OSHA defines an illness as any abnormal condition or disorder resulting from a non-instantaneous event or exposure. Historically, OSHA has defined non-instantaneous as anything longer than a snap of the fingers. PS Form 1769 defines an illness as "... any abnormal condition or disorder caused by exposure to environmental factors associated with employment over a period longer than a single workday or shift." This difference is of importance given that all occupational illnesses are to be recorded on the OSHA injury and illness recordkeeping forms, regardless of treatment rendered or time lost.

If you have any questions, please do not hesitate to contact me at 202-693 -2 100.

Sincerely,

Richard Fairfax, Director  
Directorate of Compliance Programs

UNITED STATES POSTAL SERVICE

February 2, 1999

Mr. Richard Fairfax  
Director, Directorate of Compliance Programs  
United States Department of Labor  
Occupational Safety and Health Administration  
200 Constitution Avenue, NW  
Washington, D.C. 20210-0002

Dear Mr. Fairfax:

Reference is made to the January 22 recordkeeping meeting which was held at United States Postal Service Headquarters. On behalf of the Postal Service, I want to express our appreciation for your willingness to discuss this important issue and to explore opportunities for partnering while transitioning our massive recordkeeping system from one which complies with federal sector requirements to one which meets the intent of private sector requirements.

The discussion with the Occupational Safety and Health Administration (OSHA) Team, which was led by Greg Baxter, was both beneficial and encouraging. While several important issues were discussed, it was agreed that the initial focus of our transition discussions would be on the content of the Postal Service's Accident Report PS Form 1769. It is felt that this form meets the spirit and intent of OSHA requirements for supplemental reports. It is our understanding that by including employee home addresses on the PS Form 1769, we would meet the intent of the supplemental record. Accordingly, we would appreciate your confirmation of our understanding in order that we may issue instructions throughout our system.

Other recordkeeping issues still exist and we look forward to further discussions in order to meet our mutual objective of attaining a model recordkeeping system.

Once again, thank you for your assistance. Please call me at 202-268-3690 if clarification or further discussion is needed regarding the structure of PS Form 1769.

Sincerely,

Jerry Jones  
Manager, Risk Management

Cc: Larry B. Anderson  
Howard Kaufman  
Bill Roe

## EXCERPTS FROM CHAPTER 8 OF THE ELM

### 21.32 FORM 1772, Accident Log

Each office, i.e. MSC, associate office, station, branch, etc., must maintain an accident log, by fiscal year, or all reported accidents. Enter accident information within 5 working days after receiving Form 1769. Make entries in sequential order and number as necessary.

**Exception:** Maintenance of station/branch accident logs at the appropriate plant or associate office level is permitted if provisions are made for at least semiannual feedback of data to each station/branch for local management, employee representatives, and employee access.

### 821.34 Annual Summary of Postal Injuries and Illnesses

**821.341** The Postal Service will compile an annual summary of occupational injuries and illnesses of reporting field offices having 100 workyears or more of employment. The summaries will be based on Forms 1769 received at the ELRICs.

**821.342** Upon request of the Secretary of Labor, the Postal Service will furnish Department of Labor with a Copy of the annual summary no later than 45 calendar days after the end of the fiscal year.

**1.343** End-of-the-year summary reports will be supplied annually to all offices with 100 workyears or more of employment in the regular workforce. Copies of this report must be posted for a minimum of 30 consecutive days in conspicuous place(s) at every facility within the office.

INSERT  
JOB

SAFETY  
ANALYSIS  
FORM  
and  
CHAPTER 3  
OF  
SUPERVISOR SAFETY HANDBOOK



d. Reduce your talk to specifics, whenever possible; for example, if you discuss housekeeping, you can pin the subject down to such things as the dangerous objects (such as paperclips or rubberbands) on the floor.

e. You may find that visual aids or actual demonstrations can make your talk more interesting.

**313.6** Your talk should be scheduled so as to reach as many employees as possible. Choose a time when you can get the undivided attention of your employees.

## 320 Training Employees

### 321 Safety Education

**321.1** Of all the training you provide, the one subject on which you can never let up with all employees, both experienced and new, is safety education.

**321.2** It is not enough simply to tell employees about safety rules or warn them not to be careless; you have to convince them that safe habits are truly beneficial.

**321.3** Your own attitude sets the example. You need to see that work areas are kept free of hazards and insist that your employees follow safe practices. You should not have to suddenly develop a "tough" approach; you should be consistently firm and fair.

### 322 New Employees

**322.1** When new employees report to your work area, you should immediately instruct them about how to perform their job safely.

**322.2** You must explain the general safety regulations which apply, as well as any particular safety hazards, rules, or procedures unique to your area, including the operation of specific pieces of equipment or performance of certain jobs.

**322.3** If a job requires any personal protective equipment, you should see that new employees receive theirs immediately, as well as appropriate training for use of the equipment.

**322.4** A vital part of your job is to continually follow up to be sure that employees are using safe procedures.

## 323 Experienced Employees

**323.1** Sometimes it is the more experienced employees who get careless about safety.

**323.2** Even though experienced employees are aware of the proper safety procedures and rules, they may feel they know the job so well that they need not pay full attention or that they can take shortcuts.

**323.3** You should correct unsafe methods by full explanation and demonstration of proper safe procedures.

**NOTE:** Reinforce the use of safe procedures; for example, praise employees when they use the correct methods or tell them how much better they are doing.

## 330 Job Safety Analysis (On-The-Job Safety Review/Analysis)

### 331 Purpose

**331.1** Doing a job the safe way is the same as doing a job the right way. For this reason, proper safe job procedures must be developed and taught for each job. A useful procedure for reviewing job methods and uncovering hazards is the job safety analysis (JSA). Form 1783, *On-the-Job Safety Review/Analysis*, is used to be used for this purpose.

**331.2** Ideally, you should have a complete and updated JSA for all job tasks in your work area.

**331.3** The JSA can be used in hazard and accident analysis and for safety training. Once the hazards are identified, you can develop the proper solutions.

### 332 Requirement

First-line supervisors must maintain an active file of job tasks in their work area and complete a minimum of one *On-the-Job Safety Review/Analysis* (JSA), Form 1783, each quarter.

### 333 General Procedures

There are four basic steps in making a job safety analysis:

- a. Select the job to be analyzed.
- b. Divide the job into successive steps or activities (column 1 on Form 1783).



ON-THE-JOB SAFETY REVIEW/ANALYSIS (See instructions on reverse)				DATE
LOCATION (e.g., Station, Branch, BMC)		UNIT (Inbound, Outbound, etc.)		NO. EMPLOYEES INVOLVED
TITLE OF EMPLOYEE PERFORMING TASK		REQUIRED AND/OR RECOMMENDED PERSONAL PROTECTIVE EQUIPMENT TO PERFORM THE TASK		
COMPLETED BY	TITLE	REVIEWED BY	TITLE	<input type="checkbox"/> CONCURRENCE <input type="checkbox"/> NON-CONCURRENCE
SEQUENCE OF BASIC TASK STEPS		RECOMMENDED ACTION TO PREVENT ACCIDENT OR ELIMINATE HAZARD		
<p><b>A. Break the job into its basic steps:</b></p> <ol style="list-style-type: none"> <li>1. What is done first?</li> <li>2. What is done next?</li> <li>3. Etc.</li> </ol> <p><b>B. Do this by:</b></p> <ol style="list-style-type: none"> <li>1. Observing the job.</li> <li>2. Discussing the job with the employee.</li> <li>3. Drawing on your knowledge of the job.</li> </ol> <p><b>C. Record the job steps in their normal order of occurrence.</b></p> <p><b>D. Describe what is done, not how it is done.</b></p> <p><b>E. Four or five words are sufficient to describe each step.</b></p>		<p><b>POTENTIAL HAZARD OR ACCIDENT</b></p> <p>For each job step ask yourself:</p> <p><b>A. What accident could happen to the person doing the job step?</b></p> <p><b>B. You can get the answer by:</b></p> <ol style="list-style-type: none"> <li>1. Observing the job.</li> <li>2. Discussing it with the person doing the job.</li> <li>3. Recalling past accidents.</li> <li>4. A combination of the three.</li> </ol> <p><b>C. Can the employee:</b></p> <ol style="list-style-type: none"> <li>1. Be struck or contacted by anything?</li> <li>2. Be caught in, on, or between anything?</li> <li>3. Fall?</li> <li>4. Overexert, strain, or twist?</li> <li>5. Be exposed to anything, such as:               <ol style="list-style-type: none"> <li>a. Gas?</li> <li>b. Welding rays?</li> <li>c. Chemicals, etc.?</li> </ol> </li> </ol>		
		<p><b>For each potential accident or hazard, ask yourself:</b></p> <p><b>A. How should the employee do the job step to avoid the potential accident?</b></p> <p><b>B. What should the employee do or not do to avoid the potential accident?</b></p> <p><b>C. You can get your answers by:</b></p> <ol style="list-style-type: none"> <li>1. Observing the job for leads.</li> <li>2. Discussing precautions with experienced job operators.</li> <li>3. Drawing on your own experience.</li> </ol> <p><b>D. Specifically describe the precautions the employee must take.</b></p> <ol style="list-style-type: none"> <li>1. Don't leave out important details.</li> <li>2. Number each recommended precaution with the same number given the potential accident.</li> <li>3. Use simple "Do" or "Don't" statements to explain the precautions such as:               <ol style="list-style-type: none"> <li>a. Lift with your legs, not your back.</li> <li>b. Wear shoes with treads, not smooth soles.</li> </ol> </li> <li>4. Don't use generalities, such as:               <ol style="list-style-type: none"> <li>a. Be careful.</li> <li>b. Be alert.</li> </ol> </li> </ol>		

(Continue on reverse)

PS Form 1783  
Dec. 1979

**NOTE:** Remember that each step should tell what is done, not how. The wording for each step should begin with an action word such as "remove," "lift," or "drive."

### 336 Identifying Hazards

**336.1** Having divided the job into a set of steps, you can begin to identify potential hazards or accidents (column 2 on Form 1783).

**336.2** Your purpose is to identify all hazards—both those produced by the environment and those connected with the job procedure.

**336.3** It may be helpful to ask yourself these questions about each job step:

- a. Is there a danger of striking against, being struck by, or making any other injurious contact with an object?
- b. Can the employee be caught in, between, or by objects or moving parts?
- c. Is there potential for a slip, trip, or fall? Can the employee fall on one level or to another?
- d. Can pushing, pulling, lifting, bending, or twisting cause a strain on the employee?
- e. Is there an environmental exposure hazard, such as gas, radiation, or heat?

**336.4** While analyzing each job step for hazards (potential accidents), you should make no attempt to develop solutions. Thinking about solutions at this stage interferes with the process of spotting hazards.

**336.5** To properly identify all hazards, you must observe closely. Repeat the job observation as necessary until you are confident you have identified all hazards and possible accidents.

**NOTE:** Check with the employee being observed; an experienced employee may be able to suggest additional ideas. (Figure 9)



### 337 Developing Recommendations

**337.1** The last step in a JSA is to develop a recommended safe job procedure to prevent the occurrence of potential accidents (column 3 on Form 1783).

**337.2** Principal solutions may include:

- a. Finding a new way to do the job.
- b. Changing or eliminating the physical conditions which create the hazard.
- c. Changing the work procedure to eliminate or minimize any hazards still present.
- d. Trying to reduce the necessity of doing a job or the frequency with which it must be performed.

**337.3** To find an entirely new way to do a job, determine the work goal of the job and then analyze various ways of reaching the goal to see which way is safest. If a new way can't be found, ask this question about each hazard or potential accident you

**Safety and Health Inspection Checklist**  
**Form 1784**  
**will be used while**  
**conducting inspections.**

# SAFETY AND HEALTH INSPECTION CHECKLIST

(for Postal Facilities less than 10,000 square feet)

Installation (Check Box) <input checked="" type="checkbox"/> Associate Office <input checked="" type="checkbox"/> Station		<input type="checkbox"/> Branch <input type="checkbox"/> Other: (Identify) _____	City, State and ZIP Code + 4	
<input checked="" type="checkbox"/> District Inspection <input type="checkbox"/> MSC Inspection		<input type="checkbox"/> Other: (Identify) _____ <input type="checkbox"/> Quarterly Fire Inspection	Inspection Date(s)	Date of Last Inspection

## Instructions

1. Full-time and/or collateral duty safety personnel must use this form when conducting required inspections of postal facilities having less than 10,000 square feet.
2. Inspections must be conducted in accordance with Section 825, Employee and Labor Relations Manual (ELM).
3. Answer each question by checking "yes" or "no". Where a question is answered "no", specify the exact location of the deficiency. Where a question is not applicable, mark a horizontal line through the appropriate boxes in columns B, C, and D.
4. In Block D, classify each deficiency by the appropriate degree of hazard as defined below, using the letter code I, S or N:

- (I) Imminent Danger: a situation where there is reasonable certainty that a danger exists that could cause death or serious physical harm immediately or before the danger can be eliminated through normal abatement procedures. (Deficiencies in this category are to be reported immediately to the installation head for management action.)
- (S) Serious — a situation where there is substantial probability that death or serious physical harm could result.
- (N) Nonserious — a situation that does not have a direct relationship to job safety and health, and probably would not cause death or serious physical harm.

At the close of an inspection, all safety deficiencies found must be discussed with the installation head. If the inspection was conducted by personnel from other than the installation inspected, this form and Form 1784-C, *Safety and Health Deficiency Report*, must be sent to the installation head within 10 working days following the inspection. Maintain a copy of the inspection checklist (including Form 1784-C) in the inspected office for a period of at least two years.

6. Use Form 1784-C for all safety inspections. The form is to be completed in accordance with 825.72, ELM and the instructions found on the form. Completed Forms 1784-C are to be conspicuously posted at or near each location where an unsafe condition exists, until the condition has been satisfactorily abated or for three working days, whichever is longer. Where it is not practicable to post the report at or near such place, the report must be posted in a prominent place where it will be readily seen by all affected employees.
7. The frequency of safety inspections for each facility is to be in accordance with 825, ELM. Fire safety inspections are to be conducted in accordance with 852.1, ELM using Form 1784, *Safety and Health Inspection Checklist*.
8. Identify each participant in the inspection in the space below.
9. Within 5 days after issuing Form 1784 to the installation head, an Abatement Committee is to be established. (See 825.73, ELM)

## Inspection Team Members/Participants

Name	Title	Office/Facility/Union Represented
1.		
2.		
3.		
4.		
5.		
6.		
7.		

# I. General Facility

A. Conditions/Practices	B. Yes	C. No	D. N/A	E. Location and/or Remarks
1. OSHA Poster, "Occupational Safety and Health for Federal Employees" is displayed. (EL 801, Chap. 4)				
2. Weekly Safety talks are documented. (EL 801, 313, 611.3)				
3. Current safety posters are displayed.				
4. Supervisors have a copy of EL 801, <i>Supervisor's Safety Handbook</i> , readily available.				
5. Form 1767, <i>Report of Hazard, Unsafe Condition or Practice</i> , is readily available for employees. (EL 801, 140)				
6. All places of employment, passageways, storerooms, closets, lunch rooms and service rooms are kept clean and orderly and in sanitary condition. (OSHA 1910.22a; EL 801, A p.15, A p.16)				
7. Storage areas are free from accumulation of materials that constitute hazards from tripping, fire, explosion or pests. (OSHA 1910.176c; EL 801, A p.2, A p.16)				
8. Floors, stairs and handrails are clean, dry, have no protruding nails, splinters, holes or loose boards or tiles. (OSHA 1910.22a; EL 801 A p.2), A p.9)				
9. Lobby furniture secured to wall or floor to prevent tipping. (PB 21451, 3-29-84)				
10. Railing for open-sided floors, temporary floor openings, platforms, runways, stair railings, and stairways are in accordance with design requirements. (OSHA 1910.23(a); (7)(c); (2), (d) and (e))				
11. Traffic control measures implemented on postal property for fire lanes, parking spaces and signs to control traffic are appropriate. (MS-1)				
12. Emergency telephone numbers for fire and emergency medical services and CHEMTREC are conspicuously posted near each telephone. (MS-7; EL 801 A P.25; OSHA 1910.38; .165)				
13. Adequate number of toilet facilities are provided and maintained in a clean and sanitary condition. (OSHA 1910.141; MS-1; MS-7)				
14. Telephone wires and electrical extension cords are properly guarded when crossing aisles and walkways. (OSHA 1910.22; EL 801 A p.6)				
15. Docks and maneuvering areas are adequately illuminated. (ANSI A11.1)				
16. Employees are prevented from jumping from one level to another, off of docks or vehicles, and jumping over conveyors. (EL 814, VI, C)				

A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
17. Delivery employees report unusual incidents or conditions relating to mail delivery including condition of street boxes, customers stairs and walks, dogs and other hazardous conditions. (EL 801 A p.5; EL 814, IX C; M-1, 123.2)				
18. All excess equipment has been tagged and reported to the MSC Manager or Procurement Services office. (PB 21340, 2/25/82)				
19. Stored equipment is free of safety and fire hazards. (PB 21340, 2/25/82)				
20. Safety matting provided for lobby vestibule during inclement weather. (S-3; EL 801 A p.9)				
21. Personnel trained in first aid are available and first aid supplies are provided for emergency use. (EL 801, A p.24)				
22. Special bins are provided for twine, rubber bands, wastepaper and LA locks. (EL 801, A p.15)				
23. Delivery personnel report unusual hazards or conditions related to carrier alert program. (M-1, 123.2, EL 801, A-5; EL 814 IX C.)				
24. Paint, plaster and floor coverings are in good repair. (MS-7)				
25. Boiler and elevator inspections are conducted at proper intervals. (MS-1)				
26. Conditions of walks, outside steps, driveways, parking surfaces, etc. are properly maintained. (EL 801, A p.2)				
27. Rugs and carpets are secured and arranged to prevent slipping. (EL 801, A p.9)				
28. Collection boxes, NDCBUs and Parcel Lockers are properly anchored. (M-22; MS-1)				
29. Efficient lighting program including cleaning and relamping is in effect. (MS-39)				
30. Non-skid wax used on floors. (S 3; EL 801, A p.9)				
31. Building equipped with emergency lighting system properly located and operable. (MS-1; OSHA 1910.36; MI AS-510-83-3)				

## II. Office Safety

32. Proper footwear worn by employees. (EL 801, A p.5; A .9)					
33. Desk and file cabinet drawers and bookcase doors are closed when not in use. (EL 801, A p.8; EL 814, I, B)					
34. Filing, storage cabinets and wall lockers are properly anchored and weights are properly distributed to prevent tipping of units. (EL 801, A p.8; EL 814, I, B)					



A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Code	
35. Wall lockers, filing cabinets, and other high equipment are free of objects or materials that could fall. (EL 801, A p.16, A p.19, A p.22, A p.34; EL 814, I, B)				
36. Furniture and waste baskets are positioned so there are no protruding parts or tripping hazards. (EL 801, A p.2; EL 814, I, B)				
37. Paper cutters are in closed position when not in use; scissors and other sharp objects are properly stored; and office equipment is used properly. (EL 801, A p.34; EL 814, I, B)				

### III. Means of Egress

38. Sufficient number of exits are provided to permit prompt escape in emergencies. (OSHA 1910.36, .37; NFPA-101, 5-1; EL 801, 633)				
39. Locks, latches or other devices do not impede free and unobstructed egress. (OSHA 1910.36(b)(4), 1910.36(d)(1); NFPA-101, 5-1; EL 801, A p.2, A p.7)				
40. Aisles, stairs and all designated exits are maintained free of hampers, equipment, trucks or other items. (OSHA 1910.37; NFPA-101; EL 801, A p.7, p.13, p.12)				
41. Exit signs are provided and all doors that may be mistaken as an exit are appropriately marked. (OSHA 1910.36(q)(2); 1910.37(g)(8); EL 801, 633 & A p.7)				
42. Emergency Actions Plans are posted and all employees are aware of the evacuation plan. (OSHA 1910.38; ELM 850; EL 801, 621 & 622)				
43. Designated exits are illuminated, signs are of proper size and observable from all directions. (OSHA 1910.37(q)(5); MS-7; NFPA-101; EL 801, 633.1 & A p.7)				

### IV. Safety Signs, Tags and Color Codes

44. Form 4707, <i>Out of Order</i> , tags are used to identify and remove defective equipment until item is removed from service. (EL 801, A p.5; EL 814, VI)				
45. Accident prevention signs are adequate and meet appropriate standards. (OSHA 1910.144)				
46. The color yellow is used to mark barricades, caution signs, and marking physical hazards. (EL 801, A p.37; OSHA 1910.144)				
47. Fire protection and associated equipment is marked in red. (OSHA 1910.144)				
48. Emergency stop buttons and pull cords are accessible and appropriately marked. (OSHA 1910.144; EL 814, VI, B)				
49. Clearance signs to warn of clearance limits provided. (OSHA 1910.176)				

## V. Occupational Health

50. Noise exposure is within permissible levels. (OSHA 1910.95; MS-7; EL 801, 740; EL 814 IV, 8)				
51. Personal protective equipment for eyes, face, hands, feet, head, body are provided as needed for areas requiring individual protection. (OSHA 1910:132, 133-137; EL 801, A p.3, p.7)				
52. Illumination of rooms, stairways, corridors and work areas meet lighting requirements. (MS-49; MS-50)				
53. Procedures have been established for hazardous materials spill, leak control and containment. (EL 801, A p.9)				
54. Monitoring and control measures have been established for asbestos. (EL 810-81-6, 9/10/81)				
55. Have any hazardous wastes been buried, landfilled, or otherwise disposed of on the premises. (PB 21516, 5/30/85)				

## VI. Electrical

56. Portable hot plates, coffee pots and other electrical appliances are authorized and controlled. (EL 810, 613)				
57. Electrical circuits are utilized effectively without creating overloads, marked to indicate their purpose, and all live parts guarded against accidental contact. (NEC 240-3; NEC 110-17, 110-22; EL 801, A p.6; OSHA 1910.303 (f))				
58. Extension cords and plugs are in good condition and kept off floor. (EL 801, A p.6)				
59. Noncurrent-carrying metal parts of cord and plug are connected and fixed equipment grounded. (NEC 250-43, 259-45; EL 801, A p.6)				
60. Flexible cords are used in an approved manner, and are not substituted for fixed-wiring when run through walls, doors and openings, attached to building surfaces, or concealed. (NEC 400-4; OSHA Sub. S; EL 801, A p.7)				
61. Tools and appliances such as vacuums, polishers and portable hand tools are properly grounded and insulated. (EL 801, A p.6, A p.35, A p.37)				
62. Electrical machinery properly grounded. (EL 801, A p.6)				
63. Electric wiring installed and maintained in accordance with applicable codes. (NEC; EL 801, A p.7; OSHA 1910 Sub. S)				
64. Electrical circuit breakers not taped or wired in the "ON" position in distribution panels. (EL 801, A p.6)				

A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
65. Fuse and breaker boxes closed and not blocked. Electrical enclosures with live parts over 600 volts locked. (EL 801, A p.6; OSHA 1910.303(g)(1))				
66. Unused openings in boxes and fittings effectively closed. (NEC 370-8)				

### VII. Housekeeping and General Work Environment

67. Wet-mopped arms are roped off and signs or barriers are used. (S-3, EL-801 A p.9)				
68. Blades of electrical fans are adequately guarded. (OSHA 1910.212; EL-801 A, p.23)				
69. Floors, stairs, and handrails are maintained in good repair, are free of tripping hazards and debris. (OSHA 1910.22)				
70. Safety matting is provided at employee entrances during inclement weather. (S-3; EL 801, A-9)				
71. Handrails are provided for steps and stairs ( <i>four or more steps</i> ). (OSHA 1910.23)				
72. Permanent aisles and passageways are appropriately defined and maintained. (OSHA 1910.22; EL 801, A p.2)				
73. Handtrucks, gurneys, hampers and platform trucks are maintained in good repair. (OSHA 1910.242; EL 801, A p.11, A p.12)				
74. Filing, storage cabinets and wall lockers are properly anchored and weights are properly distributed to prevent tipping of units. (EL 801, A p.8)				
75. Tops of lockers, filing cabinets, case, and other relatively high objects are free of materials. (EL 801, A p.16, A p.19, A p.22, A p.34)				
76. Furniture and equipment are positioned so there are no protruding parts to endanger employees. (EL 801, A p.2)				
77. Proper storage is provided for sharp objects ( <i>knives, scissors, etc.</i> ) (EL 801, A p.34)				
78. Supplies of loose packing materials, excelsior, shredded paper, oily waste or rags and similar combustibles are stored in covered metal containers. (EL 801, A p.9, A p.32; OSHA 1910.106; MS 56)				
79. Rest bars are properly used by employees and placed under cases when not in use. (EL 801, A p.30)				
80. Hamper ropes are kept inside hampers and straps on drag baskets are kept inside baskets. (EL 801, A p.12)				

A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
Heavy parcels are placed on flatbed trucks rather than in hampers. (EL 801, A p.11)				
Loads on handtrucks and containers are restricted in height so that employee pushing can see over load. (EL 801, A p.13)				
83. Employees are prevented from climbing over or stepping on handtrucks, conveyors, or related equipment. (EL 814, VI C)				
84. Toilet facilities are maintained in a clean and sanitary condition. (OSHA 1910.141)				
85. Fixed equipment is anchored to the floor. (OSHA 1910.212)				
86. All ladders are properly maintained; accessories are inspected frequently for frayed ropes; safety feet are in good condition; rings are slip-resistant and rails are not bent; pulleys operate freely, etc. (OSHA 1910.25 & .26; EL 801, A p.17)				
87. Hands are kept inside pipe framework which forms the pusher bar while pushing handtrucks. (EL 801, A p.13)				
88. Employees follow safe lifting practices. (EL 801, A p.11 and A p.19)				
89. Hampers limited to a stack of 3 high for storage or transportation. (EL 801, A p.12)				
90. Utility carts are equipped with plastic guards on both sides that are in good condition. (EL 801, A p.11)				
91. All temporarily unused material handling equipment is stored neatly, providing normal access/egress and not blocking doors, fire protection equipment for aisles and passageways. (OSHA 1910.176, 1910.37; NFPA-101; EL 801, A p.2, A p.7, A p.12, A p.13)				
92. Bridge plates (dock boards) are properly maintained, operable, and stored in a safe manner. (OSHA 1910.30; EL 801, A p.6)				
93. Correct capacities, widths and lengths of dock boards are appropriate for operation. (EL 801, A p.6)				

### VIII. Fuel Dispensing/Storage

94. Flammable liquids are stored in approved closed containers or cabinets, are properly labeled as to their contents. (OSHA 1910.106; NFPA-30; EL 801, A p.9, A p.32 & 37; MS-66)					
95. There is no accumulation of soiled rags or trash and oil spills are cleaned up. (OSHA 1910.106; MMO-33-81; EL 801, 614.1 & A p.9; MS 56)					
Fuel dispensing pumps are mounted on concrete islands and/or protected by barricades. (OSHA 1910.106(g); MS-66)					
97. Hose nozzles are approved automatic shut-off types with vapor recovery systems. (OSHA 1910.106; NFPA-30; EL 801, A p.10; MS-66)					

A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Code	
98. No smoking signs restricting smoking within 25 feet of all storage or dispensing areas are provided. (OSHA 1910.106(e)(6)(I); EL 801, A p.8, A p.11, A p.26; MS-56)				
99. At least one BC approved portable fire extinguisher is provided within 50 feet of each fuel pump, dispenser, fill pipe opening, storage, lubrication or service room. (NFPA-30; EL 801, A p.11, MS-56)				

### IX. Motor Vehicle Operations

100. Operators of all motor vehicle and powered industrial trucks have been issued a SF-46, <i>Operators Identification Card</i> . (EL 801, A p.25)				
101. Form 4582, <i>Operators Record</i> , is current and completed at time of examination or renewal. (MS-52; P-11, 265.6, 311.6 and 464.1)				
102. Past driving experiences have been checked before applicants are scheduled for driving tests. (MS-52; Form 4582-A; EL 801, A p.25; P-11, 265-6, 311.6 and 464.1)				
103. Safe Driver Awards committees established and awards are current. (M-52; Form 4582-A; EL 801, A p.28; ELM 842.2)				
104. Motor vehicle safety checks are made by each operator on Label 70, <i>Safety Check Before Operating Vehicle</i> and Notice 76, <i>Expanded Vehicle Safety Check</i> . (EL 801, A p.26)				
105. Spot checks are made on vehicles to ensure operators are performing daily checks and are reporting defects or damage on Form 4565, <i>Tag Repair</i> . (M-52; EL 801, A p.27)				
106. All vehicles are provided with an Accident Report Kit, Item 087-H. (M-52; EL 801, A p.1)				
107. Supervisors ensure that drivers follow the Postal Services seat belt and Closed Door Policy. (EL 801, A p.28, A p.6).				
108. Form 4584, <i>Observation of Driving Practices</i> , being used. (M-52; EL 801, A p.26, ELM 831.331)				
109. Driver training is provided in accordance with postal requirements. (P-23; Form 4582; EL 801, A p.26)				

### X. Fire Prevention

110. There is an effective supervised signaling system used to alert employees in case of fire or other emergency. (OSHA 1910.38, 1910.165; EL 801, 631)				
111. The alarm system is properly tested and maintained. (OSHA 1910.38, 1910.165; MS-1; EL 801, 631.4)				
112. There is a written Emergency Action Plan and Fire Prevention Plan available. (OSHA 1910.38; ELM 850; EL 801, 621 & 622)				
113. Emergency telephone numbers for fire, medical services and CHEMTREC are conspicuously posted at or near all telephones. (OSHA 1910.38, 1910.165(b)(4); EL 801, A p.25)				

A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
14. The local fire department has been invited to assist in developing fire prevention plans or training program for the facility. (ELM 850)				
115. All employees have received instruction on building fire alarm and evacuation procedures. (OSHA 1910.38; EL 801, 622)				
116. Fire drills are conducted at least annually for each tour of duty and documentation available. (ELM 850; EL 801, 642)				
117. Quarterly fire inspections are conducted and documentation available. (ELM 850; EL 801, 623)				
118. There is a trained fire brigade maintained on every work tour. (EL 801, 640; MS-56; ELM 850) NOTE: Fire Brigade optional for facilities less than 10,000 square feet.				
119. Refresher training provided to the fire brigade. (OSHA 1910.156; ELM 850; EL 801, 663)				
120. Employees who are expected to fight incipient stage fires have received appropriate training. (ELM 850; OSHA 1910.156; EL 801, 660)				
121. Portable fire extinguishers are located within 50 feet of either direction, are accessible and are visible from several directions. (OSHA 1910.157; MS-56)				
122. All inverting self-generating water type fire extinguishers have been removed from use. (OSHA 1910.157; MS-56)				
123. All portable fire extinguishers are inspected each month and hydrostatically tested at proper intervals and Form 4705, <i>Inspection Tag</i> , initialed. (OSHA 1910.157; MS-56)				
124. Extinguishers are properly mounted and accessible. (MS-56; 1910.157)				
125. All employees have been adequately trained in the use of portable fire extinguishers. (OSHA 1910.157; EL 801, 662)				

A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
126. No Smoking signs are posted in designated areas; ash trays are provided in authorized areas and supervisors enforce smoking regulations. (ELM 854; EL 801, 650)				
127. Adequate ventilation in rooms used for storage of flammable liquids and solvents. Control switches located outside the door and both lighting and ventilation systems controlled by the same switch. (EL 801, A p.9)				
128. Gas operated machinery stored with drained gasoline tank inside a building. (EL 801, A p.18)				
129. Class II stand pipes, if used, are maintained. (MS-56)				

### XI. PCB Transformers

130. Are PCB-containing transformers registered with fire response personnel who have primary jurisdiction? (40 CFR Part 761)				
131. Are all PCB transformers within 30 meters ( <i>approx. 100 feet</i> ) of postal facilities included in the facility Emergency Action/Fire Prevention Plan(s)? (40 CFR Part 761; ELM 850)				
132. Is there a designated official to contact the U.S. Coast Guard~ National Response Center immediately in the event of a fire related incident involving PCB transformers? (40 CFR Part 761)				
133. Are there provisions for promptly dealing with leaks from PCB transformers, including containment and cleanup? (40 CFR Part 761)				
134. Are there provisions for immediate notification of emergency response personnel and evacuation of the facility in the event of a PCB transformer fire? (ELM 852.3)				
135. Does the facility plan(s) include provisions for prompt containment and control of PCBs and combustion by-products as soon as possible? (40 CFR Part 761)				
136. Are controls in place to prevent storage of combustible materials in a PCB transformer enclosure and to prevent storage within 5 meters ( <i>approx. 15 feet</i> ) of the enclosure or unenclosed PCB transformer? (40 CFR Part 761)				
137. Are PCB transformers inspected and records maintained as required? (40 CFR Part 761)				
138. Are vault doors, machinery room doors, fences or other means of access to PCB transformers appropriately marked? (40 CFR Part 761)				

## XII. Other Deficiencies

[illegible]

### XIII. Unresolved Items From Last Inspection

XIII. Unresolved Items From Last Inspection	
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
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## U.S. POSTAL SERVICE

## SAFETY AND HEALTH INSPECTION CHECKLIST

(For Postal Facilities of 10,000 or more square feet)

INSTALLATION  
(Check One)

- ☐ VMF    ☐ MSC    ☐ STATION  
☐ AMF    ☐ BMC    ☐ BRANCH  
☐ GMF    ☐ ASSOC OFF    ☐ OTHER (Identify)

CITY, STATE AND ZIP CODE + 4

(Check One)

- ☐ District Inspection    ☐ Quarterly Fire Inspection  
☐ MSC Inspection    ☐ Other (Identify)

INSPECTION DATE(S)

DATE OF LAST INSPECTION:

## Instructions

- Full-time and/or collateral duty safety personnel must use this form when conducting required inspections of postal facilities having 10,000 or more square feet, regardless of the type of facility i.e., AMF, GPO, BMC, GMF, VMF, etc.
- Inspections must be conducted in accordance with Section 825, Employee and Labor Relations Manual (ELM).
- Answer each question by checking "yes" or "no". Where a question is answered "no", specify the exact location of the deficiency. Where a question is not applicable mark a horizontal line through the appropriate boxes in columns B, C, and D.
- In Block D, classify each deficiency by the appropriate degree of hazard as defined below, using the letter code I, S or N:
  - (I) Imminent Danger — a situation where there is reasonable certainty that a danger exists that could cause death or serious physical harm immediately or before the danger can be eliminated through normal abatement procedures. (Deficiencies in this category are to be reported immediately to the installation head for management action.)
  - (S) Serious — a situation where there is substantial probability that death or serious physical harm could result.
  - (N) Nonserious — a situation that does have a direct relationship to job safety and health, but probably would not cause death or serious physical harm.
- At the close of an inspection, all safety deficiencies found must be discussed with the installation head. If the inspection was conducted by personnel from other than the installation inspected, this form and Form 1784-C, *Safety and Health Deficiency Report*, must be sent to the installation head within 10 working days following the inspection. Maintain a copy of the inspection checklist (including Form 1784-C) in the inspected office for a period of at least two years.
- Use Form 1784-C for all safety inspections. The form is to be completed in accordance with 825.72, ELM and the instructions found on the form. Completed Forms 1784-C are to be conspicuously posted at or near each location where an unsafe condition exists, until the condition has been satisfactorily abated or for three working days, whichever is longer. Where it is not practicable to post the report at or near such place, the report must be posted in a prominent place where it will be readily observable by all affected employees.
- The frequency of safety inspections for each facility is to be in accordance with 825, ELM. Fire safety inspections are to be conducted in accordance with 852.1, ELM using Form 1784.
- Identify each participant in the inspection in the space below.
- Within 5 days after issuing Form 1784 to the installation head, an Abatement Committee must be established. (See 825.73, ELM)

## Inspection Team Members/Participants

Name	Title	Office/Facility/Union Represented
1.		
2.		
3.		
4.		
5.		
6.		
7.		

# I. General Facility

A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
001. All places of employment, passageways, storerooms, closets, lunch rooms, and service rooms are kept clean and orderly and in sanitary condition. (OSHA 1910.22a; EL-801, A-15, A-16)				
002. Storage areas are free from accumulation of materials that constitute hazards from tripping, fire, explosion, or pests. (OSHA 1910.176c; EL-801, A-2, A-16.)				
003. Condition of walks, steps, driveways, parking areas, etc. are properly maintained. (MS-1)				
004. Floors, stairs and handrails are clean, dry, have no protruding nails, splinters, holes or loose boards, or tiles. (OSHA 1910.22a; 1, EL-801, A-2, A-9)				
005. Wet mopped floor areas are roped off and posted with appropriate signs or barriers. (EL-801, A-9)				
006. OSHA Poster 130, "Occupational Safety and Health for Federal Employees" is displayed. (EL-801, Chapter 4)				
007. Railings for open-sided floors, temporary floor openings, platforms, runways, stair railings, and stairways are in accordance with design requirements. (OSHA 1910.23(a); (7)(c); (2), (d) and (e))				
008. Traffic control measures implemented on postal property for fire lanes, parking spaces and signs to control traffic are appropriate. (MS-1)				
009. Portable hot plates, coffee pots and other electrical appliances are authorized and controlled. (EL-810, 613)				
010. Weekly safety talks are given and documented. (EL-801, 313, 611.3)				
011. Emergency telephone numbers for fire and emergency medical services, and CHEMTREC are conspicuously posted near each telephone. (OSHA 1910.38, 165(b)(4); EL-801, A-25)				
012. Adequate number of toilet facilities are provided and maintained in a clean and sanitary condition. (OSHA 1910.141; MS-1; MS-7)				
013. Form 1767, Report of Hazard, Unsafe Condition or Practice available for employees. (EL-801, 140)				
014. Telephone wires and electrical extension cords are properly guarded when crossing aisles and walkways. (OSHA 1910.22; EL-801, A-6)				
015. Supervisors have access to EL-801, Supervisors Safety Handbook.				
016. Docks and maneuvering areas are adequately illuminated. (ANSI, A-11.1)				
017. Current safety posters are displayed.				
018. Employees are prevented from jumping from one level to another, off of docks or vehicles, and jumping over conveyors. (EL-814, VI, C)				
019. NDCBU's, parcel lockers and collection boxes properly anchored. (MS-1)				
020. Delivery employees report unusual incidents or conditions relating to mail delivery including condition of street boxes, customers stairs and walks, dogs, and other hazardous conditions. (EL-801, A-5; EL-814, IX, C)				

A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Code	
021. All excess equipment has been tagged and reported to the MSC Manager or Procurement Services office. (PB 21340, 2-25-82)				
022. Lobby furniture secured to wall or floor to prevent tipping (PB 21451, 3-29-84)				
023. Stored equipment is free of safety and fire hazards. (PB 21340, 2-25-82)				
024. Is safety matting provided for lobby vestibule during inclement weather? (S-3; EL-801, A-9)				

## II. Office Safety

025. Desk and file cabinet drawers and bookcase doors are closed when not in use. (EL-801, A-8; EL 814, I, B)				
026. Filing cabinets, storage and wall lockers are properly anchored to prevent tipping. (EL-801, A-8; EL 814, I, B)				
027. Wall lockers, filing cabinets, and other high equipment are free of objects or materials that could fall. (EL-801, A-16, A-19, A-22, A-34; EL-814, I, B)				
028. Furniture and waste baskets are positioned so there are no protruding parts, or tripping hazards. (EL-801, A-2; EL-814, I, B)				
029. Paper cutters are in closed position when not in use; scissors and other sharp objects are properly stored; and office equipment is used properly. (EL-801, A-34; EL-814, I, B)				

## III. Stairs, Ladders, and Scaffolding

030. Fixed stairs are capable of carrying their rated loads; all stairs are at least 22 inches wide, and have slip resistant treads in good repair and are uniformly spaced. (OSHA 1910.24 d)				
031. Portable aluminum ladders are not being used during electrical repairs. (NEC; OSHA 1910.26; EL-801, A-6, A-18; EL-803, I, 5)				
032. All ladders are properly maintained; accessories are inspected frequently for frayed ropes; safety feet are in good condition; rungs are slip-resistant, and rails are not bent; pulleys operate freely, etc. (OSHA 1910.25 and 26; EL-803, I, 1)				
033. Fixed ladders for maintenance employees only are provided with signs to prevent unauthorized use. (MMO-6-80; OSHA 1910.27)				
034. All postal and contractor scaffolding is erected and maintained in accordance with appropriate standards; (OSHA 1910.28; EL-803, I, J)				
035. Overhead protection and bump caps/hard hats are provided for persons working on ladders, scaffolds or mobile platforms. (OSHA 1910.28; EL-803, J, 9)				
036. Fall protection devices are provided and used by employees as necessary. (OSHA 1910.28; EL-803, J, J)				

A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Code	
037. Vert-A-Lifts and all other mobile platforms are maintained in a safe working condition, and used properly. (OSHA 1910.29; ANSI-A-92.1; EL-803, M)				

#### IV. Means of Egress

038. Sufficient number of exits are provided to permit prompt evacuation. (OSHA 1910.36; NFPA-101, 5-1; EL 801, 633)				
039. Locks, latches or other devices do not impede free and unobstructed egress. (OSHA 1910.36; NFPA-101, 5-2.1.2; EL 801, A-2, A-7; MS-56, 225)				
040. Exits are maintained free of hampers, equipment, trucks or other obstructions. (OSHA 1910.37; NFPA-101; EL 801, A-7, A-13)				
041. Exit signs are installed and all doors that may be mistaken as an exit are appropriately marked. (OSHA 1910.36, 1910.37; NFPA-101; EL 801, 633, A-7; MS-56, 229)				
042. Designated exits are illuminated, signs are of proper size and observable from all directions. (OSHA 1910.37; MS-7; NFPA-101; EL 801, 633, A-7; MS-56, 228)				

#### V. Safety Signs, Tags and Color Codes

043. "Out of Order" tags, Form 4707, are used to identify and remove defective equipment from service. (EL-801, A-5, EL 814, VI)				
044. Accident prevention signs are adequate and meet appropriate standards. (OSHA 1910.144)				
045. The color yellow is used to mark barricades, caution signs, and for identifying physical hazards. (OSHA 1910.144; EL-801, A-37)				
046. Fire protection and associated equipment is marked in red. (OSHA 1910.144)				
047. Emergency stop buttons and pull cords are accessible and appropriately marked. (OSHA 1910.144; EL-814, VI, B)				

#### VI. Occupational Health

048. A hearing conservation program has been established for high noise areas. (OSHA 1910.95; EL-814, IV, B)				
049. Noise exposures do not exceed 85 ± dba. (OSHA 1910.95, MS-7; EL-814, IV, B)				
050. Have any hazardous wastes been buried, landfilled, or otherwise disposed of on the premises? (PB 21516, 5-30-85)				

A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Not Obs	
051. Protection against the effects of noise exposure is provided to employees when sound levels exceed the permissible levels. (OSHA 1910.95; EL-814, IV, B)				
052. Personal protective equipment for eyes, face, hands, feet, head, body are provided as needed for areas requiring individual protection. (OSHA 1910.132, 133-137; EL-814, IV, B; EL-801, A-3, A-7)				
053. Material Safety Data Sheets are available and are used to inform employees of precautions to be taken for various hazardous operations. (MMO-61-81; EL-801, A-8, A-13, A-33)				
054. Illumination of rooms, stairways, corridors and work areas meet lighting requirements. (MS-49; MS-50)				
055. Deluge showers and eyewash stations are installed and maintained in areas where required; are easily accessible and operational. (OSHA 1910.151(c); EL-801, A-3)				
056. Procedures are established for hazardous materials spill, leak control, and containment. (EL 810-82-6, June 8, 1982; EL 801, A-9)				
057. Local exhaust is provided in work areas such as welding, spray painting, VMF, etc. (OSHA 1910.98, .106-107, .178 and 252; EL-801, A-9)				
058. Monitoring and control measures have been established for asbestos. (EL 810-81-6, Sept. 10, 1981)				
059. A respiratory program has been established and respiratory protection is provided when required. (OSHA 1910.13; EL-801, 730, A-30)				

#### VII. Battery Charging Operations

060. Battery charging is conducted in designated areas. (OSHA 1910.178(g); EL-801, A-3)				
061. Ventilation is adequate. (OSHA 1910.178(g))				
062. Carboy tiller or siphon is used for transferring electrolyte. (OSHA 1910.178(g))				
063. Smoking is prohibited in battery charging areas. (OSHA 1910.178(g); EL-801, A-3, A-4)				
064. Vent caps are in place during charging, with battery covers open. (OSHA 1910.178(g); EL-801, A-3)				
065. No open flame, sparks or other ignition sources are in the charging area. (OSHA 1910.178(g); EL-801, A-3)				
066. Tools, jewelry and other metallic objects are kept away from the tops of uncovered batteries. (OSHA 1910.178(g))				

#### VIII. General Maintenance

067. All welding operations are performed by trained, qualified operators. (OSHA 1910.252; EL-801, A-38; MS-56, Chapter 5)				
068. Welding equipment is maintained in good condition and in compliance with appropriate standards. (NEMA-EW-1-1962; ANSI-C 33.2-1956; OSHA 1910.252; EL-801, A-37)				

A. Conditions/Practices	A.	B.	C.	E. Location and/or Remarks
	Yes	No	Code	
069. All fire hazards are eliminated before welding work performed; work area is approved by a supervisor; and a fire watch established during and after welding operations. (OSHA 1910.252a, 252d; MS-56; EL-801, A-37, A-38; MS-56 Chapter 5)				
070. Welding screens, personal protective equipment, and non-defective tools are being used. (OSHA 1910.252, 242; EL-801, A-37; NFPA-61 B)				
071. All established lock-out procedures are performed before any work is started on equipment. (EL-801, A-22, A-23)				
072. Electrical installations comply with appropriate parts of the National Electrical Code (OSHA 1910.305; NEC)				
073. Electrical circuits are utilized effectively without creating over loads, marked to indicate their purpose, and all live parts, guarded against accidental contact. NEC 240-3; NEC 110-17, 110-22; OSHA 1910.303(f)				
074. Extension cords and plugs are in good condition. (EL-801, A-5)				
075. Elevator and boiler inspection certificates properly posted and current. (MS-1; EL-803, U, 1)				
076. Chains, cables, ropes, slings, etc. are inspected before use, and all defective gear removed, repaired or replaced. (OSHA 1910.179)				
077. Live parts of electrical equipment operating at 50 volts or more are guarded against accidental contact by approved cabinets. (OSHA 1910.303 (g))				
078. Belts, pulleys, chains, flywheels, shafts and projections, or rotating/reciprocating parts within 7 feet of the floor, or working platform properly guarded. (OSHA 1910.219; EL-801, A-23)				
079. All guards for mechanical equipment are made of suitable materials, are in place and provide adequate protection from injury. (OSHA 1910.219, 212; EL-801, A-23)				
080. Adequate access and working space are provided and maintained around electrical equipment to permit ready access, safe operation and maintenance of equipment. (NEC 110-15)				
081. Rated loads of all jacks, hoists, or other lifting equipment is legibly and permanently marked in a prominent location on the equipment and tested as required. (OSHA 1910.244, 1910.179)				

### IX. Maintenance Shops

082. All tools and equipment are maintained in a safe condition. (OSHA 1910.242; EL-801, A-34)				
083. Grinders and other abrasive wheel machinery provided with adequate guards, workrests, tongue guards and proper adjustments are made. (OSHA 1910.215; EL-801, A-24, A-37)				
084. Fixed equipment is anchored to the floor. (OSHA 1910.212)				
085. Circular and radial saws properly guarded. (OSHA 1910.213; EL-801, A-23)				
086. Ample work area is provided between machines and tools to prevent interference with each other. (OSHA 1910.212)				
087. Nozzle pressure for compressed air lines does not exceed 30 PSI when used for cleaning purposes. (OSHA 1910.242(b); EL-801, A-5)				
088. Portable powered tools meet requirements for guarding, grounding, switches and controls. (OSHA 1910.243, 314, 212, 215)				

A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Code	
089. Hilti guns and other explosive actuated devices are being used by properly trained and qualified employees. (OSHA 1910.243; OSHA 1926.302; EL-801, A-35)				
090. Compressed gas cylinders are in safe condition, handled and stored properly, are kept away from radiators or other sources of heat and are at least 20 feet from other combustible materials. (OSHA 1910.101a, b; 252a; and .102a; EL-801, A-37)				

### X. Powered Industrial Equipment

091. Proper labels, marks and name plates are in place and legible. (OSHA 1910.178a)				
092. Only licensed, trained, and authorized employees are permitted to use powered equipment. (OSHA 1910.178; EL-801, A-28)				
093. Dead-man switch, back-up alarms, warning lights, horns and other warning devices are provided in good condition and operating properly. (EL-801, A-29)				
094. Overhead guard railings or safety chains are provided where required. (OSHA 1910.178)				
095. Trailers and trucks that are entered by powered industrial equipment are prevented from rolling by wheel chocks and positive locking parking brakes. (OSHA 1910.178; EL-801, A-29)				

### XI. Material Handling

096. Utility carts are equipped with plastic guards on both sides that are in good condition. (EL-801, A-11)				
097. Mechanical handling devices are kept in good repair, used for the job intended, and operators are trained in their proper use. (EL-801, 320)				
098. Handtrucks, hampers, platform trucks, general purpose containers, etc., are maintained in good condition. (OSHA 1910.242; EL-801, A-11, A-12)				
099. Rest bars are properly used by employees and placed under cases when not in use. (EL-801, A-30, A-31)				
100. Employees are prevented from climbing over or upon handtrucks, conveyors or related equipment. (EL-814, VI, C)				
101. All employees have been trained in proper and safe lifting practices. (EL-801, A-11, A-19; EL-814, VII, A)				
102. Heavy parcels or objects are placed on flat-bed trucks rather than inside hampers. (EL-801, A-11)				

A. Conditions/Practices	B.	C.	D.	E. Location and/or Remarks
	Yes	No	Code	
121. Fuel dispensing pumps (i.e. VMF) are mounted on concrete islands and/or protected by barricades. (OSHA 1910.106g, MS-56, 364)				
122. Emergency cut-off switches are clearly identified for each fuel pump, are easily accessible, and no more than 100 feet away. (OSHA 1910.106g; NFPA-30, 7-8.46; EL 801, A-11; MS-56, 366)				
123. Hose nozzles are approved automatic shut-off types with vapor recovery systems. (OSHA 1910.106; NFPA-30; EL 801, A-10; MS-56, 365)				
124. All sources of ignition have been eliminated, and provisions have been provided for spill containment and run-off. (OSHA 1910.106; NFPA-30, 7-9; EL 801, A-8; MS-56, 367)				
125. No smoking signs are posted restricting smoking within 25 feet of all storage or dispensing areas are provided. (OSHA 1910.106(e)(6)(i); EL 801, A-8, A-11, A-26; MS-56, 367)				
126. At least one 12 BC approved portable fire extinguisher is provided within 50 feet of each fuel pump, dispenser, fill pipe opening, storage, lubrication or service room. (NFPA30; EL 801, A-11; MS-56, 368)				
127. Approved bonding and grounding systems provided where needed. (OSHA 1910.106; NFPA-30; EL 801, A-8; MS-56, 358)				

#### XIV. Motor Vehicle Operations

128. Operators of all motor vehicles and powered industrial trucks have been issued a SF-46. (M-52; M-49; EL 801, A-25)				
129. Form 4582, Operators Record is kept current. (P 11, 265.6, 311.6 and 464.1)				
130. Past driving experiences have been checked before applicants are scheduled for driving tests and compared to the Table of Disqualifications. (P:11, 265.6, 311.6 and 464.1; EL 801, A-25)				
131. Safe Driver Awards committees established and awards are current. (ELM 842.2; EL-801, A-28)				
132. Motor vehicle safety checks are made daily by each operator using Label 70, Safety Check Before Operating Vehicle, and Notice 76, Expanded Vehicle Safety Check. (EL 801, A-26)				
133. Spot checks are made on vehicles to ensure operators are performing daily checks and are reporting defects or damage on Form 4565, Repair Tag. (M-52; EL 801, A-27)				
134. All vehicles are provided with an Accident Report Kit, Item 087-H. (M-52; EL-801, A-1)				
135. Supervisors ensure that drivers follow the Postal Services' Seatbelt and Closed Door Policy. (EL-801, A-6, A-28)				



A. Conditions/Practices	B. Yes	C. No	D. Code	E. Location and/or Remarks
152. All inverting self-generating water type fire extinguishers have been removed from use. (OSHA 1910.157; MS-56; ELM 853.2)				
153. All portable extinguishers are inspected each month and Form 4705 <i>Inspection Tag</i> , initialed. (OSHA 1910.157; MS-56; ELM 853.2)				
154. Portable fire extinguishers are hydrostatically tested at proper intervals. (OSHA 1910.157; MS-56; ELM 853.2)				
155. All employees have been adequately trained in the use of portable fire extinguishers. (OSHA 1910.157; ELM 852.5; EL 801, 662)				
156. The local fire department has been invited to assist in developing fire prevention plans, training and assist in inspections of the facility. (ELM 850; EL 801, 623; MS-56, 127)				
157. Automatic sprinkler systems are maintained properly, fire department connections are accessible and properly threaded, and signs are provided accordingly. (MS-56; OSHA 1910.159, .160; NFPA-13; NFPA-14)				
158. Facilities with an automatic sprinkler system are conducting a main drain flow test on each system at least annually. (OSHA 1910.159(c)(2); NFPA-13 and 14; MS-56)				
159. Supplies, materials, mail or equipment is not piled closer than 18 inches from sprinkler heads. (OSHA 1910.159; MS-56; EL-801, A-16)				
160. Stand pipe and hose systems are installed and maintained properly; 1½ inch hoses are lined and are equipped with a variable stream shut-off nozzle. (OSHA 1910.158; NFPA-14; MS-56, 753.1)				
161. All stand pipes (1½ and 2 inches) are hydrostatically tested at proper intervals. (NFPA-14; MS-56; OSHA 1910.158)				
162. Threads on all connections are compatible with the local fire department equipment. (MS-56, 752)				
163. No Smoking signs are posted in designated areas; ash trays are provided in authorized areas and supervisors enforce smoking regulations. (MS-1; OSHA 1910.106; ELM 854; EL 801, 650)				
164. All paint spray areas and battery rooms are equipped with mechanical ventilation to remove flammable vapors and mists. (OSHA 1910.107 and 1910.178; EL 801, A-34; MS-56, 377)				
165. Paint spray booths are clean and free of excess paint accumulations. (OSHA 1910.107; MS-56, 378.6)				
166. Proper ventilation is provided in flammable/combustible material storage rooms. Lighting and ventilation control switches are provided outside the door and are controlled by the same switch. (EL 801, A-9; MS-56, 335.6)				
167. Spray finishing areas are equipped with proper electrical wiring and fixtures. (EL 801, A-33; MS-56, 335.7)				
168. Sprinkler heads in paint spray booths are free of paint spray deposits. (OSHA 1910.107; NFPA-13; MS-56, 376)				
169. All fire doors are the proper rating, hardware and latches are approved and do not impede egress from the facility during emergencies. (OSHA 1910.37; NFPA-80; MS-56, 225; NFPA-101)				
170. Computer rooms or other special hazard areas are equipped with appropriate extinguishing systems. (NFPA-75; MS-56; 932.3; EL 801, 632.3)				

## XVII. Other Deficiencies

A. Conditions/Practices (continue using numbering sequence)	B. Y	C. N	D. Code	E. Location and/or Remarks
<div style="margin-bottom: 10px;">Item #</div> Empty space for entries				

## XVIII. Unresolved Items From Previous Inspection

Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date
Item #	Abatement Date

# SAFETY AND HEALTH DEFICIENCY REPORT

## **INSTRUCTION**

Record all deficiencies noted on Form 1784-A or B on this report. Include the standard or requirement violated, the classification of each deficiency in the fourth column. Submit the original copy of this report to the head of the installation inspected within 10 days after completion of the closing conference. Abatement of deficiencies will be conducted in accordance with section 825.7 of the Employee and Labor Relations Manual. Upon receipt of this report, the installation head must ensure that it is posted in a conspicuous place, at or near the location of the deficiency, for three working days, or until the deficiency is satisfactorily abated, whichever is longer. Where it is not practicable to post the report near such places, it must be posted in a prominent place where it is readily observable by all affected employees for the same periods of time as specified above.

Installation Inspected	<input type="checkbox"/> Division Inspection <input type="checkbox"/> MSC Inspection <input type="checkbox"/> Other (Identify) _____	<input type="checkbox"/> Check One <input type="checkbox"/> Annual <input type="checkbox"/> Quarterly Fire <input type="checkbox"/> Semi-Annual	City, State and ZIP + 4	Inspection Date
Division/MSO Manager's Signature, Title, and Date				

**Abatement Committee (See 825.73, Elm for Procedures)**

Member's Name	Title	Office/Facility Represented
1.		
2.		
3.		
4.		
5.		
6.		
7.		

### Corrective Action Recommended on Safety Deficiencies

1. Item Number	2. Reference (OSHA, NFPA, etc.)	3. Description of Deficiencies and Recommended Corrective Action	4. Code (I, S, or N)	5. Abatement Date	6. Actual Completion Date	7. Office Responsible For Abatement

MEMORANDUM OF UNDERSTANDING  
BETWEEN THE  
UNITED STATES POSTAL SERVICE  
JOINT BARGAINING COMMITTEE

(American Postal Workers Union, AFL-CIO, and  
National Association of Letter Carriers, AFL-CIO)

The US\_ Postal Service and the American Postal Workers Union, AFL-CIO, and the National Association of Letter Carriers, AFL-CIO, agree to the attached changes to Section 825.7 of the Employee and Labor Relations Manual.

**825.7 Deficiencies**

**-71 Hazard Classifications**

...  
-72 Reporting. List deficiencies on **Form 1784C, Safety Deficiency Report**, include the standard or requirement violated, a description of the deficiency, and the classification of h-d, and send to the installation head of the facility inspected no later than 10 days after the *completion* of the closing conference. Send copies to the employee representative(s) who participated in the closing conference and/or the local safety and health committee.

**-73 Abatement Committee**

-73 All deficiencies determined to require more than 20 days to correct, must be reported immediately, along with the abatement plan through management channels to the District Manager, with a copy to the Regional Director, Employee and Labor Relations.

The old -735 is deleted,  
The old ,736 is renumbered ,735,  
The old ,737 is renumbered ,736.  
The old -738 is renumbered ,737.

-74 Posting. Immediately upon receipt by the installation head, that part of the Form 1784-C which applies to the unsafe condition must be conspicuously posted at or near the location of such condition until it has been abated, or for 3 working days, whichever is longer. The initial Form 1784-C must be removed and the amended Form 1784-C posted in its place immediately after the abatement committee has established abatement dates. In addition, a notice must be posted if any special procedures are in effect. Where, because of the nature of the facility's operations, it is not practicable to post the report at or near each such place, such report must be posted in a prominent place where it will be readily observed by all affected employees. Copies of Form 1784 will be maintained at the MSC safety office.

Date: Incorporated into December 24, 1984 Award.

## **EMERGENCY ACTION PLANS EXCERPTS FROM CHAPTER 8 OF THE ELM**

### **825 Safety and Health Inspections**

#### **825.1 Purpose**

825.11 The basic purpose of an inspection is to detect potential accident causes and thereby reduce the risk of accidents and injuries. Inspection categories are:

- a. General Conditions — housekeeping, lighting, walking, and working surfaces.
- b. Specific Hazards — machinery, equipment, guarding, chemicals, and tools.
- c. Fire Prevention — extinguishers, drills, emergency evacuation teams, and smoking.
- d. Motor Vehicle — training, vehicle condition, and operation.
- e. Work Practices — improper and unnecessary manual lifting, inefficient or dangerous work layouts and procedures, and improper use of equipment.
- f. Industrial hygiene and environmental health.

### **850 Fire Prevention and Control**

#### **851 Responsibilities**

##### **851.1 Installation Heads**

Installation heads are responsible for implementing a fire safety program for the protection of people, mail, and postal property. This program must include (but is not limited to) training, education, inspection, enforcement, drills, emergency evacuation teams, emergency action plans, and fire prevention plans as required in this Subchapter and in accordance with 29 CFR 1910, Subpart L.

##### **851.2 Managers**

Managers/supervisors are responsible for the safety of their operations and employees. They must be constantly on the alert for fire hazards and take immediate corrective action for any unsafe practice or condition. If immediate corrective measures are beyond their capabilities, managers must take immediate interim precautions to assure the safety of employees and the protection of the workplace. Conditions that cannot be corrected immediately must be reported to a higher authority for corrective action. Managers must ensure that proper housekeeping practices are maintained and that all employees are trained in the evacuation and emergency procedures of the installation, including building emergency alarm systems.

### **852.3 Emergency Action Plan**

852.31 Each postal facility having more than 10 employees on the rolls must maintain an emergency action plan. Safety personnel may provide advice and technical assistance, where needed, in the development of such plans. The plan must include designated actions which management and employees are to take to ensure the safety of employees and the protection of property from fire and other emergencies.

852.32 Include the following elements, as a minimum, in the Emergency Action Plan:

- a. Emergency escape procedures, graphic illustrations of emergency escape route assignments, and location of fire alarms and extinguishers.
- b. Specific procedures to be followed by employees who remain to operate or shut down critical building systems before they evacuate.
- c. Procedures to account for all employees after emergency evacuation has been completed.
- d. Details of any special assignments.
- e. The preferred means of reporting fires and other emergencies based upon local procedures and requirements.
- f. Names or regular job titles of persons or departments who can be contacted for further information or explanation of duties under the plan.

852.33 Post parts a and f of this plan in a prominent location.

### **852.5 Employee Training**

#### **852.51 General**

Employees must be instructed by their immediate supervisor in:

- a. The evacuation and emergency procedures of the installation.
- b. The use of fire-extinguishing equipment. (Employees whose work station is in, or adjacent to, high-hazard operations must be trained in the use of appropriate fire-extinguishing equipment for that specific operation.)
- c. Good housekeeping practices.
- d. The observance of smoking rules.

#### **852.52 Emergency Action Plan and Fire Prevention Plan Training**

- 852.521 Before implementing the emergency action plan, a sufficient number of employees will be designated and trained to assist in the execution of a safe and orderly emergency evacuation.
- 852.522 Before implementing the fire prevention plan, the immediate supervisor must inform all employees of the fire hazards in the work area to which they may be exposed.
- 852.523 The emergency action and fire prevention plans will be reviewed with each employee of the installation at the following times:

- a. When the plans are first developed.
- b. Whenever there is a change in employee responsibilities or designated actions under the plans.
- c. Whenever the plans are revised or, annually, if there has been no revision during the year.

852.524 The immediate supervisor must review with all newly assigned employees those parts of the plans which the employees must know to protect themselves in the event of an emergency.

852.525 The written plans must be kept at the workplace and be made available for employee review.

## **853 Alarm Systems and Extinguishers**

### **853.1 Alarm Systems**

853.11 Every postal facility must have an established employee alarm system that complies with OSHA Standard 29 CFR 1910, paragraph 165 and that includes:

1A warning which provides sufficient reaction time for safe escape of employees from the workplace, or the immediate work area, or both.

- b. The capability of being heard or seen above ambient noise or light levels by all employees in the affected areas of the workplace. Tactile devices may be used to alert employees who would not be able to recognize the audible or visual alarms.
- c. A distinctive and recognizable signal to evacuate the work area or to perform actions designated under the emergency action plan.
- d. Procedures for informing each employee of the preferred means of reporting emergencies, such as manual pull-box alarms, public address systems, radio, or telephones. The installation head must have emergency telephone numbers posted near telephones, on employee bulletin boards, and at other conspicuous locations where telephones serve as a means of reporting emergencies. Where a communication system also serves as the employee alarm system, all emergency messages must have priority over all nonemergency messages.
- e. Procedures for sounding emergency alarms in the workplace. For those installations with ten or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Such workplaces need not have a backup system.
- f. Maintenance and testing of employee alarm systems in compliance with appropriate NFPA and OSHA standards.

853.12 If the employee alarm system is also used for alerting emergency evacuation team members or for other purposes, a distinctive signal for each purpose must be used.

## **854 Emergency Evacuation Teams and Drills**

### **854.1 Emergency Evacuation Teams**

#### **4.11 Organization**

In installations having 10,000 square feet or more, an emergency evacuation team (EET) of postal employees must be maintained on each work tour. EETs may be maintained in smaller installations when warranted by the type of operations conducted. All postal installations having an organized EET must prepare and maintain a written policy statement which establishes the existence of EETs; its basic organizational structure; the type, amount, and frequency of training to be provided EET members; the expected number of members in the EET; and the functions that the EET is to perform at the facility. This statement may be a part of the fire prevention plan.

#### **854.18 Installations Without EETs**

In installations that do not have EETs, the installation head is responsible for ensuring that supervisors or employees are assigned the following functions in case of fire or other emergency:

- a. Notification of fire department, police, ambulance or other emergency services.

#### **854.2 Drills**

At least one emergency evacuation must be conducted annually on each work tour. The importance of fire drill training must be impressed upon all postal employees. In conducting fire drills, the following objectives must be met:

- a. Sounding of alarms and prompt notification of fire department, police or other emergency services.
- b. Orderly evacuation in minimum time.
- c. Security of mail, monies, receipts, and valuable papers.
- d. Emergency plan assignments by designated EET members.

#### **865 Emergencies**

##### **865.3 Posting**

Instructions to be followed in an emergency must be posted in medical/health units and on bulletin boards at appropriate places throughout the facility.



## OSHA REGIONS

### REGION 4

Kentucky

#### Regional Office

Atlanta Federal Center  
61 Forsyth Street, Southwest  
Room 6750  
Atlanta, Georgia 30303  
404-562-2300

#### Area Office

John C. Watts Federal Building  
Room 108  
330 West Broadway  
Frankfort, Kentucky 40601  
502-562-2300

### REGION 5

Indiana, Illinois, Michigan, Minnesota, Ohio, Wisconsin

#### Regional Office

230 South Dearborn Street  
Room 3244  
Chicago, Illinois 60604  
312-353-2220

#### Area Office(s)

**Indiana**  
46 East Ohio Street  
Room 422  
Indianapolis, Indiana 46204  
317-226-7290

**Illinois**  
1600 167<sup>th</sup> Street  
Suite 9  
Calumet City, Illinois 60409  
708-891-3800

2360 East Devon Avenue  
Suite 1010  
Des Plaines, Illinois 60018  
847-803-4800

344 Smoke Tree Business Park  
North Aurora, Illinois 60542  
630-896-8700

2918 West Willow Knolls Road  
Peoria, Illinois 61614  
309-671-7033

**Michigan**  
801 South Waverly Road  
Suite 306  
Lansing, Michigan 48917  
517-377-1892

**Ohio**  
36 Triangle Park Drive  
Cincinnati Ohio 45246  
513-841-4132

Federal Office Building  
Room 899  
1240 East 9<sup>th</sup> Street  
Cleveland, Ohio 44199  
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Federal Office Building  
Room 620  
200 North High Street  
Columbus Ohio 43215

Federal Office Building  
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Toledo, Ohio 43604  
419-259-7542

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Minneapolis, Minnesota 55415  
612-664-4560  
4802 East Broadway  
Madison, WI. 53716  
608-264-5388

#### Wisconsin

2618 North Ballard Road  
Appleton, WI. 54911  
414-734-4521  
Henry S. Reuss Building  
Room 1180  
310 West Wisconsin Avenue  
Milwaukee, WI. 53202

## **REGION 7**

Iowa, Kansas, Missouri, Nebraska

### **Regional Office**

City Center Square  
1100 Main Street  
Suite 800  
Kansas City, Missouri 64105  
816-426-5861

### **Area Office(s)**

**Iowa**  
210 Walnut Street  
Room 815  
Des Moines 50309  
515-284-4794

### **Kansas**

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301 North Main  
Wichita, Kansas 67202  
316-269-6644

**Missouri**  
6200 Connecticut Ave.  
Suite 100  
Kansas City, MO. 64120  
816-483-9531

911 Washington  
Avenue  
Room 420  
St. Louis, MO. 63101

**Nebraska**  
Overland-Wolf Building  
Room 100  
6910 Pacific Street  
Omaha, NE., 68106  
402-221-3182

## **REGION 8**

North Dakota, South Dakota

### **Regional Office**

1999 Broadway  
Suite 1690  
Denver, Colorado 80202  
303-844-1600

### **Area Office**

**North Dakota**  
Federal Office Building  
1640 East Capitol Avenue  
Bismark, North Dakota 58501  
701-250-4521

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listed on the JSA: "What changes in physical condition (for example, a change in tools, materials, location, or equipment), can eliminate the hazard or prevent the accident?"

**337.4** For each hazard or potential accident listed, ask yourself, "What should the employee do, or not do, to eliminate or minimize this particular hazard?"

**NOTE:** Be sure to check or test your proposed solutions by observing the job again and discussing the changes with the workers who do the job.

### **338 Using Your JSA**

**338.1** When you distribute the completed JSA, it is your responsibility to explain its contents to your employees.

**338.2** If necessary, give your employees further training so they will know exactly how to do the job—without accidents.

**338.3** New employees must be trained in basic job steps; a well-prepared JSA makes an effective guide for such training.

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

### **339 Updating Your JSA**

**339.1** No matter how good the job safety analyses are when first developed, JSAs can prevent accidents only if they are kept current and used.

**339.2** When is a JSA out-of-date? When it no longer works to prevent accidents. Time alone does not make a JSA obsolete. For example, a 10-year-old JSA could be as applicable to the specific job today as when it was first developed. Yet, a 2-year-old JSA for another job may already be obsolete.

**339.3** JSAs become outdated mainly because of a change in tools, equipment, or materials which cause a change in procedure.

**339.4** Whenever a job procedure changes and you neglect to revise the JSA accordingly, you increase the odds of having an accident.

