

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

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

Excerpts from the 1981 National Agreement Article on Safety and Health.

## CONTENTS

	Page
I. Membership	1
II. Terms of Membership	2
III. Orientation of Committee Members	2
IV. Duties and Responsibilities of Committee Members	2
A. All Committee Members	
B. Committee Officers	
C. Field Federal Safety and Health Councils	
V. Committee Meetings	6
VI. Order of Business	7
VII. Suggested Format for Minutes of Meeting	9

## 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. 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 the duties and responsibilities of committee members, on the basic elements of the safety and health program, on identification of hazards and unsafe conditions, and on reports and statistics reviewed and analyzed by 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 and health reports, statistics, accident reports
  2. Review of Forms 767, Report of Unsafe Condition or Practice.
  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 Date of Report  
Minutes of Meeting \_\_\_\_\_  
date

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)

Agenda Items:

Unfinished business: (Subject, action taken, etc.)

New business: (Subject, action taken, etc.)

Problem areas which should receive increased emphasis (Brief report and recommendations, if any)

Special Items: (This will include safety education presentations, results of on-the-spot inspections 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 each union and posted on employee bulletin boards.

LOCAL JOINT LABOR-MANAGEMENT  
SAFETY AND HEALTH COMMITTEE  
TRAINING PROGRAM

TO THE INSTRUCTOR:

This guide will assist you, the instructor, in the presentation of the Local Joint Labor-Management Safety and Health Committee Training Program.

It is expected that you will tailor your presentation to fit your local needs. Therefore, this guide provides you with an outline, basic information, and teaching suggestions. The rest is up to you. If your installation has particular problems you want the committee to focus on, or if any of the activities are not applicable to your installation, feel free to substitute problems or situations more appropriate to your facility. Spaces are left at the end of many sections of this guide for your own notes.

When conducting group activities, especially if the main group is broken into smaller groups, you should be sure to include both management and labor representatives in each group in order to encourage cooperation between committee members.

The time you allot for the class depends on the size of the class and the responses you are receiving. The course is designed to run from 4 - 8 hours.

## TRAINING AIDS:

Chalkboard or Flip Chart

Chalk - erasers

Marking pens

Pencils - paper pads

Opaque projector (optional - for use with Basic Human Needs Chart)

Sufficient copies of course materials to give one to each student (1767's, statistics package, employee suggestions, Basic Human Needs Chart, Problem/Task Assignment - all at end of Section III).

Copies of role plays in Section IV - one copy of each part for each half of the class.

Copies of Guidelines for Local Joint-Management Safety and Health Committees - one per student.

Copies of PS Form 1784 - one per student.

LOCAL JOINT LABOR-MANAGEMENT  
SAFETY AND HEALTH COMMITTEE  
TRAINING PROGRAM

PART/TITLE/SUMMARY	PAGE
I. <u>Introduction and Mechanics</u>	1
Welcome by SCM/PM; reporting training time; introduction of class members.	
II. <u>Why Have Safety Committees?</u>	2
Reasons for having committees; Headquarters committees; regional committees; local committees; meetings; membership; order of business; attitudes; duties and responsibilities of members.	
III. <u>Creating and Maintaining an Interest in Safety</u>	11
Determining areas in need of emphasis; reviewing 1767's; accident and injury reports and statistics; members' observations; reviewing training records; employee suggestions; basic human needs; creating interest in safety; developing a program.	
IV. <u>Reviewing and Enforcing Local Safety Rules</u>	20
Reasons people fail to follow safety rules; educating employees; role playing.	
V. <u>Inspection Module</u>	32
Inspection responsibilities; practice inspection.	



## SECTION I

### INTRODUCTION AND MECHANICS

- A. Welcome and introduction by SCM/PM or designee;  
Introduction of Instructor

NOTE : Welcome and introduction should include manager's position on safety and should explain that an effective local joint labor-management safety and health committee is necessary to make the program work.

- B. Reporting Requirements

NOTE : The Training Activity Report System (TARS) requires certain information from the participants for statistical and accounting purposes. A class roster and any form preparation should be accomplished at this time. Postal Employee Development Center Managers or other training personnel are available to assist you in this area.

- C. Introduction of Class Members

NOTE : Course plan provides for a great deal of group activity. Interaction among class members is desirable and will be encouraged by this getting-acquainted activity.

## SECTION II

### WHY HAVE SAFETY COMMITTEES?

#### References:

ELM 815.1

National Agreement - Article XIV, Sections 3-8

#### Training Materials Required:

Chalkboard or Flipchart

Opaque Projector (optional)

#### To Instructor:

The topic "Why Have Safety Committees?" can be covered by encouraging student participation. Ask course participants why they think safety committees exist and how they can be useful. As reasons and purposes are given, list them on the chalkboard or flip chart.

Items listed should include the following:

1. To discuss safety policies and procedures.
2. To provide for communication between management and employees on matters relating to safety and health.
3. To create and maintain an interest in safety.
4. To discover unsafe conditions and practices and determine how to eliminate them.

You should use the chalkboard or flip chart as needed to list important points. You should also encourage student participation whenever appropriate.

#### DISCUSSION WITH CLASS:

There are many reasons to have joint labor-management safety committees, but you should keep this thought in mind: The basic purpose of the local joint labor-management safety and health committee is to maintain an open channel of communication between employees, unions, and management concerning safety and health matters and to make certain that all employees in all areas of your installation have an opportunity to be represented.

Joint committees have considerable potential for reducing accidents, injuries, and illnesses. Management, unions, and employees can all become actively involved in and make positive contributions to the Postal Service's safety and health program. Information and suggestions can flow both ways, and ideas can be turned into actions. Committee meetings should be places where changes in programs, regulations, or processes and possible hazards can be discussed freely and openly. When several people with different areas of knowledge and expertise consider an issue together, creative and effective solutions can be produced. The joint labor-management committee concept stresses cooperation and a commitment to safety and health as a shared responsibility, and this idea is echoed in Section 1 of Article XIV of the National Agreement: "It is the responsibility of management to provide safe working conditions and to develop a safe working force.

The Unions will cooperate with and assist management to live up to this responsibility. "

Postal Service Joint Labor-Management Safety and Health Committees:

There are joint labor-management safety and health committees on three levels in the Postal Service. These are described specifically in the current National Agreement.

The Headquarters level committee meets quarterly and consists of one person from each of the unions and management representatives from appropriate Postal Service departments. It is the responsibility of this committee to evaluate and make recommendations on all aspects of the Postal Service's safety and health program, including:

1. Program adequacy.
2. Implementation of the program at the local level.
3. Studies being conducted for improving the work environment.

Postal Service management designates the chairperson and the unions may name a coordinator, who assists the chairperson in conducting the activities of the committee.

The Regional level committee also meets quarterly and discusses items and problems of a significant regional nature. Both management and the unions have the right to bring to any committee meeting up to two technical advisors. As with the Headquarters committee, the chairperson is designated by Postal Service management.

Local Joint Labor-Management Committees are discussed in Article XIV, Sections 4-8 of the current National Agreement. These committees are to be set up at each postal installation with 50 or more employees, and similar committees may be set up in installations with fewer than 50 employees.

Meetings of the local committee are held at least quarterly. They can be held at any other time that a committee member requests a meeting to discuss important problems or items. Such a request must be approved by the chairperson, but the request cannot be unreasonably denied. Each committee member must submit any items for the agenda to the committee's chairperson at least 3 days before the meeting. Note: Article XIV, Section 5, of the National Agreement, prohibits the discussion of individual grievances during committee meetings.

Membership: There is to be equal representation between the unions and management on the committee. Committee members serve three-year terms; at the discretion of their unions, members can succeed themselves. A member of the Health Unit will be invited to participate in the meeting when any agenda items relate to the activities of the Health Unit.

The chairperson of the committee is designated by Postal Service management. The duties and responsibilities of the chairperson and secretary are as follows:

## Chairperson

!

### Duties

!

Arrange for meeting place

Set times and dates for meetings

Notify members of meetings

Receive agenda items from members

Arrange agenda and program

Arrange for seating for all members

Review previous minutes and other materials before meetings

Coordinate gathering of all appropriate management reports,  
data and information to be reviewed by the committee.

Respond to members' requests for special meetings.

!

## Secretary

!

### Duties

Prepare minutes of meetings

Distribute minutes

Report on the status of recommendations made by the committee

Distribute agenda to members

(Secretary may assume chairperson's duties)

Effective Committee Meetings: Good safety committee meetings require careful planning. Notices of meetings should be sent to each member

and, whenever possible, members should be provided with an agenda prior to the meeting.

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

Here is a suggested order of business that can be used to conduct safety meetings:

1. Call to order. The chairperson should call the meeting to order promptly at the designated time.
2. Roll call by the secretary. Names of members and others present should be recorded.
3. Introduction of any visitors.
4. Minutes of the previous meeting should be read and any needed corrections made.
5. Unfinished business. All matters on which no definite decisions have been made are brought up for reconsideration.
6. New business.
  - a. Review of reports, statistics, accidents, etc.
  - b. Review of 1767's.
  - c. Review of employee suggestions.
  - d. Discussion and resolution of any other items or problems relating to safety and health.
  - e. Review of safety rules.
  - f. Review of progress of safety and health program, etc.

7. 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 professional, etc.
8. Adjournment.

Safety Attitudes: Part of your function as a safety committee member is to set a good example for your co-workers, be they management or craft employees. Your attitude toward safety is reflected in the way you act. Because you are a member of the safety committee, people will be aware of your actions, and your behavior and attitude will, to some extent, influence theirs. If committee members take safety shortcuts and ignore safety rules, others will too. It's up to you to set an example, and your attitude toward safety and health will determine whether it is a good or a bad example. Some specific suggestions are:

1. Observe all safety and fire protection rules.
2. Wear personal protective clothing and equipment where required.
3. Be enthusiastic about safety and fire protection.

#### Responsibilities and Duties of Local Safety and Health Committee

##### Members:

As an advisory group, the local committee will assist management and the unions with their responsibilities for implementation of an



effective safety and health program. Committee members have the following responsibilities:

1. Attend all scheduled meetings.
2. Create and maintain an interest in safety and health and thereby help reduce accidents.
3. Review local safety and health rules and assist management with the enforcement of these rules.
4. Monitor progress of accident prevention and health activities and, when necessary, make recommendations for improvement to the installation head.
5. Determine program areas which should have 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 - Reports 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 Injury Compensation 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. One union representative from the committee may be designated to accompany management boards appointed by an RPMG or a District Manager to investigate fatal or serious industrial accidents (noncriminal or nonvehicular) involving postal employees.
13. The union representatives from the committee may participate in the semiannual inspections conducted by safety personnel in the main facility of each MSC and BMC, provided the union represents employees at the facility being inspected.
14. The union representatives from the committee may participate in inspections of any main facilities, post offices, MSCs, BMCs stations, branches or other installations having 100 or more man years of employment in the regular work force, provided that the unions represent employees at that facility and that the representatives are domiciled at the facility being inspected.
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.

### Section III

#### CREATING AND MAINTAINING AN INTEREST IN SAFETY

TO THE INSTRUCTOR:

Copies of the Problem/Task Assignments, statistics and suggestions referred to in the discussion below are located at the end of this chapter.

#### DISCUSSION WITH CLASS:

The basic and most important function of any safety and health committee is to create and maintain an interest in safety and health and thereby help reduce accidents. Because every possible hazardous condition or unsafe act cannot be anticipated, all employees must frequently use their own imaginations, common sense and self-discipline to protect themselves. Employees must be encouraged to think beyond their immediate work procedures in order to act safely in questionable situations when they are "on their own." If an interest in safety has been created and is being maintained in a postal facility, this objective can be met.

Most of the joint labor-management safety committee's duties and responsibilities, which we outlined earlier, can lead directly to creating and maintaining interest in safety. Discussing all matters relating to employee safety and health and making recommendations for improvement to the installation head, determining program areas which should have increased emphasis and making recommendations regarding such areas, and monitoring the progress of accident prevention and Health activities are responsibilities which will help the committee decide where to focus its efforts for promoting safety. In addition,

several more of the committee's responsibilities will help you zero in on specific areas which need attention.

---

Instructor should list the  
responsibilities outlined below  
on flip chart or chalkboard

---

1. For instance, one of the committee's duties is to review Form 1767 Report of Unsafe Condition or Practice, and the responses or corrective action taken. In reviewing these forms, of course, you will be able to decide if proper, effective action has been taken. In addition, you can identify specific areas which may need attention. Are certain hazards reported frequently on the 1767's? Are a number of hazards being reported from one or a few specific areas in the facility? You should keep questions such as these in mind when reviewing 1767's.

---

Instructor should now hand out copies of  
1767's and lead class in reading, discussing and  
evaluating them. Because 1767's vary widely,  
several examples should be chosen from the  
instructor's installation. For training pur-  
poses, any names or other identifying data  
should be deleted. Remind the class that names  
may appear on these forms, and that complainants'  
privacy should be maintained.

---

2. Another method of determining the areas that need emphasis is reviewing accident and injury reports and statistics. In reviewing the accident and injury reporting statistics for your facility, you should look for any trends and also for any statistics which are unusual or which stand out. Not only should you be able to use these statistics to identify problem areas, but they will also be useful in determining what effect the existing safety promotion programs are having. The accident reporting statistics for each accounting period should be compared to previous accounting period reports, and to the reports for the same period last year.

---

Instructor should hand out copies of
statistics package and lead class in
discussing and evaluating them.

Similarly, accident and injury reports provide a good source of information to help the committee identify problem areas or items which need attention. During the CONCERN program training, you learned and practiced how to prepare a Form 1769, Accident Report. When the report is filled out accurately and completely, the committee, in analyzing the statistical reports, can determine methods and techniques for the prevention of future accidents.

3. Your own observations can be important in locating areas for which an increased emphasis on safety and health is needed. For example, do you see housekeeping problems throughout the postal facility? Or maybe you've observed someone failing to observe the lockout rules. These types of problems may indicate the need for renewal of interest in safety. Your CONCERN training has given you a good background for observing unsafe conditions and practices.
  
4. The committee should review safety and health training records to make sure that all employees are receiving appropriate training. If the committee notes problems in this area, recommendations should be made to the installation head. In addition, a promotional campaign may be necessary to draw attention to the need for training.
  
5. Finally, employees' suggestions may give the committee some ideas on areas where interest in safety and health needs to be developed and maintained. One of the committee's responsibilities is to review these suggestions, which may indicate problem areas or items in the postal installation.

You should hand out copies of suggestions and lead the class in discussing and evaluating them. Each suggestion should be evaluated for both advantages and disadvantages. Questions the participants may need to ask themselves are listed below for each suggestion.

---

Suggestion #1 from Ted G. Ackerman:

1. How often must the cameras be serviced?
2. What are the likely injuries if a mechanic does fall off?
3. Should guardrails be around the whole roof or just around the cameras?
4. Are there alternate methods (such as installing a means to tie off and providing safety belts and lanyards for the mechanics) which will accomplish the same purpose? Will they be more or less costly?
5. Will guardrails impair the use of the cameras?

Suggestion #2 from Marie S. Woodson:

1. What are the advantages of putting plastic inserts on the receptacles on electrical outlet? (Answers can include: elimination of shock hazard to children; inserts are inexpensive; inserts can save energy by reducing air infiltration through exterior walls.)

2. What are the disadvantages? (Answers can include: inserts can be easily removed and not put back; inserts must be routinely removed for custodial personnel to run buffers, etc.)
3. What is the likelihood of an injury?

Suggestion #3 from Carlos Lorca:

1. Which suggested method would be better and why?
2. What, if any, are the advantages of implementing this suggestion?
3. What, if any, are the disadvantages?
4. Are existing cautionary measures sufficient? (Cautionary measures may include use of emergency blinkers, unique color scheme of postal vehicles, etc.)

DISCUSSION WITH CLASS:

Once the committee has identified needs for increased efforts to create or maintain an interest in safety, it must develop a plan or program for doing so. To be effective, a program for maintaining interest in safety must be based on needs. Preliminary planning and determining of objectives is essential. Activities should be selected so they yield the desired results, not just because they will be popular. To develop suitable activities and promotional material, the needs of both supervisors and employees must be known. The proper choice of promotional activities depends on an understanding of basic human needs and emotions.

---

| Instructor should pass out chart or |  
| use opaque projector to display it. |



These basic interest factors are forms of motivation common to all employees:

#### BASIC HUMAN INTERESTS AND CORRESPONDING ACTIVITIES

##### Basic Interest Factors

##### Ways to Use These Factors

Fear of painful injury, death, loss of income, family hardship, group disapproval or ridicule, supervisory criticism.

Visual Material: emotional or shocker posters, dramatic films, pictures and reports of serious injuries on bulletin boards or in office newsletters.

Pride in safe workmanship, in good records, both individual and group.

Recognition for individual and group achievement, trophies, personal awards, letters of appreciation.

Recognition: desire for approval of others in group or family, for praise from supervisors.

Publicity: photos and stories in postal or community papers or on bulletin boards

Participation: desire "to be one of the gang," "to get in the act."

Group and Individual Activities: suggestion plans, safety stunts, campaigns.

Competition: desire to win over others.

Contests with attractive awards.

##### Financial Gain

Monetary Awards through suggestion systems, contests.

### DISCUSSION WITH CLASS:

Ideas for maintaining safety often use humor to good advantage. It's important, though, to keep the humor light; ridicule is likely to produce resentment rather than having a positive effect.

A positive, constructive approach is usually better than a negative one, although on some occasions the negative approach may be more dramatic and therefore more effective.

Variety is essential. Often a simple change can stimulate renewed interest. The activity itself may not be more effective, but the new form can stimulate thought, discussion and interest.

### TO THE INSTRUCTOR:

You should now distribute one of the Problem/Task Assignment sheets to the class. If necessary, the class may be divided into two or more groups working independently. Give the participants ample time (45 minutes to 1 hour is recommended) to develop their programs. Instruct the groups to be very specific; for example, if the groups want to use posters, they should decide the wording and art or photography they want on them. When the programs are finished, each group should present its program and the instructor and class should evaluate it. Questions that should be answered include:

1. What are the objectives of the program?
2. How does each activity meet the objective?
3. To what basic human interest does each activity appeal?
4. In what way will each activity increase interest?

## Problem/Task Assignment A

Problem: Recent statistics reviewed by your committee have indicated an increased amount of motor vehicle accidents. The Accident Reports show that, in many cases, the drivers were not wearing their seat belts, and several of them were seriously injured. Members of the committee have themselves observed drivers of postal vehicles driving without seat belts on. The committee has decided to develop a program to increase interest in motor vehicle safety and in the wearing of seat belts.

Task: Develop a program to create and maintain interest in motor vehicle safety and the wearing of seat belts.

## Problem/Task Assignment B

Problem: Recent statistics and accident reports reviewed by your committee have indicated an increase in the number of slips, trips and falls. In several cases, people have been hurt badly. Members of the committee have observed numerous housekeeping problems throughout the facility. The committee has decided to develop a program to increase interest in better housekeeping and thereby reduce slips, trips and falls.

Task: Develop a program to create and maintain interest in good housekeeping and to reduce slips, trips and falls.

DISTRICT: 30	ATLANTA DISTRICT								
MSC : 300	ATLANTA GA								
FINANCE#: 12-0440	ATLANTA	GA							
			MAIL PROCESSING		CUSTOMER SERVICES		TOTALS		
			CURR PERIOD	YEAR-TO-DATE	CURR PERIOD	YEAR-TO-DATE	CURR PERIOD	YEAR-TO-DATE	
POSTAL EXPERIENCE AND RATES:									
TOTAL NUMBER OF ACCIDENTS			11	13	13	23	26	38	
TOTAL NUMBER OF ACCIDENTS-SPLY			2	9	16	26	18	35	
NUMBER OF INJURIES (NOT INCLUDING 1ST AID)			7	9	7	16	14	25	
FIRST AID INJURIES			4	4	1	1	5	5	
TOTAL INJURIES			11	13	8	17	19	30	
NO. OF LOST WORK DAY INJ (INCLUDING FATALS)			5	6	6	14	11	20	
NUMBER OF FATALS			0	0	0	0	0	0	
NO. OF NO LOST WORK DAY INJURIES			2	3	1	2	3	5	
CALENDER DAYS LOST			113	126	123	263	236	409	
WORK DAYS LOST			81	90	88	202	169	292	
MANHOURS OF EXPOSURE			306,422	626,768	249,500	513,286	586,908	1,204,700	
LOST WORK DAY INJ. PER 200,000 MANHOURS			3.3	1.9	4.8	5.5	3.7	3.3	
LOST WORK DAY INJ. PER 200,000 MANHOURS-SPLY			0.0	0.9	4.1	2.8	1.7	1.6	
POSTAL SERV. INDUSTRIAL ACCIDENTS-PROPERTY COSTS:									
TOTAL NUMBER OF ACCIDENTS			11	13	9	18	21	32	
TOTAL NUMBER OF ACCIDENTS-SPLY			2	8	9	17	11	25	
NUMBER OF FATALS			0	0	0	0	0	0	
NON-FATAL LOST WORK DAY INJURIES			5	6	6	14	11	20	
NON-LOST WORK DAY INJURIES			2	3	1	2	3	5	
EVALUATED PROPERTY DAMAGE			\$0	\$150	\$250	\$250	\$425	\$575	
POSTAL SERV. M/V EXPERIENCE, RATES, PROP. COSTS:									
TOTAL NUMBER OF ACCIDENTS			0	0	4	5	5	6	
TOTAL NUMBER OF ACCIDENTS-SPLY			0	1	7	9	7	10	
NUMBER OF FATALS			0	0	0	0	0	0	
NUMBER OF INJURIES			0	0	0	0	0	0	
ACCIDENT COSTS, PROPERTY, NO FIRE INVOLVED			\$0	\$0	\$3,275	\$3,550	\$3,575	\$3,850	
ACCIDENT COSTS, FIRE INVOLVED			\$0	\$0	\$0	\$0	\$0	\$0	
TOTAL NUMBER OF MILES DRIVEN					455,180	872,201	455,180	872,201	
ACCIDENTS PER MILLION MILES DRIVEN					8.8	5.7	11.0	6.9	
ACCIDENTS PER MILLION MILES DRIVEN-SPLY					19.3	12.4	19.3	13.8	
COSTS OF PROPERTY DAMAGE:									
INDUSTRIAL ACCIDENTS PROPERTY DAMAGE COSTS			\$0	\$150	\$250	\$250	\$425	\$575	
MOTOR VEHICLE PROPERTY DAMAGE COSTS			\$0	\$0	\$3,275	\$3,550	\$3,575	\$3,850	
TOTAL DAMAGE COSTS			\$0	\$150	\$3,525	\$3,800	\$4,000	\$4,425	
FIRE EXPERIENCE AND COSTS									
NUMBER OF FIRES			0	0	0	0	0	0	
NUMBER OF DEATHS			0	0	0	0	0	0	
NUMBER OF INJURIES			0	0	0	0	0	0	
COST OF PROPERTY DAMAGE			\$0	\$0	\$0	\$0	\$0	\$0	
OTHER POSTAL DATA									
NUMBER OF EMPLOYEES			2,270	2,270	1,651	1,648	4,127	4,125	
ACCIDENTS PER 100 EMPLOYEES			0.5	0.6	0.8	1.4	0.6	0.9	
PAID COSTS PER 100 EMPLOYEES			\$0	\$7	\$213	\$230	\$97	\$107	
INJURIES PER 100 EMPLOYEES (NOT INCL. 1ST AID)			0.3	0.4	0.4	1.0	0.3	0.6	
INJURIES PER 200,000 MANHOURS (NOT INCL. 1ST AID)			4.6	2.9	5.6	6.2	4.8	4.2	
NON-POSTAL TOTAL INJURIES INCLUDING FATALS			0	0	0	0	0	0	
NON-POSTAL NUMBER OF FATALS			0	0	0	0	0	0	
COST OF TORT CLAIMS							\$8,941	\$9,401	

DISTRICT: 3D ATLANTA DISTRICT  
MSC : 300 ATLANTA GA  
FINANCE#: 12-0440 ATLANTA GA

	MAIL PROCESSING		CUSTOMER SERVICES		TOTALS	
	CURR PERIOD	YEAR-TO-DATE	CURR PERIOD	YEAR-TO-DATE	CURR PERIOD	YEAR-TO-DATE
<b>POSTAL EXPERIENCE AND RATES:</b>						
TOTAL NUMBER OF ACCIDENTS	9	22	19	44	29	67
TOTAL NUMBER OF ACCIDENTS-SPLY	7	16	25	51	36	71
NUMBER OF INJURIES (NOT INCLUDING 1ST AID)	8	17	12	28	21	46
FIRST AID INJURIES	1	5	5	6	6	11
TOTAL INJURIES	9	22	17	34	27	57
NO. OF LOST WORK DAY INJ (INCLUDING FATALS)	4	10	10	24	15	35
NUMBER OF FATALS	0	0	0	0	0	0
NO. OF NO LOST WORK DAY INJURIES	4	7	2	4	6	11
CALENDAR DAYS LOST	89	215	228	511	352	761
WORK DAYS LOST	63	153	162	364	250	542
MANHOURS OF EXPOSURE	332,011	958,954	264,675	778,031	628,988	1,833,852
LOST WORK DAY INJ. PER 200,000 MANHOURS	2.4	2.1	7.6	6.2	4.8	3.8
LOST WORK DAY INJ. PER 200,000 MANHOURS-SPLY	1.7	1.2	3.0	2.9	2.4	1.9

**POSTAL SERV. INDUSTRIAL ACCIDENTS-PROPERTY COSTS:**

TOTAL NUMBER OF ACCIDENTS	9	22	16	35	26	58
TOTAL NUMBER OF ACCIDENTS-SPLY	6	14	17	34	26	51
NUMBER OF FATALS	0	0	0	0	0	0
NON-FATAL LOST WORK DAY INJURIES	4	10	10	24	15	35
NON-LOST WORK DAY INJURIES	4	7	1	3	5	10
EVALUATED PROPERTY DAMAGE	\$0	\$150	\$0	\$425	\$0	\$575

**POSTAL SERV. M/V EXPERIENCE, RATES, PROP. COSTS:**

TOTAL NUMBER OF ACCIDENTS	0	0	3	9	3	9
TOTAL NUMBER OF ACCIDENTS-SPLY	1	2	8	17	10	20
NUMBER OF FATALS	0	0	0	0	0	0
NUMBER OF INJURIES	0	0	1	1	1	1
ACCIDENT COSTS, PROPERTY, NO FIRE INVOLVED	\$0	\$0	\$2,350	\$6,200	\$2,350	\$6,200
ACCIDENT COSTS, FIRE INVOLVED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL NUMBER OF MILES DRIVEN			440,232	1,312,433	440,232	1,312,433
ACCIDENTS PER MILLION MILES DRIVEN			6.8	6.9	6.8	6.9
ACCIDENTS PER MILLION MILES DRIVEN-SPLY			22.0	15.6	27.6	18.4

**COSTS OF PROPERTY DAMAGE:**

INDUSTRIAL ACCIDENTS PROPERTY DAMAGE COSTS	\$0	\$150	\$0	\$425	\$0	\$575
MOTOR VEHICLE PROPERTY DAMAGE COSTS	\$0	\$0	\$2,350	\$6,200	\$2,350	\$6,200
TOTAL DAMAGE COSTS	\$0	\$150	\$2,350	\$6,625	\$2,350	\$6,775

**FIRE EXPERIENCE AND COSTS**

NUMBER OF FIRES	0	0	0	0	0	0
NUMBER OF DEATHS	0	0	0	0	0	0
NUMBER OF INJURIES	0	0	0	0	0	0
COST OF PROPERTY DAMAGE	\$0	\$0	\$0	\$0	\$0	\$0

**OTHER POSTAL DATA**

NUMBER OF EMPLOYEES	2,291	2,277	1,660	1,652	4,152	4,134
ACCIDENTS PER 100 EMPLOYEES	0.4	1.0	1.1	2.7	0.7	1.6
PAID COSTS PER 100 EMPLOYEES	\$0	\$7	\$142	\$401	\$57	\$164
INJURIES PER 100 EMPLOYEES (NOT INCL. 1ST AID)	0.3	0.7	0.7	1.7	0.5	1.1
INJURIES PER 200,000 MANHOURS (NOT INCL. 1ST AID)	4.8	3.5	9.1	7.2	6.7	5.0
NON-POSTAL TOTAL INJURIES INCLUDING FATALS	0	0	0	0	0	0
NON-POSTAL NUMBER OF FATALS	0	0	0	0	0	0
COST OF TORT CLAIMS					\$5,194	\$14,595

DISTRICT: 3D ATLANTA DISTRICT  
MSC : 300 ATLANTA GA  
FINANCE#: 12-0440 ATLANTA GA

	MAIL PROCESSING		CUSTOMER SERVICES		TOTALS	
	CURR PERIOD	YEAR-TO-DATE	CURR PERIOD	YEAR-TO-DATE	CURR PERIOD	YEAR-TO-DATE
POSTAL EXPERIENCE AND RATES:						
TOTAL NUMBER OF ACCIDENTS	10	32	19	63	31	98
TOTAL NUMBER OF ACCIDENTS-SPLY	7	23	17	68	26	97
NUMBER OF INJURIES (NOT INCLUDING 1ST AID)	9	26	7	35	18	64
FIRST AID INJURIES	1	6	3	9	4	15
TOTAL INJURIES	10	32	10	44	22	79
NO. OF LOST WORK DAY INJ (INCLUDING FATALS)	6	16	6	30	14	49
NUMBER OF FATALS	0	0	0	0	0	0
NO. OF NO LOST WORK DAY INJURIES	3	10	1	5	4	15
CALENDAR DAYS LOST	186	401	134	645	386	1,147
WORK DAYS LOST	133	286	96	460	276	818
MANHOURS OF EXPOSURE	288,792	1,248,083	245,315	1,023,620	563,492	2,397,955
LOST WORK DAY INJ. PER 200,000 MANHOURS	4.2	2.6	4.9	5.9	5.0	4.1
LOST WORK DAY INJ. PER 200,000 MANHOURS-SPLY	1.2	1.2	4.7	3.4	3.3	2.3

## POSTAL SERV. INDUSTRIAL ACCIDENTS-PROPERTY COSTS:

TOTAL NUMBER OF ACCIDENTS	10	32	12	47	24	82
TOTAL NUMBER OF ACCIDENTS-SPLY	7	21	9	43	18	69
NUMBER OF FATALS	0	0	0	0	0	0
NON-FATAL LOST WORK DAY INJURIES	6	16	6	30	14	49
NON-LOST WORK DAY INJURIES	3	10	1	4	4	14
EVALUATED PROPERTY DAMAGE	\$0	\$150	\$805	\$1,230	\$805	\$1,380

## POSTAL SERV. M/V EXPERIENCE, RATES, PROP. COSTS:

TOTAL NUMBER OF ACCIDENTS	0	0	7	16	7	16
TOTAL NUMBER OF ACCIDENTS-SPLY	0	2	8	25	8	28
NUMBER OF FATALS	0	0	0	0	0	0
NUMBER OF INJURIES	0	0	0	1	0	1
ACCIDENT COSTS, PROPERTY, NO FIRE INVOLVED	\$0	\$0	\$4,125	\$10,325	\$4,125	\$10,325
ACCIDENT COSTS, FIRE INVOLVED	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL NUMBER OF MILES DRIVEN			405,262	1,717,695	405,262	1,717,695
ACCIDENTS PER MILLION MILES DRIVEN			17.3	9.3	17.3	9.3
ACCIDENTS PER MILLION MILES DRIVEN-SPLY			22.0	17.2	22.0	19.3

## COSTS OF PROPERTY DAMAGE:

INDUSTRIAL ACCIDENTS PROPERTY DAMAGE COSTS	\$0	\$150	\$805	\$1,230	\$805	\$1,380
MOTOR VEHICLE PROPERTY DAMAGE COSTS	\$0	\$0	\$4,125	\$10,325	\$4,125	\$10,325
TOTAL DAMAGE COSTS	\$0	\$150	\$4,930	\$11,555	\$4,930	\$11,705

## FIRE EXPERIENCE AND COSTS

NUMBER OF FIRES	0	0	2	2	2	2
NUMBER OF DEATHS	0	0	0	0	0	0
NUMBER OF INJURIES	0	0	0	0	0	0
COST OF PROPERTY DAMAGE	\$0	\$0	\$805	\$805	\$805	\$805

## OTHER POSTAL DATA

NUMBER OF EMPLOYEES	2,273	2,276	1,660	1,654	4,134	4,134
ACCIDENTS PER 100 EMPLOYEES	0.4	1.4	1.1	3.8	0.7	2.4
PAID COSTS PER 100 EMPLOYEES	\$0	\$7	\$297	\$698	\$119	\$283
INJURIES PER 100 EMPLOYEES (NOT INCL. 1ST AID)	0.4	1.1	0.4	2.1	0.4	1.5
INJURIES PER 200,000 MANHOURS (NOT INCL. 1ST AID)	6.2	4.2	5.7	6.8	6.4	5.3
NON-POSTAL TOTAL INJURIES INCLUDING FATALS	0	0	0	0	0	0
NON-POSTAL NUMBER OF FATALS	0	0	0	0	0	0
COST OF TORT CLAIMS					\$5,1	\$19,941

# U.S. POSTAL SERVICE SUGGESTION

OFFICE USE ONLY  
DATE REC'D BY CONTROL  
OFFICE  
SUGGESTION CONTROL NO

**INSTRUCTIONS TO SUGGESTOR:** Describe your ideas for improvement on this form, using a separate form for each idea.

**NAME OF SUGGESTOR** (Last name-first name-middle initial. Please print)

Mr. Ackerman, Ted G.

**HOME ADDRESS** (Street, City, State and ZIP Code)

**POSITION TITLE AND PAY LOCATION**

Gen. Mechanic

**SALARY LEVEL**

**SOCIAL SECURITY NO**

**NAME OF SUPERVISOR AND PAY LOCATION**

**POSTAL INSTALLATION** (Name, City and ZIP Code)

**SUBJECT OF SUGGESTION**

Safety on the roof of the Bulk Mail Center

The review by the USPS of the suggestion and suggestor's acceptance of a cash award shall constitute an agreement that the use by the U.S. Postal Service of any idea, method, or device for which the award is made shall not form the basis of a further claim of any nature upon the U.S. Postal Service by the employee, the employee's heirs or assigns.

**SIGNATURE OF SUGGESTOR**

**DATE**

**THE SITUATION AS IT NOW EXISTS** (Briefly describe the present procedure, condition, etc., which you believe should be changed or improved. Use separate sheet if necessary.)

Maintenance mechanics have to service 3 closed circuit TV cameras on the BMC roof. The cameras are close to the edge of the roof and if it is rainy or icy, it is possible for the mechanics to slip and fall off the edge. Usually 2 mechanics work on these cameras.

**YOUR PROPOSAL FOR CHANGE OR IMPROVEMENT** (State your recommendation as clearly as possible. Be sure to make a specific proposal. Tell how as well as what should be done. Continue your proposal on a separate sheet if necessary and add drawings or pictures as appropriate.)

Put standard guardrails around the whole roof or at least around the cameras.

Maintenance men will not be in danger of falling off the roof, and the Postal Service will not have to pay workmen's compensation to them.

### HOW TO SELL YOUR IDEA

A suggestion is a constructive proposal, submitted in writing by an active employee which describes a weakness in the present way of doing something, and then recommends a change to improve service, to do a job better faster or at less cost, or to conserve materials.

THESE ARE NOT SUGGESTIONS under this program:

1. Submissions which merely call attention to a problem, but offer no solution.
2. Ideas relating to negotiable matters in union contracts.
3. Recommendations on employee off-the-job activities.
4. Proposals on benefits to employees, (credit unions, working conditions, parking, transportation).
5. Requests for the mere extension of accepted or routine safety practices.
6. Demand for routine repair or maintenance.
7. Philatelic matters relating to a new stamp.
8. Proposals for the clarification of a regulation.
9. Ideas or designs for a poster slogan, or advertising matter.
10. Proposals for changes in postal rates and fees.
11. Recommendations for the minor modification of a printed form. (Note: This does not rule out the acceptability of a legitimate change in procedure, involving a new or revised form as a necessary tool to make it work.)
12. Corrections of obvious errors in published directives; or the updating of items with changes in titles, organization designations, or addresses on forms and printed matter to accompany organizational changes.

NOTE: The above listing is not to be read as denying the merit of any such ideas or proposals. The purpose is merely to exclude them from processing through the Suggestion Program. Such matters are to be handled, instead, through the channels of communication that are normal to the appropriate offices of technical responsibility.

CREDIT FOR AN ADOPTED SUGGESTION WILL BE GRANTED TO THE SUGGESTION THAT TRIGGERS ACTION, not to past suggestions which did not gain acceptance.

IN WRITING UP YOUR SUGGESTION - A well organized, clear and complete presentation of your idea and its expected benefits is the best insurance for getting it accepted.

THE SITUATION - In this space identify the problem. State just what is now being done. Give the reader an understanding of the current practice and the background on the problem.

YOUR PROPOSAL - Explain your proposed solution. Be as explicit and complete as possible. Point out how the new practice would differ, and how it will achieve the benefits you expect.

SAVINGS/BENEFITS - List the benefits the Postal Service might expect from adopting your proposal. Show facts and figures for:

#### A. BENEFITS THAT CAN BE MEASURED

Identify any savings in time, labor, equipment, materials, space, etc. If possible, turn savings into a dollar amount.

#### B. BENEFITS THAT CAN'T BE MEASURED

Describe as best you can any benefits that can't be expressed in terms of dollars. These might include better service to the public, improved quality, safer working conditions, etc. Be sure to tell who will benefit and how.

### CASH AWARD SCALE

#### Measurable Benefits

\$ 250 - \$ 999	\$ 25 first \$ 250 + \$5 ea. added \$ 50.
\$ 1,000 - \$ 9,999	\$ 100 first \$ 1,000 + \$5 ea. added \$ 100.
\$ 10,000 - \$19,999	\$ 550 first \$ 10,000 + \$5 ea. added \$ 200.
\$ 20,000 - \$49,999	\$ 800 first \$ 20,000 + \$5 ea. added \$1000.
\$100,000 - or more	\$1,200 first \$100,000 + \$5 ea. added \$5000.

#### Amount of Awards

#### Nonmeasurable Benefits

#### Amount of Awards

#### APPLICATION

Local	-----	\$ 25.00
District	----- (Additional)	50.00
Region	----- (Additional)	75.00
Service-wide	----- (Additional)	100.00
(Maximum award for service-wide application \$250.00)		

The collection of this information is authorized by 5 USC 45. This information will be used to evaluate employee suggestions and in granting awards for adopted suggestions. As a routine use, this information may be disclosed to a congressional office at your request, to the OMB for review of private relief legislation, to a labor organization as required by the NLRA, to the Civil Service Commission as part of an EEO investigation, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, you may not receive proper credit for a suggestion submitted by you that is implemented.



# SUGGESTION

OFFICE USE ONLY

DATE REC'D BY CONTROL OFFICE

SUGGESTION CONTROL NO.

INSTRUCTIONS TO SUGGESTOR: Describe your ideas for improvement on this form, using a separate form for each idea.

NAME OF SUGGESTOR (Last name-first name-middle initial. Please print)

Mrs. Woodson, Marie S.

HOME ADDRESS (Street, City, State and ZIP Code)

POSITION TITLE AND PAY LOCATION

Clerk/Steno

SALARY LEVEL

SOCIAL SECURITY NO.

NAME OF SUPERVISOR AND PAY LOCATION

POSTAL INSTALLATION (Name, City and ZIP Code)

SUBJECT OF SUGGESTION

Plastic Inserts for Receptacles on Electrical Outlets

The review by the USPS of the suggestion and suggestor's acceptance of a cash award shall constitute an agreement that the use by the U.S. Postal Service of any idea, method, or device for which the award is made shall not form the basis of a further claim of any nature upon the U.S. Postal Service by the employee, the employee's heirs or assigns.

SIGNATURE OF SUGGESTOR

DATE

THE SITUATION AS IT NOW EXISTS (Briefly describe the present procedure, condition, etc., which you believe should be changed or improved. Use separate sheet if necessary.)

Today I observed a child playing with his mother's metal long-handled comb, while waiting for his mother who was taking care of business at a window in the lobby of the GMF. The child was sitting on the floor. Close by was an electrical outlet. Knowing how inquisitive children are, I feared what might happen. I waited a few minutes until the mother was through with her transaction and her undivided attention was on her child. This time nothing happened, but what about the next time?

YOUR PROPOSAL FOR CHANGE OR IMPROVEMENT (State your recommendation as clearly as possible. Be sure to make a specific proposal. Tell how as well as what should be done. Continue your proposal on a separate sheet if necessary and add drawings or pictures as appropriate.)

I feel that in the interest of safety to children accompanying our public, it is imperative that this suggestion be followed through. There are electrical outlets by the window clerks in the Service Lobby and also in the Lobby where the Xerox machine is located.

We all know what would have happened if that child had inserted the tail of the metal comb in the electrical outlet!

Electrical outlets, if not already protected by inserts in lobbies of our Stations/Branches, Associate Offices, and even Region-wide, should have plastic inserts installed.

We owe this to our patrons and their children.

# This suggestion could possibly save a child's life.

## HOW TO SELL YOUR IDEA

A suggestion is a constructive proposal, submitted in writing by an active employee which describes a weakness in the present way of doing something; and then recommends a change to improve service, to do a job better faster or at less cost; or to conserve materials.

THESE ARE NOT SUGGESTIONS under this program:

1. Submissions which merely call attention to a problem, but offer no solution.
2. Ideas relating to negotiable matters in union contracts.
3. Recommendations on employee off-the-job activities.
4. Proposals on benefits to employees, (credit unions, working conditions, parking, transportation).
5. Requests for the mere extension of accepted or routine safety practices.
6. Demand for routine repair or maintenance.
7. Philatelic matters relating to a new stamp.
8. Proposals for the clarification of a regulation.
9. Ideas or designs for a poster slogan, or advertising matter.
10. Proposals for changes in postal rates and fees.
11. Recommendations for the minor modification of a printed form. (Note: This does not rule out the acceptability of a legitimate change in procedure involving a new or revised form as a necessary tool to make it work.)
12. Corrections of obvious errors in published directives; or the updating of items with changes in titles, organization designations, or addresses on forms and printed matter to accompany organizational changes.

NOTE: The above listing is not to be read as denying the merit of any such ideas or proposals. The purpose is merely to exclude them from processing through the Suggestion Program. Such matters are to be handled, instead, through the channels of communication that are normal to the appropriate offices of technical responsibility.

CREDIT FOR AN ADOPTED SUGGESTION WILL BE GRANTED TO THE SUGGESTION THAT TRIGGERS ACTION, not to past suggestions which did not gain acceptance.

IN WRITING UP YOUR SUGGESTION - A well organized, clear and complete presentation of your idea and its expected benefits is the best insurance for getting it accepted.

THE SITUATION - In this space identify the problem. State just what is now being done. Give the reader an understanding of the current practice and the background on the problem.

YOUR PROPOSAL - Explain your proposed solution. Be as explicit and complete as possible. Point out how the new practice would differ, and how it will achieve the benefits you expect.

SAVINGS/BENEFITS - List the benefits the Postal Service might expect from adopting your proposal. Show facts and figures for:

### A. BENEFITS THAT CAN BE MEASURED

Identify any savings in time, labor, equipment, materials, space, etc. If possible, turn savings into a dollar amount.

### B. BENEFITS THAT CAN'T BE MEASURED

Describe as best you can any benefits that can't be expressed in terms of dollars. These might include better service to the public, improved quality, safer working conditions, etc. Be sure to tell who will benefit and how.

## CASH AWARD SCALE

### Measurable Benefits

\$ 250 - \$ 999  
\$ 1,000 - \$ 9,999  
\$ 10,000 - \$ 49,999  
\$ 50,000 - \$ 99,999  
\$ 100,000 - or more

### Amount of Awards

\$ 25 first \$ 250 + \$5 ea. added \$ 50.  
\$ 100 first \$ 1,000 + \$5 ea. added \$ 100.  
\$ 550 first \$ 10,000 + \$5 ea. added \$ 200.  
\$ 800 first \$ 20,000 + \$5 ea. added \$ 1000.  
\$ 1,200 first \$ 100,000 + \$5 ea. added \$5000.

### Nonmeasurable Benefits

### Amount of Awards

## APPLICATION

Local ----- \$ 25.00  
District ----- (Additional) ----- 50.00  
Region ----- (Additional) ----- 75.00  
Service-wide ----- (Additional) ----- 100.00

(Maximum award for service-wide application \$250.00)

The collection of this information is authorized by 5 USC 45. This information will be used to evaluate employee suggestions and in granting awards to adopted suggestions. As a routine use, this information may be disclosed to a congressional office at your request, to the OMB for review of privacy relief legislation, to a labor organization as required by the NLRA, to the Civil Service Commission as part of an EEO investigation, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, you may not receive proper credit for a suggestion submitted by you that is implemented.

# U.S. POSTAL SERVICE SUGGESTION

OFFICE USE ONLY  
DATE REC'D BY CONTROL  
OFFICE  
SUGGESTION CONTROL NO

INSTRUCTIONS TO SUGGESTOR: Describe your ideas for improvement on this form, using a separate form for each idea.

NAME OF SUGGESTOR (Last name-first name-middle initial. Please print)  
Mr. Mrs. Miss Lorca, Carlos

POSITION TITLE AND PAY LOCATION  
Carrier

HOME ADDRESS (Street, City, State and ZIP Code)

SALARY LEVEL

SOCIAL SECURITY NO.

NAME OF SUPERVISOR AND PAY LOCATION

POSTAL INSTALLATION (Name, City and ZIP Code)

SUBJECT OF SUGGESTION

Vehicle Safety

The review by the USPS of the suggestion and suggestor's acceptance of a cash award shall constitute an agreement that the use by the U.S. Postal Service of any idea, method, or device for which the award is made shall not form the basis of a further claim of any nature upon the U.S. Postal Service by the employee, the employees heirs or assigns.

SIGNATURE OF SUGGESTOR

DATE

THE SITUATION AS IT NOW EXISTS (Briefly describe the present procedure, condition, etc., which you believe should be changed or improved. Use separate sheet if necessary.)

Carriers on mounted routes are very concerned about the amount of caution that must be exercised while stopping and advancing along their routes.

This is due to the fact that many people in vehicles (four wheel and two wheel) follow too closely, which as we know, is very dangerous. There are too many rear-end collisions.

Even though the emergency blinkers remain on while driving the route, it seems this is not enough.

YOUR PROPOSAL FOR CHANGE OR IMPROVEMENT (State your recommendation as clearly as possible. Be sure to make a specific proposal. Tell how as well as what should be done. Continue your proposal on a separate sheet if necessary and add drawings or pictures as appropriate.)

It is recommended that all postal vehicles assigned to routes have the following caution statement placed on the rear:

Black  
Letters

CAUTION  
FREQUENT STOPS

Yellow  
Background

This could be accomplished in either one of two ways:

1. Stenciled permanently on rear of vehicle.
2. Magnetic sign placed on rear of vehicle by carrier.

Safety is everyone's responsibility, and at times we in the Postal Service have to watch out for the other person's safety as well.

I believe this little added safety feature could possibly one day help to save a life or prevent an injury (Postal employee or other).

In addition, vehicle damage might be prevented. This, of course, means a savings in money, not only for costly repair bills, but also for the cost of replacement vehicles.

#### HOW TO SELL YOUR IDEA

A suggestion is a constructive proposal, submitted in writing by an active employee which describes a weakness in the present way of doing something; and then recommends a change to improve service, to do a job better faster or at less cost, or to conserve materials.

THESE ARE NOT SUGGESTIONS under this program:

1. Submissions which merely call attention to a problem, but offer no solution.
2. Ideas relating to negotiable matters in union contracts.
3. Recommendations on employee off-the-job activities.
4. Proposals on benefits to employees, (credit unions, working conditions, parking, transportation).
5. Requests for the mere extension of accepted or routine safety practices.
6. Demand for routine repair or maintenance.
7. Philatelic matters relating to a new stamp.
8. Proposals for the clarification of a regulation.
9. Ideas or designs for a poster slogan, or advertising matter.
10. Proposals for changes in postal rates and fees.
11. Recommendations for the minor modification of a printed form. (Note: This does not rule out the acceptability of a legitimate change in procedure, involving a new or revised form as a necessary tool to make it work.)
12. Corrections of obvious errors in published directives; or the updating of items with changes in titles, organization designations, or addresses on forms and printed matter to accompany organizational changes.

NOTE: The above listing is not to be read as denying the merit of any such ideas or proposals. The purpose is merely to exclude them from processing through the Suggestion Program. Such matters are to be handled, instead, through the channels of communication that are normal to the appropriate offices of technical responsibility.

CREDIT FOR AN ADOPTED SUGGESTION WILL BE GRANTED TO THE SUGGESTION THAT TRIGGERS ACTION, not to past suggestions which did not gain acceptance.

IN WRITING UP YOUR SUGGESTION - A well organized, clear and complete presentation of your idea and its expected benefits is the best insurance for getting it accepted.

THE SITUATION - In this space identify the problem. State just what is now being done. Give the reader an understanding of the current practice and the background on the problem.

YOUR PROPOSAL - Explain your proposed solution. Be as explicit and complete as possible. Point out how the new practice would differ, and how it will achieve the benefits you expect.

SAVINGS/BENEFITS - List the benefits the Postal Service might expect from adopting your proposal. Show facts and figures for:

#### A. BENEFITS THAT CAN BE MEASURED

Identify any savings in time, labor, equipment, materials, space, etc. If possible, turn savings into a dollar amount.

#### B. BENEFITS THAT CAN'T BE MEASURED

Describe as best you can any benefits that can't be expressed in terms of dollars. These might include better service to the public, improved quality, safer working conditions, etc. Be sure to tell who will benefit and how.

#### CASH AWARD SCALE

##### Measurable Benefits

\$ 250 - \$ 999  
\$ 1,000 - \$ 9,999  
\$ 10,000 - \$19,999  
\$ 20,000 - \$99,999  
\$100,000 - or more

##### Amount of Awards

\$ 25 first \$ 250 + \$5 ea. added \$ 50.  
\$ 100 first \$ 1,000 + \$5 ea. added \$ 100.  
\$ 550 first \$ 10,000 + \$5 ea. added \$ 200.  
\$ 800 first \$ 20,000 + \$5 ea. added \$1000.  
\$1,200 first \$100,000 + \$5 ea. added \$5000.

##### Nonmeasurable Benefits

##### Amount of Awards

#### APPLICATION

Local ----- \$ 25.00

District ----- (Additional) ----- 50.00

Region ----- (Additional) ----- 75.00

Service-wide ----- (Additional) ----- 100.00

(Maximum award for service-wide application \$250.00)

The collection of this information is authorized by 5 USC 45. This information will be used to evaluate employee suggestions and in granting awards for adopted suggestions. As a routine use, this information may be disclosed to a congressional office at your request, to the OMB for review of private relief legislation, to a labor organization as required by the NLRA, to the Civil Service Commission as part of an EEO investigation, and where pertinent, in a legal proceeding to which the Postal Service is a party. Completion of this form is voluntary; however, if this information is not provided, you may not receive proper credit for a suggestion submitted by you that is implemented.

## SECTION IV

### REVIEWING AND ENFORCING LOCAL SAFETY RULES

#### DISCUSSION WITH CLASS:

One of the important responsibilities that you-as safety committee members-have is that of reviewing local safety and health rules and assisting in enforcing them. Safety committee members are in a unique position that can give them more ready access to other postal employees and, with this access, the chance to educate and advise their fellow workers about safety and safety rules. The best way for you to assist in enforcing safety rules is to help educate your co-workers.

#### TO THE INSTRUCTOR:

Ask participants to suggest reasons why people do not follow safety rules. List reasons on flip chart or chalk board and discuss briefly.

Reasons suggested should include:

1. Ignorance of rules.
2. Lack of understanding of rules.
3. Pressure of work (need to move the mail, need to finish certain assignments as quickly as possible, etc.)
4. Peer pressure.
5. Hostility to authority.
6. Sex-role stereotypes (e.g., men who feel obeying safety rules is "sissy," women who feel that taking certain precautions, such as wearing personal protective equipment, makes them seem unfeminine. )

## DISCUSSION WITH CLASS:

These reasons for not obeying safety rules can often be overcome by educating people and helping them realize that following the rules is in their own interest. Some workers have little confidence in the job safety and health rules and advice given to them by top management or safety and health professionals. They do, however, usually trust their co-workers to "tell it like it is". A "snowballing" method of education on safety rules is essential, so that individuals who have a particular interest in safety and have educated themselves on that subject can pass on what they have learned to their co-workers. Safety committee members are ideal people to spread the information they have gained throughout the organization.

Another reason that safety committee members have a special opportunity to educate their fellow employees about safety rules is that people are receptive at different times in their lives to hearing about injury and illness prevention. Sometimes they simply are not "ready" to use the help offered when top management or a safety officer approaches them with information or advice about their safety and health. A safety committee member can be available at precisely those "teachable" moments when a person is more receptive to a safety and health message.

In order to educate your co-workers on safety and health rules and thereby assist in enforcing them, of course, you yourself must know

the rules. The knowledge you gain by reviewing, helping develop, and becoming closely familiar with your own local safety rules will be extremely useful in fulfilling your responsibility to assist in enforcing those rules and thereby prevent accidents.

Because advising workers on enforcing safety rules can sometimes lead to confrontations, it is important that you practice giving advice to your fellow employees and urging them to follow safe and healthful workplace procedures.

#### TO THE INSTRUCTOR:

The purpose of the role plays provided at the end of this section is to provide committee members with an opportunity to practice enforcement and education techniques that take into account the reasons different people fail to protect their safety and health on the job.

The first set of role plays involves a mailhandler who wants to persuade a co-worker to conform to safe lifting practices. The second set of role plays involves a person whose own safety is threatened by a co-worker who refuses to follow proper safety measures. The third set of role plays involves a safety committee member who wants to caution an employee about improper footwear. The first and third sets also contain a profile for the employee's supervisor; this character may be introduced at your discretion, either at the beginning or during the course of the role play.

Distribute Role Profile A in Set 1 to half the class and Role Profile B in Set 1 to the other half. Instruct the class members not to read each other's role profiles. Then ask for volunteers to take the parts. While you may call on particular students to ask if they would like to take the parts, do not attempt to require anyone to do so. To encourage volunteers, it may be necessary to do the following:

1. Allow the participants to conduct the role play from their seats, rather than in front of the class.
2. Take one of the parts yourself. After the role play, discuss what happened in the following items.
  1. What did the players do or say that observing students would have done differently? Why would they have said or done something differently?
  2. What did the role players feel during the simulation? Would they experience these feelings in real life? Why or why not?
  3. What strategies pursued by role player A appeared to be effective in persuading role player B to follow safety rules? What strategies appeared to be ineffective?
  4. Was player A reluctant to engage in education or enforcement activities? Would he or she be in real life? Why are some people hesitant to engage in such activities? What are valid reasons for not doing so and what are not? When are the best and worst times or occasions to engage in such activities?



Role Player A: Safety Committee Member

You are a mailhandler and have been working at this MSC for 6 years. You have been interested in safety for some time and have recently become a member of the local labor-management safety committee. You are aware of the hazards associated with your job and are careful to follow all the rules. You are particularly careful about lifting techniques.

Recently you have observed that a friend of yours who is also a mailhandler takes some risks with safety and health. You've noticed that he does not always bend his knees and hold heavy packages close to his body. Sometimes he lifts from a twisted position and he never asks for help when trying to lift very heavy objects, even though he occasionally complains of backaches.

You've decided to talk to your friend about using safe lifting procedures. Not only is it one of your responsibilities as a safety committee member, but you are concerned about your friend.

You are both having lunch now, and you have decided to speak to your friend about lifting safely. What do you say?

Role Player B: Mailhandler

You have been a mailhandler for several months. You know that there are some risks involved in being a mailhandler, like developing back problems from lifting heavy packages, but you don't think the risks are very serious. Anyway, you are strong and you try to keep physically fit.

You must admit you have had a few backaches from lifting heavy objects by yourself, but as long as your back doesn't get worse, you are not going to be concerned about it. Sometimes you are in a hurry and do not have time to worry about bending your knees and keeping your back straight. After all, you have got to move the mail. You know that could get help from other mailhandlers in lifting heavier loads, but they are busy too, and besides, you are tough enough to lift an extra-heavy load sometimes.

You are having lunch right now with a friend who is also a mailhandler. This friend is a member of the safety committee and is pretty careful about following safe lifting procedures. You wonder if your friend will suggest that you be more careful. If so, what will you say?

Role Player C: Supervisor

You have been a supervisor for about a year now. One of your best mailhandlers is a member of the safety and health committee. This person is very serious about safety and sets a good example, particularly when it comes to lifting properly.

Another of the mailhandlers has only been working a few months. You have noticed that he doesn't always lift properly; sometimes he does not bend his knees and sometimes he lifts from a twisted position. He does not ask for help with extra-heavy loads either; he seems to think he has to prove something by lifting anything. He is a nice guy and a good worker, and you don't want to see him get hurt.

The two of them are having a very intense conversation now, by the look of it. You wonder if the safety committee member is urging the other mailhandler to lift safely. If so, should you enter the conversation too? What will you say?

Role Player A: Safety Committee Member

You have been a member of the safety committee for some time and you take your responsibilities seriously. You are especially interested in fire prevention and you try to promote fire safety rules whenever you can.

You have noticed that one of the maintenance workers is not careful about smoking. This worker often ignores "No smoking" signs and lays lit cigarettes on counters and desks. Sometimes this person drops ashes on the floor or in a wastebasket instead of using an ashtray. Today you even saw this person throw a cigarette butt into a trash can.

You have decided you will speak to the maintenance worker about obeying the smoking rules. After all, when smoking rules are ignored, a fire could start that would threaten not only this person, but everyone else in the area too. The maintenance worker has finished the job and is putting tools away now. You think it's a good time to discuss the smoking rules. What do you say?

Role Player B: Maintenance Mechanic

You have been a maintenance mechanic for many years and you are very good at it. After so many years, you feel you know postal operations thoroughly. You like your work and you enjoy spending time with your family too.

Recently, however, your spouse and your kids have been after you about smoking too much. You know they are just concerned about you and that they are probably right. Still, it's a pain to come home after a long day and have to listen to their nagging. Actually, you have noticed that you seem to be smoking a lot more lately. Sometimes you find yourself lighting a new cigarette and you don't really remember finishing the last one. But, on the other hand, you are an adult and it's up to you to make your own decisions. Anyway, who are you hurting but yourself?

You sure wish they would put out a few more ashtrays around here; sometimes there's no place to get rid of the ashes or the cigarette butts. You've finished your job now; you're putting your tools away and getting ready to leave. You see a person from the safety and health committee approaching and you wonder if you are about to get another lecture on smoking. If so, what will you say?

Role Player A: Safety Committee Member

You are a member of the joint labor-management safety and health committee. You are aware of the hazards of the work floor and of the safety rules designed to prevent accidents. You try to set a good example by following all the rules. One of the things you are particularly careful about is wearing proper footwear.

Recently you have noticed that one of the LSM operators has been wearing unsafe shoes. She's a good worker who knows her job well, but she doesn't like being criticized. Yesterday she had on high-heeled shoes and today her shoes not only have about 3-inch heels, but they are open-toed too.

You have decided to caution her about the rules on safe footwear. What do you say?

Role Player B: LSM Operator

You are an LSM operator. You know your job well and you are a good worker. Your supervisor says you need to improve your attitude, especially about criticism, but, after all, who likes being criticized, especially in public? As long as you do your job, why should they worry?

One thing you really like to do is dress nicely. You are very particular about how you look and you always want to be in style. You love high-heeled shoes and you have a lot of them. Today you have on an especially pretty pair, with open toes and a 3-inch heel.

You know you are not supposed to wear open-toed or high-heeled shoes on the work floor, but plenty of other people do. Anyway, you are an LSM operator, so why do you need to worry about protecting your feet?

Here comes someone from the labor-management safety committee. You wonder if you are going to be criticized about your shoes. If so, what will you say?

Role Player C: Supervisor

You are an LSM Supervisor, and you like your operation to run smoothly. One of your LSM operators is a woman who is a very good worker, but you have to be very careful about criticizing her.

She's wearing open-toed, high-heeled shoes again today. You have spoken to her about it before, but apparently she hasn't gotten the message.

You see someone from the joint labor-management safety committee approaching. You wonder if this person is going to speak to her about her shoes. If so, will you intervene and what will you say? If they get into an argument, what will you say and do?



PART V  
INSPECTION MODULE

References:

ELM 824.32, 824.422, 824.432, 824.522

National Agreement, Article XIV, Section 8A

Training Materials Required:

Flip chart or chalkboard

PS Form 1784 for each class member

Any appropriate personal protective equipment

TO THE INSTRUCTOR:

The installation's safety professional should assist you as needed during this portion of the training.

DISCUSSION WITH CLASS:

Several of the responsibilities we listed earlier today involve safety and health inspections. Chapter 8 of the Employee and Labor Relations Manual and Article XIV of the current National Agreement describe situations in which union representatives from local safety and health committees may participate in safety inspections. Let's review them.

---

List on chalkboard or flip chart.
It is not necessary to write out each
paragraph. Key words are sufficient.

1. Union representatives from the committee may participate in the annual inspection, conducted by the District Director, Employee

and Labor Relations, in the main facility of each MSC and BMC, provided the union represents employees at the facility being inspected.

2. Union representatives from the committee may participate in other inspections, such as the semiannual inspection conducted by safety personnel at those post offices, MSCs, BMCs or other installations with 100 or more man years of employment in the regular work force, and of individual stations or branches which have 100 or more man years of employment in the regular work force, provided the union represents employees at the main facility or station or branch and the union representative is domiciled at the main facility, station or branch.
3. In those installations with less than 100 man years of employment in the regular work force, when there is a local joint labor-management safety and health committee, one union representative from the committee may participate in the annual inspection conducted by collateral-duty safety personnel. This representative will be selected on a rotational basis by the unions.

Safety inspections can help determine what kinds of safeguards are necessary to protect against hazards before accidents and injuries occur. Inspections should not be limited to searching only for unsafe physical conditions, but should also try to identify any unsafe practices going on. You should view inspections as fact-finding missions with the emphasis on locating potential hazards that can adversely affect safety and health, rather than as faultfinding

missions with the emphasis on criticism.

During your CONCERN training, you learned to identify unsafe conditions and practices. Today you are going to put that information to work. The Safety Inspection Checklist (Form 1784) provides a guide for you to use as you make an inspection. Try to remember that you are looking not only for the specific items listed in 1784, but also for hazards. Ask yourself as you observe each step of each operation during the inspection, "What conditions or practices in this operation could cause an injury?"

TO THE INSTRUCTOR AND SAFETY PROFESSIONAL:

Instructor should now pass out 1784's and describe the areas to be visited during the inspection. Any personal protective equipment which will be needed should also be supplied, along with instructions on its proper use. During the practice inspection, which should be as long as time allows, the instructor should elicit participation from the students; they should be identifying unsafe conditions and practices. If they do not observe some hazards, you should point them out. Recommendations for solutions should be made. All questions should be answered as they arise.

# Management Instruction



<b>Title</b> Local Joint Labor-Management Safety and Health Committee Training Program	<table border="1"> <tr> <td data-bbox="812 73 1031 147"><b>Date Issued</b> April 5, 1982</td><td data-bbox="1031 73 1461 147"><b>Filing Number</b> MI EL 810-82-3</td></tr> <tr> <td data-bbox="812 147 1031 220"><b>Effective Date</b> Immediately</td><td data-bbox="1031 147 1461 220"><b>Obsoletes</b> N/A</td></tr> <tr> <td colspan="2" data-bbox="812 220 1461 283"><b>Originating Organization &amp; OCC Code</b> Employee Relations Department ERI</td></tr> <tr> <td colspan="2" data-bbox="812 283 1461 367"><b>Signature</b> <i>J. F. Morris</i> Joseph F. Morris, SAPMG Employee and Labor Relations Group</td></tr> </table>	<b>Date Issued</b> April 5, 1982	<b>Filing Number</b> MI EL 810-82-3	<b>Effective Date</b> Immediately	<b>Obsoletes</b> N/A	<b>Originating Organization &amp; OCC Code</b> Employee Relations Department ERI		<b>Signature</b> <i>J. F. Morris</i> Joseph F. Morris, SAPMG Employee and Labor Relations Group	
<b>Date Issued</b> April 5, 1982	<b>Filing Number</b> MI EL 810-82-3								
<b>Effective Date</b> Immediately	<b>Obsoletes</b> N/A								
<b>Originating Organization &amp; OCC Code</b> Employee Relations Department ERI									
<b>Signature</b> <i>J. F. Morris</i> Joseph F. Morris, SAPMG Employee and Labor Relations Group									

## I. PURPOSE

To state policy and provide guidelines and procedures for implementing the Local Joint Labor-Management Safety and Health Committee Training Program, Course No. 21576-01.

(PEDC) managers or other training personnel will provide assistance.

## II. POLICY

### A. Application

1. All current members of local joint labor-management safety and health committees must receive this training.

4. No training material may be released for study either during breaks or lunch or at home.

5. The first 8 hours of the program will consist of the CONCERN Management Safety Training Program. If any members of the committee have already attended the CONCERN program, they need not repeat it. The final 4-8 hours will be devoted specifically to committee training.

2. All newly appointed committee members must receive this training within 60 days of their appointment.

## III. ORGANIZATIONAL RESPONSIBILITY

### A. Employee and Labor Relations

The Regional Director, Employee and Labor Relations, is responsible for program administration.

### B. Training Time

1. This program must be conducted only on postal premises and only during regular work hours. If it becomes necessary to change a trainee's scheduled hours of work for the training, the change may be made only in accordance with 438.242 of the Employee and Labor Relations Manual (ELM), and Section 424 of F-21, Time and Attendance.

### B. Management Sectional Centers/Bulk Mail Centers

1. The installation head, or designee, is responsible for the implementation, coordination, and conduct of this program at all facilities and/or associate offices under his control that have joint labor-management safety and health committees.

2. There is no reading or review assignment before the course.

2. The CONCERN segment of the program will be given by a CONCERN program safety trainer.

3. The Training Activity Reporting System (TARS) requires certain information from the participants for statistical and accounting purposes. Postal Employee Development Center

3. MSC and BMC Managers will select senior management level employees who

## Distribution

Headquarters, Headquarters Administrative Support Facilities, Regions, Districts, Management Sectional Centers, (55) and Bulk Mail Centers (3). From their initial supply of 55, the MSCs will redistribute to associate offices with 50 or more employees.

## Special Instructions

Do not paraphrase or distribute this instruction in any other form. However, this may be photocopied.

Organizations listed under distribution may order additional copies. Use Form 7380, Requisition for Supplies; specify the Filing Number; and submit to the Eastern Area Supply Center.

will be trained as instructors for the committee segment of the program. Individuals selected should preferably hold line-management positions and be persons whose leadership role in this training will properly reflect the Postal Service's commitment to safety. MSC and BMC Directors, E&LR, should attend, insofar as possible, the committee segment of the program.

C. Safety

MSC and BMC safety personnel, as appropriate, will assist the instructor in the inspection portion of the program.

D. Postal Employee Development Centers (PEDCs)

1. Initiate, control and monitor Form 2548, Individual Training Record, and Form 2462, Training Activity Reporting System.

2. Maintain a supply of Instructor's guides and Guidelines for Local Joint Labor-Management Safety and Health Committees.

3. Institute control of all training materials to prevent their use at any time that trainees are not on-the-clock.

IV. TRAINING PROGRAM

A. Format

The Local Joint Labor-Management Safety and Health Committee Training Program is a 12-16 hour classroom course taught by instructors and emphasizing trainee classroom participation.

B. Process

1. Using the Instructor's Guide, the instructor leads the class in discussions and group activities.

2. The program has been designed to be adaptable to local problems and/or procedures.

V. IMPLEMENTATION PROCEDURES

A. Application

1. Each region will select two representatives to attend a conference at Postal Service Headquarters to discuss and become familiar with the course materials.

2. Following this conference, the regional representatives will be responsible for training instructors designated by MSC and BMC Managers.

B. Material Provisions

Course materials and supplies will be maintained and reordered when needed by the Instructor through the appropriate PEDC from the region.