

SAFETY CHECK LIST (Part 1)

Pursuant to Article 14 of the CBA it is management's responsibility to provide safe working conditions and develop a safe working force. Employees/Union Reps. have an obligation to assist management to live up to this responsibility by working safely and reporting unsafe and unhealthful working conditions via PS 1767 and file grievances if not acted upon during the tour of duty.

INSTALLATION/FACILITY

LOCATION/SECTION

DATE: SUPV/MGR.

INSPECTED BY:

SAFETY CONCERN(S) INSPECTED	CITATION(S)	FINDINGS
Emergency Exit routes are kept clear	[OSHA 1910.37]	() Yes () No
Exit Routes to Exits clearly marked with signs	[OSHA 19.10.37(b) ; EL 801, 8-5 , MS56]	() Yes () No
Door that can be mistake as Emergency Exit marked Not An Exit	[OSHA 19.37(b); EL 801]	() Yes () No
Walking/working surfaces free from slip, trip or fall hazards	[OSHA 1910.22(a); EL 801, 8-7]	() Yes () No
No Obstructions across the aisles	[OSHA 1910.22(a); EL 801, 8-7]	() Yes () No
Emergency lights provided where required	[OSHA 1910.37(b); EL 801m8-5; MS-56 228]	() Yes () No
Aisle width at least 3' wider than largest equipment in use or minimum of 4' [OSHA 1910.22(b)]	[OSHA 1910.22(b)]	() Yes () No
Emergency Action Plan reviewed with each newly assigned employee	[OSHA 1910.38 (f)]	() Yes () No
Emergency Action Plan for Police, Fire posted	[ASM 273.133]	() Yes () No
Evacuation Plan (EVP) posted	[EL 801.8.5]	() Yes () No
Housekeeping Maintained	[OSHA 1910.141 (a) (3)]	() Yes () No
Walking-working surfaces free of sharp or protruding objects	[OSHA 1910.22 (a) 3]	() Yes () No
Floors uncluttered	[EL 801 8-6.2]	() Yes () No
Retail Unit clean, safe and in healthful condition	[PO 209]	() Yes () No
Restrooms clean and sanitary	[OSHA 1910.141 (a)]	() Yes () No
Washing facilities kept clean and sanitary	[OSHA 1910.141(d) (i)]	() Yes () No
Hot & Cold Water provided in washing facilities	[OSHA 1910.141(d)(2) (iii)]	() Yes () No
Paper towels (air dryers etc.) provided in washing facilities	[OSHA 1910.141(d) 2 (iv)]	() Yes () No
Unreasonable restrictions on toilet facility use	[OSHA 1910.141 (c) (1) (i)]	() Yes () No
Workplace Free of Harassment[ELM 885.21; 811.24(b) 862.1; 881.24(b); 862.1; EL 801;Pub 552]	[ELM 885.21; 811.24(b) 862.1; 881.24(b); 862.1; EL 801;Pub 552]	() Yes () No
Fire Extinguishers locations clearly marked	[EL 801; 8-5]	() Yes () No
Fire Extinguishers unblocked	[OSHA 1910.157(c);EL 801,8-5]	() Yes () No
Fire Extinguishers checked monthly	[OSHA 1910,57(e)]	() Yes () No
Rest room(s) in clean and sanitary condition	[OSHA 1910.141(a)]	() Yes () No
Washing Facilities kept clean and sanitary	[OSHA 1910.141(d)(i)]	() Yes () No
Washing Facilities provides hot water	[OSHA 1910.141(d)(2)(iii)]	() Yes () No
Paper Towels (air dryers) provided in washing Facilities	[OSHA 1910.141(d)2(iv)]	() Yes () No
Food Services provides unspoiled food and protected against contamination	[OSHA 1019.141]	() Yes () No
Breakrooms, refrigerators, microwave ovens, kept clean	[OSHA 1910.41]	() Yes () No
Potable Water provided (free of unpleasant odor, taste/colors	[OSHA 1915.88(a)(2)]	() Yes () No
Closed top trash cans used for food waste	[OSHA 1910.141(g)]	() Yes () No
Breaks & Lunch reasonably provided [Art 5 CBA; PO420 3.3; PO 413; PO 209.5.1.3]	[Art 5 CBA; PO420 3.3; PO 413; PO 209.5.1.3]	() Yes () No
Job Safety Analysis (JSA PS 1783) provided to employees	[EL 801 8,14.4]	() Yes () No
Defective Equipment not used and removed from service	[EL 801, 803,814]	() Yes () No
Doors locked to prevent robbery	[ASM 226.1]	() Yes () No
PS 1767s readily available, & properly process by management [Art 14 CBA; EL 801, ELM 824.6]	[Art 14 CBA; EL 801, ELM 824.6]	() Yes () No
Work Orders involving Safety given priority	[MS 63 10.5.1]	() Yes () No
Containers not overloaded [POM 572.2; PO 502; 502.4-4/27; 413.313]	[POM 572.2; PO 502; 502.4-4/27; 413.313]	() Yes () No

For more OSHA Standards visit ohsa.gov/general_industry_standards

See Part 2 on reverse side

SAFETY CHECKLIST PART 2

FILE(D) INDIVIDUAL PS 1767(s) [] Yes [] No ACTED ON DURING TOUR OF DUTY [] Yes [] No
IF 1767 NOT ACTED ON WAS IT FOLLOWED UP ON? [] Yes [] No (If not follow up with Supervisor/PM)
IF HAZARDS/CONDITION/PRACTICE NOT ABATED WAS GRIEVANCE FILED? [] Yes [] No (if not file to Step 2)
MET ON AND RESOLVED AT STEP 2 [] Yes [] No (If not appeal to the Joint Lbr-Mgt Safety Committee*)
REQUEST MADE TO JLMS&HC CHAIR TO MEET ON THE SAFETY GRIEVANCE? [] YES [] NO (If not do so!)
MET ON AND ABATED BY COMMITTEE ACTION [] Yes [] No (If not appeal to arbitration with complete file)
IF NOT ABATED BY COMMITTEE ISSUE APPEALED TO ARBITRATION [] Yes [] No (if not do so timely)
* if no Committee exists appeal to arbitration. Make contact with NBA [Contact Steward for enforcement]

Requirements Safety Talks EL 801

Scheduled safety talks are intended to promote safety awareness. All line supervisors are required to conduct safety talks at least once a week with their employee groups, including temporary, casual, and relief personnel.

It is important to make the topics of safety talks relevant to your work situation and interesting to your employees. Involve them in developing topics and provide an opportunity for discussion and demonstration when applicable. Publication 129, *Safety Talks*, is an excellent resource.

Your talks can be an effective method of maintaining interest in safety.

Equipment and Machinery (Defective) EL801

Remove defective equipment from service immediately. Use PS Form 4707, *Out of Order*, to report a defective piece of equipment. Tag the equipment with PS Form 4707, take it to be repaired, or warehouse it in an area designated for defective equipment. Do not remove tags until repairs are completed. Do not allow anyone to place a defective piece of equipment back into service until appropriate repairs are completed.

RESOURCES apwu.org/handbooks/manuals

EL-801: *Supervisors Safety Handbook - June 2018*

EL-802: *Executive & Manager Safety Compliance Guide - June 2009*

EL-803: *Safety Procedures for Maintenance Employees - Nov 2013*

EL-804: *Safe Driver Program - June 2013*

EL-806: *Health & Medical Service - Jan 1982*

EL-809: *Guidelines for Area Local Joint Labor-Management Safety - Nov 2013*

EL-809-T: *Labor-Management Safety & Health Training*

EL-810: *Personal Protective Equipment - 2009*

EL-812: *Hazardous Materials and Spill Response March 2001*

EL-814: *Postal Employees Guide to Safety - Nov 2013*

Using Your JSA Supervisor Requirements EL801

When you distribute the completed JSA, it is your responsibility to explain its contents to your employees. If necessary, give your employees further training so they know exactly how to do the job — without accidents.

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

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

Updating Your JSA

No matter how good the JSAs are when first developed, they can prevent accidents only if they are kept current and used. 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. JSAs become outdated mainly because of a change in tools, equipment, or materials that causes a change in procedure. Whenever a job procedure changes and you neglect to revise the JSA accordingly, you increase the odds of fostering an accident.

Safety Philosophy Harassment Safety/Health Issue ELM8

The safety philosophy of the Postal Service is stated below:

- a. Any occupational injury or illness can be prevented. This goal is realistic, not theoretical. Supervisors and managers have primary responsibility for the well-being of employees and must fully accept this principle.
- b. Management, which encompasses all levels including the first-line supervisor, is responsible and accountable for the prevention of accidents and control of resultant losses. Just as the line organization is responsible for attaining production levels, ensuring quality of performance, maintaining good employee relations, and operating within cost and budget guidelines, supervisors and managers must likewise accept their share of responsibility for the safety and health of employees.

814 Employee Rights and Responsibilities

814.1 Rights

Employees have the right to:

- a. Become actively involved in the Postal Service's safety and health program and be provided a safe and healthful work environment. Report unsafe and unhealthful working conditions using PS Form 1767, Report of Hazard, Unsafe Condition, or Practice.
- c. Consult with management through appropriate employee representatives on safety and health matters such as program effectiveness.
- d. Participate in inspection activities where permissible.
- e. Participate in the safety and health program without fear of:
 - (1) Restraint,
 - (2) Interference,
 - (3) Coercion,
 - (4) Discrimination, or
 - (5) Reprisal.