

**AT A MINIMUM THESE SAFETY ISSUES MUST ALWAYS BE POLICED, REPORTED ON PS 1767 BY YOU AND ABATED BY MANAGEMENT IN YOUR SECTION(S)**

- WALKING/WORKING SURFACES FREE FROM SLIP, TRIP OR FALL HAZARDS WITH NO OBSTRUCTIONS ACROSS AISLES [ OSHA 1910.22(a); EL 801:8-7]
- EMERGENCY ROUTES TO EXITS CLEARLY MARKED WITH READILY VISABLE SIGNS. [OSHA 1910.37(b); EL801:8-5, MS56]
- EMERGENCY EXIT ROUTES KEPT CLEAR AT ALL TIMES. [OSHA 1910.37] FLOOR UNCLUTTERED [ EL801 8-6-2]
- AISLE WIDTH AT LEAST 3' WIDER THAT THE LARGEST EQUIPMENT IN USE OR A MINIMUM OF 4'. [ OSHA1910.22(b) ]
- EVACUTATION PLAN IS POSTED [ EL8018.5]
- CABINETS/SHELVING ANCHORED TO THE WALL OR FLOOR TO PREVENT TRIPPING/FALLING. [OSHA 1910.176(b) EL 801:8-7 ]
- FIRE EXTINGUISHERS UNBLOCKED AND INSPECTED MONTHLY [OSHA 1910.157[C] EL 801;8-5, OSHA 1910.157(e)]
- WEEKLY SAFETY TALK [EL801,1-7]
- REST ROOMS ARE CLEAN AND SANITARY;WASHING FACILITES ARE CLEAN AND SANITARY WITH HOT WATER. [ OSHA 1910.141(a);(d);(i); 2(iii) ]
- PAPER TOWELS (AIR DRYERS) PROVIDED IN WASHING FACILITIES. [OSHA 10.141(D) 2(iv) ]
- BREAKROOMS, AND THE REFRIDGERATOR, MICROWAVE OVENS KEPT CLEAN [ OSHA 1910.41 ]
- FOOD SERVICES UNSPOILED, PROTECTED AGAINST CONTAMINATION [ OSHA 1910. 141 ]
- TRASH CANS USED FOR FOOD WASTE HAVE CLOSED TOPS [OSHA 1910.141(g) ]
- HOUSEKEEPING IS MAINTAINED [ OSHA 1910.141(a)(3) ]
- POTABLE WATER PROVIDED THAT IS FREE OF UNPLEASANT ODOR/ TASTE/COLORS.[OSHA1915.88(a)(2) ]
- RETAIL UNIT CLEAN, SAFE AND IN HEALTHFUL CONDITION. [ PO 209 ]
- DOORS LOCKED TO PREVENT ROBBERY. [ ASM 226.1 ]
- DEFECTIVE EQUIPMENT REMOVED FROM SERVICE [EL801, 803; 814 ]
- CONTAINER NOT OVERLOADED [ POM 572.2; PO502;/4-4/27; 413.313 ]
- JOB SAFETY ANALYSIS (JSA) PROVIDED TO EMPLOYEES [ EL801 8, 14.4 ]
- NO UNREASONABLE RESTRICTION ON TOILET USE. [OSHA 1910.141(c) (ixi) ]
- WORKPLACE FREE OF HARASSMENT [ELM 885.21;811.24b,862.1 ]
- PS 1767s READILY AVAILABLE AND PROPERLY HANDLED [ CBA ART.14, EL 801, ELM 824.6 ]
- WORK ORDERS INVOLVING SAFETY GIVEN PRIORITY [MS 63 10.5.A ]

**CITATION KEY**

- OSHA-** Occupational Safety & Health Standard
- EL 801-** Supervisors Safety Handbook
- PO 209-** Post Office Handbook Retail Units
- ASM-** Administrative Support Manual
- ELM -** Employee and Labor Relations Manual
- POM-** Post Office Manual
- MS-** Maintenance Handbook