

# TALK IS CHEAP: SAFETY MATTERS.

Use this checklist to ensure that management is complying with safety guidelines, and workplace safety resources are accessible to everyone.

## USPS Workplace Safety: Quick Reference Checklist for Local Leadership

- Does your local have an internal Safety and Health Committee?
- Do your members know your local emergency call procedure and where emergency numbers are posted? Do the facilities you represent have an established emergency action plan and is known by the employees? This includes the posting and maintaining the current local emergency contact numbers - Include emergency services, safety office, security, hospital, and injury compensation.
- Do your members know the emergency exits, evacuation routes, and gathering points? Are they clearly posted and identified in each facility?
- Are your members familiar with the alarm signals/sounds and locations of alarm locations and emergency phones?
- Do your members know they can call 9-1-1 for life-safety emergencies without going to management?
- Do your members know where PS Form 1767s are located in their offices? Are the forms readily available and accessible? Do the members know that retaliation for utilizing the form and reporting hazards is prohibited?
- Do the members know that all injuries and illnesses are to be reported to their supervisor immediately. Do your members know they should obtain CA-1 (injury) or CA-2 (occupational illness) form and receipt the same day?
- Do your members know that they can tag and remove defective equipment from service using PS Form 4707 and they must never operate or utilize unsafe or defective machinery or equipment?
- Do your members know they have the right to a safe workplace, can report hazards without retaliation, and participate in safety programs? Do they know they can exercise their safety rights?
- Do your officers and stewards know the handbooks and manuals outline the Postal Service safety policies that management must follow?
- Do your members know the location of Safety Data Sheets (SDS) for chemicals in your work area?
- Do your members know the procedures for isolating and reporting any leaking parcels or spills?
- Do the required employees know the lockout/tagout procedures, and do they have enough lockout devices? Do they verify lockout at all energy sources before servicing equipment They must know bypassing guards and emergency stops is not a substitute for lockout/tagout.
- Do your members know that they must only operate equipment for which they are trained and authorized?
- Are your members aware of the mechanical lifting aids available in the facility or that can be purchased and proper lifting techniques?
- Do your members know the appropriate policies and procedures for immediately isolating suspicious mail?
- Have you advised your members to document and report toxic work environment issues that create unsafe work conditions using PS Form 1767?
- Have you set up a method for those submitting PS Form 1767s to get copies to the union for tracking and grievance purposes?
- Do your members know what a Job Safety Analysis (JSA) is? Do they know where they are located and their right to update them?

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**Local Safety Contact Information:**

Local Name:

Local Number:

Local President Name:

Contact Phone Number:

Local Mailing Address:

Email:

City:

State:

Zip Code:

Local Union Safety Contact/Officer Name:

Safety Contact/Officer Phone Number:

Email:

**Other Local Union Safety Contact(s):**

Name:

Phone Number:

Email:

Name:

Phone Number:

Email:

Name:

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