

# TALK IS CHEAP: SAFETY MATTERS.

Management has a duty to protect us and is failing. Use this checklist to ensure that your workplace is complying with safety guidelines.

## USPS Workplace Safety: Quick Reference Checklist for All Workers

- Do you know your local emergency call procedure and where emergency numbers are posted?
- Can you identify emergency exits, evacuation routes, muster points, and alarm signals? You can call 9-1-1 for life-safety emergencies.
- Is *PS Form 1767* available and accessible? Retaliation for reporting is prohibited!
- Are all injuries and illnesses reported to your supervisor immediately? You should obtain *CA-1* (injury) or *CA-2* (illness) form and receipt the same day.
- Do you tag and remove defective equipment from service using *PS Form 4707* and **never** operate unsafe or defective machinery?
- Do you know and exercise your safety rights? You have the right to a safe workplace, can report hazards without retaliation, and participate in safety programs.
- Can you locate Safety Data Sheets (SDS) for chemicals in your work area? Do you isolate and report any leaking parcels or spills immediately?
- Do you verify lockout at all energy sources before servicing equipment? Never bypass guards or emergency stops.
- Do you only operate equipment for which you are trained and authorized?
- Do you use mechanical aids or team lifts when needed?
- Do you isolate suspicious mail immediately? Do not handle; keep distance; wash hands; call *USPIS* stating "emergency."
- Do you document and report harassment that creates unsafe work conditions using *PS Form 1767* and notifying your union representative?
- Are current local emergency contact numbers maintained and posted? Including emergency services, safety office, security, hospital, and injury compensation.

### Local Contacts (Post and Keep Current):

Rescue/EMS:	Hospital/Occ Health:
Police:	Fire:
Safety Officer/FSC:	Security
Spill/Leak Team:	Injury Comp: