UNITED STATES POSTAL SERVICE®

# Area/Local Joint Labor-Management Safety and Health Committee Training

Handbook EL-809-T

August 2025
Transmittal Letter

**A. Explanation**. This issue of Handbook EL-809-T supersedes all previously published versions.

**B. Distribution.**

1. **Initial.** Handbook EL-809-T is distributed to all Postal Service facilities directly involved in implementing and/or enforcing policies and procedures described in this handbook.
2. **Additional Copies.** Order additional copies from the Material Distribution Center using PS Form 7380, *MDC Supply Requisition.*

**C. Comments.**

1. Submit in writing any comments and questions about the content of this document to:

   OCCUPATIONAL SAFETY AND HEALTH
   US POSTAL SERVICE
   475 L'ENFANT PLAZA SW
   WASHINGTON DC 20260

2. Submit in writing any comments and questions about the organization or editing of this document to:

   POLICIES AND PROCEDURES INFORMATION
   US POSTAL SERVICE
   475 L'ENFANT PLAZA SW
   WASHINGTON DC 20260

**D. Effective Date.** This handbook is effective upon receipt.

*Douglas Tulino*
*Deputy Postmaster General*
*Chief Human Resources Officer*

# Contents


**Guidelines for Course Administration . . . . . 1**
- Introduction . . . . . 1
- Course Objectives . . . . . 1
- Time Allocated for Course . . . . . 2
- Instructional Methods . . . . . 2
- Participant Materials . . . . . 2
- Media . . . . . 2
- Additional Courses . . . . . 2

**Module 1: Introduction . . . . . 3**
- Welcome . . . . . 4
- Introduction of Facilitator . . . . . 4
- Participant Roster . . . . . 4
- Introduction of Participants . . . . . 4
- Course Schedule and Logistics . . . . . 4
- Suggested Time / Topic Outline: Joint Labor-Management Safety and Health Training . . . . . 5

**Module 2: Safety and Health Committee Functions . . . . . 7**
- Levels of Safety and Health Committees . . . . . 8
- Why Safety and Health Committees . . . . . 8
- Membership . . . . . 9
- Duties and Responsibilities . . . . . 10
- Review of Safety Records and Reports . . . . . 15

**Module 3: Creating an Interest in Safety . . . . . 17**
- Primary Responsibilities . . . . . 17
- Safety as a Value . . . . . 18
- Fine-Tuning Safety Programs . . . . . 18
- Encouraging Employee Participation . . . . . 19
- Promoting Safety . . . . . 19

**Module 4: Improving Safety-Program Compliance . . . . . 21**
- Committee Responsibility . . . . . 21
- Employee Responsibility . . . . . 22
- Why Employees Don’t Always Comply with the Rules . . . . . 22
- How to Help Improve Compliance with Safety Programs . . . . . 23

**Module 5: Committee Teamwork . . . . . 25**
Group Synergy . . . . . 25
The Power of Diversity . . . . . 26
Conclusion . . . . . 27

**Appendices . . . . . 29**
Appendix 1 — Participant Roster . . . . . 30
Appendix 2 — Postal Service Manuals, Handbooks, and Publications . . . . . 31
Appendix 3 — Non-Postal Service Resources . . . . . 32
Appendix 4 — Forms the Postal Service Uses . . . . . 33

# Guidelines for Course Administration

## Introduction

This is a guide to help course instructors provide training for members of Joint Labor-Management Safety and Health Committees (JLMSHC). This training is required for all committee members at the local and area levels.

Course instructors have the freedom to tailor their presentation to fit local needs and facility-specific safety-program plans. This guide provides the course instructor with teaching suggestions and an outline of information that should be covered. The main reference for this course is Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.

Course instructors should supplement the training by providing local reports and discussing safety and health problems that warrant the committee's attention. Also, using case studies and simulations of real work situations will enhance the committee's effectiveness.

When conducting group exercises, course instructors must be sure to include both labor union and management representatives in each working group. Cooperation between committee members should be encouraged throughout the training.

Class size will vary. Classes should be large enough to permit role playing, case studies, and brainstorming activities, but small enough that everyone has an opportunity to participate within the allotted time. This course is designed to take 4 hours.

The course instructor is responsible for completing the required training report forms. These must be recorded in the learning management system and include the course title ("Joint Labor-Management Safety and Health Committee"), "Express," and the USPS Course Code (2009SAFE 0697MO01.)

## Course Objectives

Upon completing the course, participants will be able to:

- Define the roles and responsibilities of Joint Labor-Management Safety and Health Committees (JLMSHC).
- Create and maintain an interest in safety.

- Review accident trends, develop safety-emphasis programs, and address safety concerns to assist with accident-reduction efforts.
- Promote committee teamwork.

## Time Allocated for Course

4 hours.

## Instructional Methods

- Lecture.
- Case studies.
- Discussions.
- Group exercises.

## Participant Materials

- Name tents.
- Paper and pencils.
- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees* (one per participant).
- Local examples of safety reports (PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*; event reports; statistical reports, etc.), from the Safety and Health Management Tool, (SHMT), redacting individuals' names, and excluding individual employee medical records that do not include the employee's consent to share.
- Copies of case studies and other exercises.
- Examples of inspection checklists that are in the SHMT database.

## Media

- Flip charts with stands (one per group plus one for the facilitator).
- Marking pens.
- Computer display and/or overhead projector.

## Additional Courses

Other courses are available to committee members that will help them carry out their duties more effectively. Examples include:

- Facility Safety Coordinator Self-Study Guide (course 2019SAFE4130MO01).
- Safety Management, HERO – (Skillsoft) Online Class.

# Module 1: Introduction

### Objectives:

- Introduction of instructors.
- Upon completing this course, participants will be able to:
  - State the course objectives.
  - Locate emergency evacuation routes, restrooms, and smoking areas, and handle other matters relating to course logistics.

### Time Allocated for Module:

1/2 hour.

### Instructional Methods:

Lecture with discussion.

### Summary:

- Welcome by operations manager and state course objectives.
- Complete a class roster.
- Introduce participants.
- Cover course logistics.

### Participant Material Used:

None.

### Media Required:

None.

### Notes for Facilitator:

It is important for a senior operations manager or the manager's representative to welcome the committee as a demonstration of its commitment to safety and the value of the Joint Labor-Management Safety and Health Committee.

### For Further Information:

Refer to the Emergency Evacuation Plan for the facility where training is taking place.

# Welcome

- Welcome by the plant manager, postmaster, or installation head.
- Statement about the manager's vision for the Joint Labor-Management Safety and Health Committee.

# Introduction of Facilitator

Introduce the trainer and other resource persons involved.

# Participant Roster

- Complete a roster of participants (see Appendix 1).
- Include each participant's Employee Identification Number (EIN) and finance number when available.
- The EAS trainer must enter employee roster information into the learning management system (Express Class).

# Introduction of Participants

- Have each participant make a name tent.
- Use a creative method to allow each participant to introduce himself or herself. This should be used as an icebreaker and set the tone for the training.
- Encourage group interaction during activities suggested throughout the course.

# Course Schedule and Logistics

Inform the class of the following:

- Course schedule and times. (See a suggested sample schedule on the next page.)
- The facility restroom locations.
- The facility smoking policy.
- Emergency evacuation route. (Show a diagram.)

## Suggested Time / Topic Outline:
# Joint Labor-Management Safety and Health Training

| Schedule | Duration | Content | Process | Details / Notes |
|---|---|---|---|---|
| 8:00 AM | 1/2 hour | **Introduction/Administrative Issues**<br>■ Introductions.<br>■ Local safety policies and philosophy.<br>■ The training facility. | Lecture<br>Discussion | Introduce course sponsor, facilitators, and participants. Identify safety and health issues and logistical arrangements. |
| 8:30 AM | 1-1/2 hrs. | **Safety and Health Committee Functions**<br>■ Levels of committees.<br>■ Why have a committee.<br>■ Membership, duties, and responsibilities.<br>■ Meeting protocol and suggested minutes.<br>■ Review of safety records and reports, excluding individual employee medical records that do not include the employee's consent to share. | Exercise<br>Discussion<br>Demonstration<br>Q&A | This discussion should be based on local practices and national guidelines in Handbook EL-809. |
| 10:00 AM | 15 min. | Break. | | Time is approximate. |
| 10:15 AM | 1/2 hour | **Creating an Interest in Safety**<br>■ Safety as a value.<br>■ Fine-tuning safety programs.<br>■ Encouraging employee participation.<br>■ Promoting safety. | Lecture<br>Discussion | It is important for management representatives to demonstrate a commitment to safety. |
| 10:45 AM | 1 hour | **Reviewing and Assisting with Safety Programs Compliance**<br>■ Defining responsibilities for compliance assistance.<br>■ Why employees don't always comply with the rules.<br>■ Actions that can help employees comply with, and achieve "ownership" of, rules and regulations. | Lecture<br>Exercises | Focus on the importance of implementing safety programs, as well as individual rules and regulations. |
| 11:15 AM | 1/2 hour | **Committee Teamwork**<br>■ Group synergy.<br>■ The power of diversity. | Lecture<br>Exercise | Create an upbeat and collaborative spirit among committee members. |

This page intentionally left blank

# Module 2: Safety and Health Committee Functions

### Objective:

Participants will be able to identify the reason for and purpose of Safety and Health Committees.

### Time Allocated for Module:

1-1/2 hours.

### Instructional Methods:

Lecture and discussion.

### Summary:

- Levels of safety and health committees.
- Why the Postal Service has a Joint Labor-Management Safety and Health Committee.
- Membership and responsibilities of committee members.
- Proposed order of business for committee meetings.
- Proposed format for recording minutes of meetings.
- Review of safety records and reports.

### Participant Material Used:

Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.

### Media Required:

- Flip chart.
- Copies of local PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*; and hazard and accident reports from the current database system, excluding individual employee medical records that do not include the employee's consent to share.

### Notes for Facilitator:

This module includes exercises that require the facilitator to supply copies of relevant PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*; and hazard records, accident reports, and safety-statistic trends for the facility, excluding individual employee medical records that do not include the employee's consent to share. Facilitators must be sure to have this information or data available before the module begins.

### For Further Information, Refer to the Following:

- *Employee and Labor Relations Manual* (ELM), Chapter 8.
- National Agreements — Article XIV.

# Levels of Safety and Health Committees

## Executive or Management Safety and Health Committees

Executive Safety and Health Committees are established at the headquarters and area levels. Management Safety and Health Committees exist at local levels. Specific duties, responsibilities, and membership requirements of these committees are specified in Memorandums of Policy, Management Instructions, and other Postal Service publications.

## Joint Labor-Management Safety and Health Committees

Joint Labor-Management Safety and Health Committees are established at multiple levels in accordance with national agreements. Local Joint Labor-Management Safety and Health Committees are mandatory in installations having 50 or more employees. Installations that have less than 50 employees are encouraged to establish committees, but they are not mandated to do so.

# Why Safety and Health Committees

This exercise is to help participants think about their role as committee members. The course instructor must save the outputs as a review at the end of the module.

## Exercise: Why a Committee

### Purpose:

Define the purpose of Joint Labor-Management Safety and Health Committees. (Choose an area or local committee for illustrative purposes.)

### Process:

- Provide a flip chart to each group.
- Have each group brainstorm, and record on the flip chart, why the group thinks the JLMSHC exists. Allow about 5 minutes for the brainstorming session.
- Consolidate the results from each group onto one list that will be displayed for review at the end of the module.

**Output:**

Participants understand the rationale for Joint Labor-Management Safety and Health Committees.

Examples of responses from the above exercise may include:

- To examine and discuss safety trends and policies affecting employee safety in the facility or area.
- To create and maintain an interest in safety.
- To develop emphasis projects, improve workplace safety, and reduce employee injuries and accidents.
- To improve communication between management and employees in order to promote workplace safety for all employees.

There are many reasons why a Local Joint Labor-Management Safety and Health Committee exists. The main reason is to provide and maintain an open channel of communication between employees, unions, and management concerning safety and health matters. The committee also helps ensure that all employees in all areas of the facility have an opportunity to be represented.

Joint Labor-Management Safety and Health committees have considerable potential for reducing accidents, injuries, and illnesses. Committees allow management, unions, and employees to become actively involved in making positive contributions to the safety and health program. Meetings are where improvements in programs, regulations, processes, and possible hazards may be discussed freely and openly.

The Joint Labor-Management Safety and Health Committee should stress cooperation between labor unions and management, as well as advocate safety and health programs as a shared responsibility. This is echoed in national agreements:

> *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 Union will cooperate with and assist management to live up to this responsibility.*

# Membership

There must be equal representation on the committee between the participating unions and management. Representation on the committee, to be specifically determined by management and the unions, must include one member from each of the participating unions (except in installations with two or more American Postal Workers Union (APWU) crafts where up to two representatives may be designated by the union) and appropriate management representatives.

The facility head or area manager based on level of committee will designate an operational manager as the chairperson. Except for the chairperson and secretary, members will serve 3-year terms. Union members are eligible to succeed themselves at the discretion of the unions.

# Duties and Responsibilities

## Chairperson

The duties of the chairperson are to:

- Set times, dates, and arrange locations for the meeting.
- Notify members of the meeting.
- Receive agenda items from the members.
- Arrange the agenda and program.
- Review previous minutes and other materials before the meeting.
- Coordinate gathering all appropriate management reports, data, and information to be reviewed by the committee. The Occupational Safety and Health (OSH) representative will support this function.
- Respond to members' requests for special meetings.

## Secretary

The duties of the secretary are to:

- Prepare and document meeting minutes.
- Distribute minutes to committee members before the next scheduled meeting.
- Report the status of recommendations that the committee made.
- Distribute the agenda to members.
- Assume the chairperson's duties as necessary.

## Local Committee Members

The duties of committee members are described in several documents. These are described using the following legend to reference the source documents:

- E = Handbook EL-809.
- A = American Postal Workers Union (APWU) National Agreement.
- M = National Postal Mail Handlers Union (NPMHU) National Agreement.
- N = National Association of Letter Carriers (NALC) National Agreement.

Duties of committee members are to:

- Attend all meetings **(E)**.
- Create an interest in safety and health **(E)**.
- Review local safety and health rules and assist management with policy and program compliance **(E, A, M, N)**.
- Review the progress in accident prevention and improved employee health at the installation **(E, A, M, N)**.
- Determine program areas that require increased emphasis **(E, A, M, N)**.
- Participate in investigating accidents that result in serious injuries, based on standards in the ELM **(A, M, N)**.

- Review safety and health suggestions **(E, A, M, N)**.
- Review safety-training records **(E, A, M, N)**.
- Review PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*, excluding individual employee medical records that do not include the employee's consent to share, and redacting individuals' names **(E, A, M, N)**.
- Review employee injury reports in SHMT, redacting individuals' names, and excluding individual employee medical records that do not include the employee's consent to share **(E)**.
- Identify unsafe work practices **(A, M, N)**.
- Review an updated list of hazardous materials used in the installation **(A, M, N)**.
- Render reports to the installation head **(A, M, N)**.
- Discuss all matters relating to employee safety and health, except for individual grievances (unless permitted by national agreement), and make recommendations for resolution or improvement to the installation head **(E, A, M, N)**.
- Review local dog-bite prevention efforts (if applicable) **(N)**.
- Ensure adequate safety precautions are in place and review procedures so that all appropriate safety precautions are implemented and followed while performing hazardous work, including when a second worker is present. The committee may complete PS Form 1783, *On-the-Job Safety Review/Analysis*, to justify the additional person **(A)**.
- Perform on-the-spot reviews of troublesome areas upon proper written approval from the committee chairperson **(E, A, M, N**).
- Identify when it is appropriate to participate in inspections, such as:
  - When an investigation board is appointed by a district or division manager to investigate a fatal or serious industrial non-criminal accident, the appropriate union at the installation will be advised promptly. When the union requests, a representative from the committee will be permitted to accompany the board in its investigation **(E, A, M, N)**.
  - Any union representative on the committee may participate in the semiannual inspections that safety personnel conduct in the main facility of each district or division and National Distribution Center (NDC), provided that the representative's union represents employees at that facility. Up to two APWU committee representatives may participate in such inspections in 200-man-year facilities **(E, A)**.
  - A union representative from the committee may participate in inspecting any facility, Post Office, NDC, station, branch, or other installation that has 100 or more man-years of employment in the regular work force, provided that the union represents employees at that facility and that the union representative's duty station is at that facility **(E, A, M, N)**.

  - Selected on a rotating basis by the unions, one union representative from the committee may participate in the annual inspection of each installation with more than 50 and less than 100 man-years of employment in the regular work force, where such a committee exists in the installation being inspected **(E, A, M, N)**.

## Area Committee Members

Duties of Area Committee members are to:

- Attend all meetings **(E)**.
- Create and maintain an interest in safety and health, thereby helping to prevent accidents **(E)**.
- Determine program areas to receive increased emphasis and make recommendations regarding them **(E)**.
- Review event statistics and accident reports from the national safety and injury compensation systems, excluding individual employee medical records that do not include the employee's consent to share **(E)**.
- Discuss all matters relating to employee safety and health, except for individual grievances (unless permitted by a national agreement), and make recommendations for resolution or improvement to the installation head **(E)**.

## Area/Local Committee Meetings

Meetings of the Area/Local committee are to be held at least quarterly. Meetings may also be held at the request of a committee member to discuss important problems or items. Although the request requires the chairperson's approval, no reasonable request must be denied. Members must submit agenda items at least 3 days before 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 to inhibit free discussion.

***Note:*** Individual grievances must not be made the subject of discussion during Local Joint Labor-Management Safety and Health Committee meetings unless permitted by a national agreement with the union.

## Order of Business — Local Committee

- The chairperson calls the meeting to order.
- The secretary does roll call.
- Any visitors are introduced.
- The secretary reads the minutes from the previous meeting and corrects any errors in them.
- Unfinished business is brought up for consideration and resolution.
- New business:
  - Review of safety accident reports and statistics.

  - Review of PS Form 1767s, or electronic hazard reports, excluding individual employee medical records that do not include the employee's consent to share.
  - Review of employee suggestions regarding safety and health.
  - Review of safety rules, safety videos, and safety-training programs, etc.
  - Review of progress of the safety and health emphasis program, and special campaigns, etc.
  - Discussion and resolution of items or problems relating to safety and health.
- Safety education (such as a guest speaker or safety talk).
- Adjournment.

## Order of Business — Area Committee

- The chairperson calls the meeting to order.
- The secretary does roll call.
- Any visitors are introduced.
- The secretary reads the minutes of the previous meeting and corrects any errors in them.
- Unfinished business is brought up for consideration and resolution.
- New business:
  - Review of local committee actions and/or concerns, and compliance with the meeting schedule.
  - Review of safety statistics and accident reports, redacting individuals' names and excluding individual employee medical records that do not include the employee's consent to share.
  - Review of safety rules, safety videos, and safety-training programs, etc.
  - Review of progress of safety and health programs, and special campaigns, etc.
  - Discussion and resolution of items or problems relating to safety and health.
- Safety education.
- Adjournment.

## Meeting Minutes

The suggested format for meeting minutes is included on the next page. (Also see Handbook EL-809.) This format may be adjusted according to local needs.

Suggested Format:

# Minutes of Joint Labor-Management Safety and Health Committee Meetings

**Date:** _____

**Subject:** Safety and Health Committee [Date of Report] Minutes of Meeting

**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: | (name) | Chairperson |
| | (name) | Secretary |
| | (name) | Title |
| | (name) | Title |
| Not in attendance: | (name) | Title |
| | (name) | Title |
| 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 reviews of troublesome areas with recommendationsand action taken.) |
| | Brief report if any | |
| Meeting adjourned at: | (time) | |

**Signed:** _____ **Chairperson**

_____ **Secretary**

***Note:*** Copies of the minutes must be provided to the local president of each union and posted on employee bulletin boards.

Now that the Postal Service has included committee membership, duties, responsibilities, and other basic committee activities, it's time to examine common forms used to report hazards and accidents.

# Review of Safety Records and Reports

The committee may use a number of reports to carry out its duties. The following are some examples. See Appendices 2, 3, and 4 for more.

- Review of employee injury events from SHMT.
- Review of Informed Mobility Safety Observation Tool (IMSOT) records if available.
- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*.
- PS Form 1778, *Dog/Animal Warning Card*.
- PS Form 1783, *On-the-job Safety Review/Analysis*.
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form 4584, *Observation of Driving Practices* (IMSOT Data).
- Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*.
- Occupational Safety and Health Administration (OSHA) 300 Log.

Two important sources of information for the Joint Labor-Management Safety and Health Committee are submitted PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*, and accident reports.

***Note:*** Individual employee medical records that do not include the employee's consent to share should be excluded from the committee's review, and individuals' names should be redacted from all reports reviewed. The following exercises should be based on local cases.

## Exercise: Report of Hazard, Unsafe Condition or Practice

### Purpose:

Review submitted PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*.

### Process:

- Hand out copies of local completed PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*, with individuals' names and other identifying data, including medical information and records, deleted.
- Remind participants that confidentiality must be maintained.
- In small groups, review local hazard-report samples for completeness and corrective action taken to resolve the problem.
- Have participants discuss if the reports indicate patterns of unsafe conditions that warrant further review.
- Discuss actions that the committee may take.

### Outputs:

Report of the groups' findings.

One committee responsibility is to review PS Forms 1767, *Report of Hazard, Unsafe Condition or Practice*. These are important reports from employees as they are official safety communications to management. It is management's responsibility to respond and take necessary corrective actions.

The Joint Labor-Management Safety and Health Committee may review these reports to determine if effective action has been taken. In addition, the committee may identify specific areas that may need attention by noting the frequency of hazards reported in an area. Reports of similar hazards may indicate a condition common to the entire facility.

## Exercise: Accident Report

### Purpose:

Review local safety reports.

### Process:

- Hand out samples of accident reports, with individuals' names and other identifying data, including medical information or records, deleted.
- In small groups:
  - Review the reports for completeness and correctness.
  - Identify additional actions to reduce causes if possible.
  - Discuss if reports indicate a pattern of unsafe conditions that warrant further review.
- Discuss actions or projects the committee may take.

### Outputs:

Create a group report based on a review of employee Accident Event records in SHMT.

Reviewing accident and injury reports and other safety reports pertaining to the local facility may identify trends that are unusual and stand out. This may help identify problem areas and determine the effectiveness of local safety programs. Accident statistics for each month should be compared to previous periods and to the same period last year.

# Module 3: Creating an Interest in Safety

### Objective:

Participants will be able to create an interest in safety within the facility.

### Time Allocated for Module:

1/2 hour.

### Instructional Methods:

- Lecture.
- Discussion.

### Summary:

- Make safety a value.
- Fine-tune safety programs based on local needs.
- Encourage employees to participate in improving employee safety at their facility.
- Promote safety.

### Participant Material Used:

None.

### Media Required:

Flip charts.

### For Further Information:

Refer to the online class “Safety Management” in the learning management system.

## Primary Responsibilities

One of the primary responsibilities of the Committee is to encourage an interest in safety for all employees. This goal may be accomplished in the following ways:

- Make safety a value.
- Lead by example.
- Create safety programs based on data.
- Encourage all employees to make suggestions and participate to improve safety.
- Use creative methods to communicate safety messages.

# Safety as a Value

The importance of safety must not diminish for any reason. Unsafe acts or conditions must not be permitted, even to meet service goals. Many times individuals may seek shortcuts in an effort to process the mail on time, meet delivery standards, or repair equipment that is desperately needed for mail processing. While mail processing, mail delivery, and equipment repair are high priorities, safety must be valued above them.

Committee members must lead by example. In this way they demonstrate a commitment to safety by their dress, attitude, and actions. Committee members may gain attention to foster safety by conducting frequent informal safety observations, quickly addressing safety problems, complying with all safety rules without exception, and communicating often with employees about safety.

# Fine-Tuning Safety Programs

The Postal Service work environment is constantly changing as new technology is introduced and processes are refined to meet new service goals.

New safety concerns must be quickly identified, and safety programs constantly fine-tuned to prevent accidents that may result from this changing environment.

Safety programs should include:

- Engineering solutions, such as:
  - Machine guarding.
  - Proper equipment placement.
  - Product substitution (nonhazardous chemicals in lieu of hazardous chemicals).
- Administrative solutions, such as:
  - Training and safety talks.
  - Posters.
  - Safe work practices.
- Personal protective equipment (PPE), such as:
  - Gloves.
  - Eye protection.
  - Hearing protection.

PPE should always be the last option when engineering or administrative solutions will not completely abate the hazard.

# Encouraging Employee Participation

The more active employees are in the safety program, the more effective it will be. Employees should be encouraged to suggest improvements; report hazards, unsafe conditions, or practices; and use other means to communicate safety concerns to the committee. Communication with the committee is to be made freely and without fear of reprisal.

Employee concerns must be addressed, and the individual must be kept informed of the progress toward resolution. The committee should also involve employees in developing solutions and addressing problems quickly to maintain employee interest, confidence, and participation.

# Promoting Safety

Committee members are encouraged to be creative in promoting safety. Suggestions include:

- Targeted safety-emphasis programs.
- Employees sharing safety best practices.
- Recognizing and promoting safety.
- Posters and safety talks.
- Safety contests.
- Training.

It is important to keep safety initiatives current to maintain interest. By applying imagination and occasionally changing promotional activities, committee members may motivate employees to maintain an interest in safety. Encouraging employee involvement will lead to self-ownership of the safety programs and improve employee safety within the facility.

This page intentionally left blank

# Module 4: Improving Safety-Program Compliance

### Objective:

Participants will be able to give examples of how committee members may help iidentify and reduce the number of unsafe practices and unsafe acts.

### Time Allocated for Module:

1 hour.

### Instructional Methods:

- Lecture.
- Discussion.
- Case study.

### Summary:

- Committee responsibility.
- Employee responsibility.
- Why employees fail to follow safety practices and policies.
- How to improve employee commitment to safety.

### Participant Material Used:

None.

### Media Required:

- Flip charts.
- Copies of case studies (one per group).

## Committee Responsibility

Another important committee function is to review local safety policies and rules. As stated earlier in this guide, changes in the Postal Service workplace often result in changes in local safety programs.

Committee members are responsible for helping implement safety programs. All Postal Service employees are responsible for observing safety rules and performing their job safely.

Key safety programs that the Postal Service tracks include:

- Dog-bite prevention.
- Heat-illness prevention.
- Motor-vehicle safety.

- Emergency preparedness.
- Facility inspections.
- Ergonomic injury awareness.
- OSHA programs.
- Fire prevention/emergency egress.
- Electrical safety.
- Slip, trip, and fall prevention.
- Lockout/tagout procedures.
- Hazardous material spill and leak response.
- Personal protective equipment use.
- Practicing safety while driving powered industrial trucks.

# Employee Responsibility

Every Postal Service employee is responsible for:

- Complying with both OSHA and Postal Service safety and health programs, regulations, procedures, and practices.
- Keeping his or her work area in a safe and healthful condition.
- Reporting immediately and/or self-correcting any safety hazards and unsafe working conditions.
- Reporting immediately any accident in which the employee is involved, regardless of the extent of injury or amount of damage.
- Keeping physically and mentally fit to meet the job requirements.
- Driving defensively and professionally; extending courtesy in all driving situations; and obeying all state, local, and Postal Service regulations when driving a vehicle that the Postal Service owns, leases, or contracts.

# Why Employees Don’t Always Comply with the Rules

## Exercise: What? Me Worry?

### Purpose:

Identify reasons why employees don’t follow safety rules and policies.

### Process:

- Break into small groups.
- Have each group brainstorm the most common reasons why safety rules are not always followed.
- List reasons on the group’s flip chart.
- Post the lists on the walls around the room.
- Facilitate a discussion about possible means for improving compliance with the rules (training, employee involvement, recognition, etc.).

### Outputs:

Group report and discussion.

# How to Help Improve Compliance with Safety Programs

## Exercise: Doing the Right Thing for Safety

### Purpose:

Define actions that may be taken to help comply with safety rules and policies.

### Process:

- Break into groups with at least three persons in each group.
- Assign one of the following 5 case studies to each group.
- In small groups, read the assigned case study.
- Brainstorm and list the following on the group's flip chart:
  - Hazard;
  - Causes;
  - Possible injury; and
  - Possible solutions.
- Have each group appoint a spokesperson who will report the group's findings to the entire group.
- Solicit additional input from the whole group at the end of each presentation.

### Outputs:

- Reports from each group on their findings.
- Class discussions to gain additional ideas.

#### Case Study 1: Dave

Dave has been a mail-processing mechanic for 6 years and has a good safety record. One of the responsibilities of a mail-processing mechanic is to replace conveyor-belt rollers on large bulk conveyors. The rollers are heavy and difficult to manage as one climbs ladders to the elevated conveyors.

Dave is uneasy about asking for help. You observe Dave attempting to climb a ladder with one of the large rollers held with one hand and supported with his shoulder. How would you respond to this situation?

#### Case Study 2: Tami

Tami has been a mail handler for 2 years and had a back injury in the past from lifting in an attempt to unload the mail from an unexpected additional trailer at the dock. You observe Tami hand-pulling three joined-together APC containers to the staging area. How would you respond to this situation?

### Case Study 3: Jim

The supervisor just presented a safety talk on the importance of entering dog-hazard information into the scanner notification system. You hear Jim say, “That does no good; I’m not going to bother.” You also know that Jim is about to go on vacation, and a substitute will be delivering his route mail while Jim is away. How would you handle this situation? What would you say to Jim?

### Case Study 4: Penny

Penny is an electronic technician responsible for maintaining closed-circuit television (CCTV) cameras used throughout the building to monitor mail flow. These cameras are often located in remote areas of the high bay and are usually reached by carefully climbing out on the top conveyor-belt system.

Penny turns off the conveyor but does not lock out the conveyor before walking out on the belt. Penny’s supervisor, Darrell, is aware of this practice, but has noticed that Penny doesn’t seem to be worried about a conveyor start up because this saves time. How would you respond to this situation?

### Case Study 5: Monica

Monica is a new employee assigned as a machine operator in a delivery barcode-sorter operation. Carol, the senior operator on this equipment, trained Monica.

Monica has to clear several jams during a tour while sweeping the delivery barcode sorter (DBCS). Posters around the equipment state the importance of using emergency stops while clearing jams.

Monica is unsure about how using emergency stops will affect the machine’s operation. Besides that, the machine is stopped already, and Carol never uses them either. How would you respond to this situation?

# Module 5: Committee Teamwork

### Objective:

Participants will be able to demonstrate group collaboration and teamwork.

### Time Allocated for Module:

1/2 hour.

### Instructional Methods:

- Lecture.
- Discussion.
- Group exercise.

### Summary:

- Group synergy.
- The power of diversity.

### Participant Material Used:

None.

### Media Required:

Flip charts.

### For Further Information:

See the learning management system, “Team Building Tool Kit: Tips and Tactics for Effective Workplace Teams.”

## Group Synergy

Joint Labor-Management Safety and Health Committee members have accepted a great responsibility. However, it is not the committee member’s burden alone.

Regardless of how much committee members may accomplish individually to strive for a safe and healthful workplace, more may be achieved when the committee acts together. This effort is called synergy: The power of the group is greater than the sum of each individual effort.

# The Power of Diversity

Every individual brings to the group a unique combination of knowledge and experience from his or her personal life, culture, and career. When the group recognizes and draws upon these differences, the group is strengthened by its diversity. Denying individual differences weakens the group.

The Joint Labor-Management Safety and Health Committee may draw upon these strengths:

- Members have diverse work experiences.
- Members are able to communicate with other Postal Service employees at many different levels.
- The committee brings labor and management around the table to address safety issues that benefit the employee, the business, and the customer.

## Exercise: The Green Vegetable

Conclude the training with the “Green Vegetable” exercise to demonstrate synergy. Use this to demonstrate how much more powerful the group is when it combines individual ideas. This exercise may also demonstrate the power of diversity if some “green vegetables” are unknown to some group members.

### Purpose:

Recognize the benefits of synergy and diversity.

### Process:

- Have each person list as many green vegetables as possible in 5 minutes.
- Have each person count how many he or she listed. Recognize the person who has the longest list.
- Have the instructor go around the room to each person, in turn, and ask the person to name an item from the person’s list. Each vegetable will be written on a flip chart.
- Continue going around the room until a list has been made of all vegetables that were on each list. If an individual runs out of vegetables to suggest, that individual will say “Pass” and the next person will give another from his or her list.
- Have each person cross any item off his or her list that another gave and listed on the flip chart.
- Compile individual lists into one group list.
- Count the number of vegetables on the flip chart. It will be a much larger number than the number on any individual’s list.

**Outputs:**

- Discussion with the group on each participant's number of years of Postal Service experience, and experience outside the Postal Service that will benefit the group.
- Discussion on what each member feels that he or she may bring to the committee, with emphasis on synergy and diversity.

# Conclusion

- Safety depends on committee members and the employee.
- Small celebration of thanks for class participation and completion.

This page intentionally left blank

# Appendices

1. Participant Roster.
2. Postal Service Manuals, Handbooks, and Publications.
3. Non-Postal Service Resources.
4. Forms the Postal Service Uses.

# Appendix 1 — Participant Roster

## Participant Roster
## Joint Labor-Management Safety and Health Committee Training

**Course #_____ Date _____**

| Name | Job Title | Level | EIN # | Finance # | Facility |
|---|---|---|---|---|---|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| 11. | | | | | |
| 12. | | | | | |
| 13. | | | | | |
| 14. | | | | | |
| 15. | | | | | |
| 16. | | | | | |
| 17. | | | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. | | | | | |
| 21. | | | | | |
| 22. | | | | | |
| 23. | | | | | |
| 24. | | | | | |
| 25. | | | | | |

# Appendix 2 — Postal Service Manuals, Handbooks, and Publications

As a leader, the committee member and safety and health course instructor will not necessarily use all these references or forms. These are references used by the Occupational Safety and Health teams. They are listed here for information:

- ELM Subchapter 540, “Injury Compensation Program.”
- ELM Chapter 8, “Safety, Health, and Environment.”
- Handbook EL-505, *Injury Compensation*.
- Handbook EL-801, *Supervisor’s Safety Handbook*.
- Handbook EL-802, *Executives’ and Managers’ Safety and Health Program and Compliance Guide*.
- Handbook EL-803, *Maintenance Employee’s Guide to Safety*.
- Handbook EL-809, *Guidelines for Area/Local Joint Labor-Management Safety and Health Committees*.
- All Management Instructions beginning with “EL-810” (i.e., EL-810-2017-4, *Bloodborne Disease Exposure Control Plans*).
- Handbook EL-812, *Hazardous Materials and Spill Response*.
- Handbook EL-814, *Postal Employee’s Guide to Safety*.
- Handbook PO-502, *Mail Transport Equipment*.
- Handbook PO-516, *Highway Contractor Safety (Pocket Edition)*.
- Handbook PO-603, *Rural Carrier Duties and Responsibilities*.
- Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- Publication 129, *Safety Talks*.
- Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent*.

Additional resources are available in the Safety and Health Management Tool (SHMT) library.

# Appendix 3 — Non-Postal Service Resources

As leaders, Postal Service safety-and-health committee members and safety-and-health course instructors may wish to access the following online resources relating to safety:

- "Occupational Safety and Health Standards"(29 CFR Part 1910), produced by the Occupational Safety and Health Administration (OSHA): *https://www.osha.gov/laws-regs/regulations/standardnumber/1910*.
- "Occupational Safety and Health Standards for Construction" (29 CFR Part 1926), produced by OSHA: *https://www.osha.gov/laws-regs/regulations/standardnumber/1926*.
- "Recording and Reporting Occupational Injuries and Illness" (29 CFR Part 1904), produced by OSHA: *https://www.osha.gov/laws-regs/regulations/standardnumber/1904/*.
- "Training Requirements in OSHA Standards," produced by OSHA: *https://www.osha.gov/sites/default/files/publications/osha2254.pdf*.
- National Safety Council, a nonprofit safety advocate for all industry: *https://www.nsc.org/*.
- "OSHA Job Safety and Health; IT'S THE LAW!" poster (OSHA Publication 3021), produced by OSHA: *https://www.osha.gov/publications/poster*.

# Appendix 4 — Forms the Postal Service Uses

- PS Form 1700, *Accident Investigation Worksheet*.
- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*.
- PS Form 1768, *Safe Driver Award Committee Decision*.
- PS Form 1778, *Dog/Animal Warning Card*.
- PS Form 1783, *On-the-Job Safety Review/Analysis*.
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form 2491, *Medical Report — First Aid Injuries*.
- PS Form 2548, *Individual Training Record — Supplemental Sheet*.
- PS Form 3956, *Authorization for Medical Attention*.
- PS Form 4584, *Observation of Driving Practices*.
- PS Form 4584-P, *Observation of Driving Practices — Powered Industrial Trucks (PITS)*.
- PS Form 4588, *Observation of Work Practices-Delivery Services*.
- PS Form 4589, *Observation of Work Practices-General*.
- Notice 76, *Expanded Vehicle Safety Check*.
- Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.
- Form CA-2, *Notice of Occupational Disease and Claim for Compensation*.
- Form CA-2a, *Notice of Recurrence*.
- Form CA-6, *Official Superior's Report of Employee's Death*.
- Form CA-7, *Claim for Compensation*.
- Form CA-16, *Authorization for Examination and/or Treatment*.
- Form CA-17, *Duty Status Report*.
- Form CA-20, *Attending Physician's Report*.
- Standard Form (SF) 91, *Motor Vehicle Accident (Crash) Report*.
- Standard Form (SF) 95, *Claim for Damage, Injury, or Death*.

This page intentionally left blank