



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

Handbook EL-809-T

April 2001  
Transmittal Letter

- A. Explanation.** This issue of Handbook EL-809-T obsoletes all previously published versions.
- B. Distribution.**
- 1. Initial.** Handbook EL-809-T is distributed to all postal facilities directly involved in implementation and/or enforcement of the policies and procedures described in this handbook.
  - 2. Additional Copies.** Order additional copies from the Material Distribution Center using Form 7380, *Material Distribution Center Supply Requisition*.
- C. Comments.**
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475 L'ENFANT PLAZA SW RM 9801  
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- D. Effective Date.** This handbook is effective upon receipt.

A handwritten signature in black ink that reads "Suzanne F. Medvidovich".

Suzanne F. Medvidovich  
Senior Vice President  
Human Resources

## A Commitment to Diversity

The Postal Service is committed to fostering and achieving a work and learning environment that respects and values a diverse workforce. Valuing and managing diversity in the Postal Service means that we will build an inclusive environment that respects the uniqueness of every individual and encourages the contributions, experiences, and perspectives of all people.

It is essential that our work and learning environments be free from discrimination and harassment on any basis.

In our classrooms, on the workroom floor, in casual conversation, and in formal meetings, employees and faculty are asked to encourage an open learning environment that is supportive to everyone.

Course materials, lectures, classroom debates, and casual conversation should always reflect the commitment to safety and freedom from discrimination, sexual harassment, and harassment on any prohibited basis.

EAS training staff has a professional obligation to provide a safe, discrimination-free, and sexual harassment-free learning environment. Instructors are expected to support this commitment. Class participants are asked to support the goal of zero tolerance of behavior that violates these commitments.

If you find course material that is presented in the classroom or in self-instructional format that does not follow these guidelines, please let an instructor know immediately.

If classroom discussions do not support these principles, please point that out to the instructor as well.

Diversity is a source of strength for our organization. Diversity promotes innovation, creativity, productivity, and growth, and enables a broadening of existing concepts.

The Postal Service's policy is to value the diversity of our employees, customers, and suppliers, to do what is right for our employees and the communities we serve, thereby ensuring a competitive advantage in the global marketplace.

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# Guidelines for Course Administration

## *Introduction*

This guide will assist you in providing 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.

You have the freedom to tailor your presentation to fit local needs and facility-specific safety program plans. This guide provides you 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*.

You 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, be sure to include both labor 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 a chance 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 should be filed using Form 2548, *Individual Training Record — Supplemental Sheet*, or the equivalent, such as a roster. This information should be recorded on the National Training Database (NTD) in accordance with local and national guidelines.

## ***Course Objectives***

At the completion of the course, the 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 and assist management in the enforcement of safety rules and program plans.
- 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 (Form 1767, *Report of Hazard, Unsafe Condition, or Practice*; Form 1769, *Accident Report*; OSHA 200 Log; statistical reports, etc.).
- Copies of case studies and other exercises.
- Examples of inspection checklists that are in the Safety Toolkit.

## ***Media***

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

## ***Additional Courses***

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

- Collateral Duty Safety and Health Training (course # 21591-00).
- Safety for Postal Leadership (course # 19501-02).

## Module 1: Introduction

### **Objectives:**

Participants will be able to:

- State the course objectives.
- Locate emergency evacuation routes, restrooms, and smoking areas, and deal with other matters relating to course logistics.
- Get to know each other.

### **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.
- Course logistics.

### **Participant Material Used:**

- None.

### **Media Required:**

- None.

### **Notes for Facilitator:**

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

### **For Further Information:**

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



## ***Welcome***

- Welcome by the plant manager/postmaster/installation head.
- Statement of 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 participant's Social Security number and finance number.
- Forward roster to the PEDC for entry in the NTD.

## ***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 ice-breaker and set the tone for the training.
- Encourage group interaction during activities suggested throughout the course.

## ***Course Schedule and Logistics***

- Course schedule and times (see a suggested sample schedule on next page).
- Restroom location in the facility.
- Smoking policy for the facility.
- Emergency evacuation route (show a diagram).

## Joint Labor-Management Safety and Health Training

### Suggested Time / Topic Outline

Schedule	Duration	Content	Process	Details / Notes
8:00 AM	1/2 hour	<b>Introduction/Administrative Issues</b> <ul style="list-style-type: none"> <li>■ Introductions</li> <li>■ Local safety policies and philosophy</li> <li>■ The training facility</li> </ul>	Lecture Discussion	Introduce course sponsor, facilitators, and participants. Identify safety and health issues and logistical arrangements.
8:30 AM	1-1/2 hrs.	<b>Safety and Health Committee Functions</b> <ul style="list-style-type: none"> <li>■ Levels of committees</li> <li>■ Why have committees</li> <li>■ Membership, duties, and responsibilities</li> <li>■ Meeting protocol and suggested minutes</li> <li>■ Review of safety records and reports</li> <li>■ Participation in inspections</li> </ul>	Exercise Discussion Demonstration Q&A	This discussion should be based on local practices as well as the national guidelines suggested in Handbook EL-809.
10:00 AM	15 min.	Break		Time is approximate.
10:15 AM	1/2 hour	<b>Creating an Interest in Safety</b> <ul style="list-style-type: none"> <li>■ Safety as a value</li> <li>■ Fine-tuning safety programs</li> <li>■ Encouraging employee suggestions</li> <li>■ Communicating safety messages</li> </ul>	Lecture Discussion	It is important for management representatives to demonstrate a commitment to safety.
10:45 AM	1 hour	<b>Reviewing and Assisting with Safety Programs Enforcement</b> <ul style="list-style-type: none"> <li>■ Defining responsibilities for enforcement assistance</li> <li>■ Why employees don't always follow the rules</li> <li>■ Actions that can assist enforcement of rules and regulations</li> </ul>	Lecture Exercises	Focus on the importance of implementing safety programs as well as individual rules and regulations.
11:15 AM	1/2 hour	<b>Committee Teamwork</b> <ul style="list-style-type: none"> <li>■ Group synergy</li> <li>■ The power of diversity</li> </ul>	Lecture Exercise	Create an up-beat and collaborative spirit among committee members.

## Module 2: Safety & Health Committee Functions

### Objective:

Participants will be able to:

- Identify the reason and purpose for the existence 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 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 Forms 1767 and 1769 that have been submitted.

### Notes for Facilitator:

- This module uses exercises that require you to supply copies of local Forms 1767 and 1769 and safety statistics for the facility. Be sure to have these available before the module begins.

### For Further Information:

- *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 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 fewer 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 get the participants thinking about their role as committee members. 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 either 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 they think the JLMSHC exists. Allow approximately five 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 discuss safety policies and procedures.
- To provide for communication between management and employees on matters concerning safety and health.
- To create and maintain an interest in safety.
- To discover unsafe conditions and practices and determine how to eliminate them.
- To ensure a safe and healthful workplace for all employees.

You are members of a Local Joint Labor-Management Safety and Health Committee. There are many reasons why this 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 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 changes in programs, regulations, processes, and possible hazards can be discussed freely and openly.

The Joint Labor-Management Safety and Health Committee should stress cooperation between labor and management and 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 shall 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, shall 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 can be designated by the Union) and appropriate management representatives.

The employer will designate the chairperson. Except for the chairperson and secretary, members will serve 3-year terms. Members are eligible to succeed themselves at the discretion of the unions.

## ***Duties and Responsibilities***

### **Chairperson**

The duties of the chairperson are to:

- Arrange for the meeting place.
- Set times and dates for the meeting.
- Notify members of the meeting.
- Receive agenda items from the members.
- Arrange agenda and program.
- Review previous minutes and other materials before the meeting.
- Coordinate the gathering of all appropriate management reports, data, and information to be reviewed by the committee.
- Respond to members' request for special meetings.

### **Secretary**

The duties of the secretary are to:

- Prepare the meeting minutes.
- Distribute minutes.
- Report on the status of recommendations made by the committee.

- Distribute the agenda to members.
- Assume the chairperson's duties as necessary.

### **Local Committee Members**

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

E = Handbook EL-809.

A = APWU National Agreement.

M = NPMHU National Agreement.

N = 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 enforcement of the rules. **(E, A, M, N)**
- Review the progress in accident prevention and health at the installation. **(E, A, M, N)**
- Determine program areas which should have increased emphasis. **(E, A, M, N)**
- Participate in investigation of accidents that result in disabling injuries. **(A, M, N)**
- Review safety and health suggestions. **(E, A, M, N)**
- Review safety training records. **(E, A, M, N)**
- Review Form 1767, *Report of Hazard, Unsafe Condition, or Practice*. **(E, A, M, N)**
- Review Form 1769, *Accident Report*, statistics from the National Accident Reporting System, and the injury compensation program reporting system. **(E)**
- Identify unsafe work practices. **(A, M, N)**

- Review 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, identify areas in which it is appropriate to require the presence of an additional person while maintenance work assignments are performed in hazardous areas to ensure adequate safety precautions. The committee uses Form 1783, *On-the-Job Safety Review/Analysis*, to justify the additional person. **(A)**
- Perform on-the-spot inspections of particular troublesome areas upon proper written request to the Chairperson of the Committee. **(E, A, M, N)**
- Identify when it is appropriate to participate in inspections such as:
  - When an investigation board is appointed by a Performance Cluster Manager to investigate a fatal or serious industrial non-criminal accident, the appropriate union at the installation will be advised promptly. When requested by the union, 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 conducted by safety personnel in the main facility of each performance cluster and Bulk Mail Center (BMC), provided their union represents employees at that facility. Up to 2 APWU committee representatives may participate in such inspections in 200 man-year facilities. **(E, A)**



- A union representative from the committee may participate in the inspection of any main facility, post office, BMC, 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 his or her duty station is at that facility. **(E, A, M, N)**
- One union representative from the committee, selected on a rotating basis by the unions, may participate in the annual inspection of each installation with fewer 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**

The duties of the Area Committee Members are to:

- Attend all meetings. **(E)**
- Create and maintain an interest in safety and health and thereby help to prevent accidents. **(E)**
- Determine program areas to receive increased emphasis and make recommendations regarding them. **(E)**
- Review Forms 1769, *Accident Report*, statistics from the National Accident Reporting System, and the injury compensation program reporting system. **(E)**
- 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)**

### **Area/Local Committee Meetings**

Meetings of the Area/Local committee are to be held at least quarterly. Meetings can also be held at the request of a committee member to discuss important problems or items. Although the request requires the approval of the chairperson, no reasonable request should be denied. Members must submit agenda items at least 3 days prior to 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.

*Individual grievances shall not be made the subject of discussion during Local Joint Labor/Management Safety and Health Committee meetings unless permitted by national agreement with the Union.*

### **Order of Business — Local Committee**

- Call to order by chairperson.
- Roll call by secretary.
- Introduction of visitors (if present).
- Minutes of previous meeting are read and corrected as necessary by Secretary.
- Unfinished business is brought up for consideration and resolution.
- New Business:
  - Review of safety accident reports and statistics.
  - Review of 1767s.
  - Review of employee suggestions regarding safety and health.
  - Review of safety rules, safety videos, safety training programs, etc.
  - Review of progress of safety and health program, 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**

- Call to order by chairperson.
- Roll call by secretary.
- Introduction of visitors (if present).
- Minutes of previous meeting are read and corrected as necessary by secretary.
- Unfinished business is brought up for consideration and resolution.
- New business:
  - Review of safety accident reports and statistics.
  - Review of safety rules, safety videos, safety training programs, etc.
  - Review of progress of safety and health programs, special campaigns, etc.
  - Discussion and resolution of items or problems relating to safety and health.
- Safety education.
- Adjournment.

### **Minutes of the Meeting**

The suggested format for the minutes of the meeting are attached on the next page (see Handbook EL-809). This may be adjusted in accordance with 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)

<b>Meeting convened at:</b>	(time)	(location)
<b>In attendance:</b>	(name)	Chairperson
	(name)	Secretary
	(name)	Title
	(name)	Title
<b>Not in attendance:</b>	(name)	Title
	(name)	Title
<b>Agenda Items:</b>	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 inspections of troublesome areas with recommendations and action taken.)
	Brief report, if any	
<b>Meeting adjourned at:</b>	(time)	

**Signed:** \_\_\_\_\_ **Chairperson**

\_\_\_\_\_ **Secretary**

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

Now that we have discussed committee membership, duties, responsibilities, and other basic committee activities, let's examine some of the common forms used to report hazards and accidents.

## ***Review of Safety Records and Reports***

There are a number of reports that the committee may use in carrying out its duties. The following are some examples. See Appendices 2, 3, and 4 for more.

- PS Form 1766, *Hazard Warning Card*.
- PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice*.
- PS Form 1769, *Accident Report*.
- PS Form 1770, *Hazardous Materials Incident Report*.
- PS Form 1773, *Report of Hazard Log*.
- PS Form 1778, *Dog Warning Card*.
- PS Form 1783, *On-the-job Safety Review/Analysis (JSA)*.
- PS Form 2198, *Accident Report — Tort Claim*.
- PS Form 4584, *Observation of Driving Practices*.
- Standard Form 91, *Motor Vehicle Accident Report*.
- OSHA 200 Log.

Two very important sources of information for the Joint Labor-Management Safety and Health Committee are Forms 1767 and 1769. The following exercises should be based on local cases.

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

#### Purpose:

- Review Form 1767.

#### Process:

- Hand out copies of local Form 1767 from which names and other identifying data have been removed.
- Remind participants that confidentiality should be maintained.
- In small groups, review local Form 1767 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 what actions the committee may take.

#### Outputs:

- Report of groups findings.

One of the responsibilities of the committee is to review 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 should review these reports to determine if effective action has been taken. In addition, the committee can identify specific areas that may need attention by noting the frequency of hazards reported in an area. Finally, reports of similar hazards may indicate a condition common to the entire facility.

### **Exercise: Accident Report**

#### Purpose:

- Review local Form 1769, *Accident Report*, and safety reports.

#### Process:

- Hand out blank copies of Form 1769 with instructions.
- Hand out samples of accident reports from which names and other identifying data have been removed.
- In small groups, review the reports for completeness and correctness.
- In small groups, identify additional corrective actions if it is possible.
- In small groups, discuss if reports indicate a pattern of unsafe conditions that warrant further review.
- Discuss what actions the committee may take.

#### Outputs:

- Group report based on review of Form 1769.

Reviewing accident and injury reports (Form 1769) and other safety reports for your facility can identify trends that are unusual and stand out. This can be helpful in identifying problem areas and determining the effectiveness of local safety programs. Accident statistics for each accounting period should be compared to previous periods and to SPLY.

## 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-tuning safety programs based on local needs.
- Encourage employees to make suggestions regarding safety.
- Promoting safety.

### **Participant Material Used:**

- None.

### **Media Required:**

- Flip charts.

### **For Further Information:**

- Safety for Postal Leadership course.



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

- Make safety a value.
- Lead by example.
- Create safety programs.
- Encourage all employees to make suggestions regarding safety.
- Use creative methods to communicate safety messages.

### ***Safety as a Value***

The importance of safety must not change for any reason. Unsafe acts or conditions must not be permitted even to meet service goals. Many times we seek short cuts 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 should be valued above them.

Members of the committee should lead by example. In this way they demonstrate a commitment to safety by their dress, attitude, and actions. Committee members can be made visible by conducting frequent informal safety inspections, quickly correcting safety problems, observing all safety rules without exception, and communicating often with employees about safety.

### ***Fine-Tuning Safety Programs***

Our postal 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 can 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 the employees are in the safety program, the more effective it will be. Employees should be encouraged to use Form 1270, *Idea Proposal*, Form 1767, *Report of Hazard, Unsafe Condition, or Practice*, and other means to communicate safety concerns to the committee. Communication with the committee is to be made freely and without fear of reprisal.

Once an employee has expressed a concern, that individual must be kept informed of the progress toward resolution. Also, addressing a problem quickly and providing a rapid solution will maintain employee interest, confidence, and participation.

## ***Promoting Safety***

You are encouraged to be creative in the promotion of safety. Some suggestions are:

- Safety posters.
- Safety talks.
- Recognition and incentives.

- Safety contests.
- Training.

Employees can become bored with the *same old thing*. By using your imagination and occasionally changing the promotional activities, you can motivate employees to maintain an interest in safety. Attempt to find out what employees enjoy and capitalize on it.

## Module 4: Enforcement of Safety Rules

### **Objective:**

Participants will be able to:

- Give examples of how committee members can assist in enforcement of safety rules.

### **Time Allocated for Module:**

- 1 hour.

### **Instructional Methods:**

- Lecture.
- Discussion.
- Case study.

### **Summary:**

- Committee responsibility.
- Employee responsibility.
- Why employees don't always follow the rules.
- How to help enforce programs.

### **Participant Material Used:**

- None.

### **Media Required:**

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

### **For Further Information:**

- Safety for Postal Leadership.

## ***Committee Responsibility***

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

Committee members are responsible for assisting in implementation of safety programs. Every postal employee is responsible for the observance of safety rules and performing their jobs in a safe manner.

Some key safety programs that are tracked by the Postal Service include:

- Lockout/Tagout Procedures.
- Bloodborne Pathogens.
- Hazard Communication.
- Emergency Action Plan.
- Walking and Working Surfaces.
- Hazardous Material Spill and Leak Response.
- Personal Protective Equipment.
- Powered Industrial Trucks.
- Asbestos Management.
- Hearing Conservation.
- Respiratory Protection.
- Lead Management.
- Confined Space.
- Safe Driving.
- Safe Lifting.

## ***Employee Responsibility***

Each and every postal employee is responsible for:

- Complying with both OSHA and postal safety and health programs, regulations, procedures, and practices.

- Keeping their work area in a safe and healthful condition.
- Reporting immediately any safety hazards and unsafe working conditions.
- Reporting immediately any accident in which they were involved regardless of the extent of injury or amount of damage.
- Keeping physically and mentally fit to meet the requirement of the job.
- Driving defensively and professionally; extending courtesy in all driving situations; obeying all state, local, and postal regulations when driving a vehicle owned, leased, or contracted by the Postal Service.

## ***Why Employees Don't Always Follow 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 employees break safety rules.
- List reasons on the group's flip chart.
- Post the lists on the walls around the room.
- Facilitate a discussion about possible means for enforcing the rules (training, posters, recognition, etc.).

#### Outputs:

- Group report and discussion.

## ***How to Help Enforce Safety Programs***

### **Exercise: Enforcement of Safety Programs**

#### Purpose:

- Define actions that can be taken to assist in the enforcement of 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 their flip chart: 1) hazard, 2) causes, 3) possible injury, and 4) possible solutions.
- Have each group appoint a spokesperson who will report their 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 his responsibilities is to replace conveyor belt rollers on large bulk conveyors. The rollers are heavy and difficult to manage as he climbs ladders to the elevated conveyors.

He is uneasy about asking for help because it seems unmanly to do so. 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 two years and has had one back injury from lifting. In an attempt to unload the mail from an unexpected additional trailer at the dock, she is placing pallets of bulk business mail in an aisle way. This aisle is seldom used because it is located at the very end of the dock. How would you respond to this situation?

### Case Study 3: Jim

Jim is a mail handler and a certified powered industrial truck operator. His safety record shows that he has received disciplinary action for repeatedly hitting guardrails with his forklift.

You observe Jim driving forward with a load down a ramp. The load is also high enough to obscure his line of sight. How would you respond to this situation?

### Case Study 4: Penny

Penny is an electronic technician at the BMC and is responsible for the maintenance of 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 steel beams to which they are attached.

Often dust and debris cover these beams. Penny is always very careful as she makes her way to the cameras and has never slipped. Her supervisor, Darrell, is aware of this practice, but has noticed that she doesn't seem to be afraid like the other ETs who have refused the assignment. How would you respond to this situation?

### Case Study 5: Monica

Monica is a new employee and has been assigned as a machine operator in a delivery bar code sorter operation. Carol, the senior operator on this equipment, trained her.

Monica has to clear several jams during a tour as she sweeps the DBCS. Posters around the equipment state the importance of using emergency stops while clearing jams.



Monica is unsure of what using emergency stops will do to 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 Team Building (course 1730-10). Course materials can be downloaded from Training Course Materials on the Employee Development Web site at <http://blue.usps.gov/hrisp/ed/welcome.htm>.

## ***Group Synergy***

As a Joint Labor-Management Safety and Health Committee member you have accepted a great responsibility. However, it is not your burden alone.

Regardless of how much we can accomplish as individuals in striving for a safe and healthful workplace, more can 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 their personal life, their culture, and their career. When the group recognizes and draws upon these differences, they are strengthened by their diversity. When they deny individual differences, they are weakened.

The Joint Labor-Management Safety and Health Committee is able to draw upon these strengths:

- Members have diverse work experiences.
- Members can communicate with other postal employees at many different levels.
- The committee brings labor and management around the table to address safety issues that benefits 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 individual ideas are combined. This can also be a great demonstration of the power of diversity if some of the green vegetables are unknown to some members of the group.

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 has listed. Recognize the person that has the largest list.
- Have the instructor go around the room to each person in turn and ask for an item from their list. Each vegetable will be written on a flip chart.
- Continue going around the room until a list has been made of all of the vegetables that were on each list. If an individual runs out of vegetables to suggest, they will simply 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 has been given by another 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 any individual's.

Outputs:

- Demonstration of synergy and diversity.

***Conclusion***

- Safety depends on you!
- Small celebration of thanks for class participation and completion.

## Appendices

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

## Appendix 1 — Participant Roster



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

Course # \_\_\_\_\_ Date \_\_\_\_\_

Name	Job Title	Level	Soc. Sec. #	Finance #	Facility
1.					
2.					
3.					
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24.					
25.					

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

As a leader, you will not necessarily use all of these references or forms. These are references used by the Safety and Injury Compensation sections. They are listed here for your information.

- ELM Subchapter 540, Injury Compensation Program.
- ELM Chapter 8, Safety and Health.
- Handbook EL-505, *Injury Compensation, Procedures for Control Offices/Points.*
- Handbook EL-515, *Rehabilitation Program Guidelines.*
- Handbook EL-801, *Supervisor's Safety Handbook.*
- Handbook EL-802, *Executive's and Manager's Safety 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.*
- Handbook EL-810, *OSHA Programs.*
- Handbook EL-811, *Accident Report User's Guide.*
- Handbook EL-812, *Hazardous Materials and Spill Response.*
- Handbook EL-814, *Employee's Guide to Safety.*
- Handbook PO-502, *Container Methods.*
- Handbook PO-516, *Highway Contractor Safety (Pocket Edition).*
- Handbook PO-517, *Guide for Safe Use of the Eastern Region Mail Container.*
- Publication 52, *Hazardous, Restricted, and Perishable Mail.*
- Publication 129, *Safety Talks.*
- Publication 174, *How to Avoid Dog Bites: Dogs and Dog Repellent.*
- Unnumbered, *Rural Carrier Safety (Craft & Management: It's a Joint Effort).*

## Appendix 3 — Non-Postal Manuals, Handbooks, and Publications

As a leader you may wish to access other references relating to safety. These are listed here for your information.

- Occupational Safety and Health Standards for General Industry (29 CFR Part 1910): This is produced by the Occupational Safety and Health Administration and is available through CCH Incorporated at 4025 W. Peterson Ave., Chicago, IL 60646-6085; telephone 1-800-248-3248; or online at <http://www.cch.com>.
- Occupational Safety and Health Standards for the Construction Industry (29 CFR Part 1926): This is produced by the Occupational Safety and Health Administration and is available through CCH Incorporated at 4025 W. Peterson Ave., Chicago, IL 60646-6085; telephone 1-800-248-3248; or online at <http://www.cch.com>.
- Recording and Reporting Occupational Injuries and Illness (29 CFR Part 1904): This is available in hard copy from OSHA or at [http://www.osha-slc.gov/OshStd\\_toc/OSHA\\_Std\\_toc\\_1904.html](http://www.osha-slc.gov/OshStd_toc/OSHA_Std_toc_1904.html).
- “Training Requirements” in *OSHA Standards and Training Guidelines* (OSHA 2254 revised 1998).
- *Training and Record Keeping: OSHA/EPA/DOT Cross Reference Manual*. This is produced by J.J. Keller and Associates, Inc. at 3003 W. Breezewood Lane, P.O. Box 368, Neenah, WI 54957-0368; telephone 920-722-2848; or online at <http://www.jjkeller.com>.
- *All About OSHA* (OSHA Publication 2056): This is available through the U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.
- *OSHA: Employee Workplace Rights* (OSHA Publication 3021): This is available through the U.S. Government Printing Office, Superintendent of Documents, Mail Stop: SSOP, Washington, DC 20402-9328.



## Appendix 4 — Forms Used by the Postal Service

- 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 1769, *Accident Report*.
- PS Form 1770, *Hazardous Materials Incident Report*.
- PS Form 1772, *Accident Log*.
- PS Form 1773, *Report of Hazard Log*.
- PS Form 1778, *Dog Warning Card*.
- PS Form 1783, *On-the-Job Safety Review/Analysis (JSA)*.
- PS Form 2016, *Mail Theft and Vandalism Complaint*.
- 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 4585, *Postal Driver Accident Information (card)*.
- PS Form 4586, *Accident Information*.
- Item 087-H, *Vehicle Accident Report Kit*.
- CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation*.
- CA-2, *Notice of Occupational Disease and Claim for Compensation*.
- CA-2A, *Federal Employee's Notice of Recurrence of Disability and Claim for Continuation of Pay/Compensation*.

- CA-6, *Official Superior's Report of Employee's Death.*
- CA-7, *Claim for Compensation on Account of Traumatic Injury or Occupational Disease.*
- CA-16, *Authorization for Examination and/or Treatment.*
- CA-17, *Duty Status Report.*
- CA-20, *Second part of CA-7 (Report of Physician).*
- Standard Form 91, *Motor Vehicle Accident Report.*
- Standard Form 95, *Claim for Damage, Injury, or Death.*