UNITED STATES POSTAL SERVICE®

Supervisor's Safety Handbook

Handbook EL-801

May 2001
Transmittal Letter

A. Explanation. This issue of Handbook EL-801 is a complete revision. With the passage of the Postal Employees' Safety Enhancement (PESEA), effective September 1998, the Postal Service is now treated as a private sector employer and, as such, it is required to provide guidance to management personnel. This handbook incorporates the requirements of that Act.

This guide emphasizes the day-to-day safety and health responsibilities of line management. It gives direction on determining accident causes, reporting accidents, inspecting work areas, promoting safety and health, and completing job safety analyses. It provides supervisors with the information and techniques needed to support current safety and health policies.

B. Distribution and Requisition.

1. **Hard Copy.** Order copies of Handbook EL-801 from the Material Distribution Center using Form 7380, *Material Distribution Center Supply Requisition*.
   a. Use Touch Tone Order Entry by calling 1-800-332-0317, option 1, then option 2.
   b. Send a F3Fill-completed PS Form 7380 by cc:Mail to MDC Customer Service at TOKS001L.
   c. Mail a completed PS Form 7380 to the following address.
2. **Online Copy:** Handbook EL-801 appears on the Postal Service intranet at *http:blue.usps.gov.*

C. Comments.

Comments and questions about the content of this document can be submitted in writing to:

SAFETY PERFORMANCE MANAGEMENT
US POSTAL SERVICE
475 L'ENFANT PLAZA SW RM 9801
WASHINGTON DC 20260-4261

D. Effective Date. This handbook is effective upon publication.

Suzanne F. Medvidovich
Senior Vice President
Human Resources

Contents

Exhibits

1 Accident Prevention

1-1 Supervisor's Responsibilities

The Occupational Safety and Health Act requires employers to provide a safe and healthful workplace free of recognized hazards and to follow Occupational Safety and Health Administration (OSHA) standards. Employers' responsibilities also include providing training, medical examinations, and record keeping.

As a Postal Service supervisor, you are the backbone of our Safety and Health Program. You are in a highly visible leadership position that requires setting the standard for accident prevention. You are responsible for implementing written programs and action plans, monitoring employees' safety performance, and preventing operational safety errors. To properly exercise your responsibility, you must know the Postal Service safety rules and regulations and the rights and responsibilities of the employees you supervise. (Employees' rights and responsibilities are explained in 1-4.)

Safety rules and regulations are found in (a) this handbook, (b) Handbook EL-814, *Postal Employee's Guide To Safety,* (c) Chapter 8 of the *Employee and Labor Relations Manual* (ELM), (d) Handbook EL-803, *Maintenance Employee's Guide To Safety,* and (e) other Postal Service publications as applicable.

1-2 Postal Service Safety Philosophy

It is the position of the Postal Service that:

a. Any injury can be prevented. This goal is realistic, not just theoretical. Supervisors or managers having primary responsibility for the well-being of employees must fully accept this principle.

b. Management, including all levels through the initial-level supervisor, is responsible and accountable for the prevention of accidents and control of resultant losses. Just as the line organization is responsible for attaining production levels, ensuring quality of performance, maintaining good employee relations, and operating within cost and

budget guidelines, supervisors and managers must likewise accept their share of responsibility for the safety and health of employees.

c. It is possible to safeguard all operating exposures that can result in accidents and injuries. It is preferable to eliminate the sources of danger. However, where this is not practical, management must use protective measures, such as machine guards, safety devices, and personal protective equipment, and take administrative actions.

d. All employees must be trained in proper work procedures and must be educated to work safely and to understand that they are responsible for doing so. Management is responsible for the adequate safety training and education of employees. However, all employees must be convinced that they are responsible for working safely, and that in doing so, they benefit not only their organization but also themselves in a very real way.

e. It is good business from the standpoint of both efficiency and economy to prevent personal injuries on and off the job. In addition to humanitarian considerations, injuries cost money and reduce efficiency.

1-3 Good Safety Supervision

Review carefully the Seven Keys to Good Safety Supervision in Exhibit 1-3 to reduce or eliminate accidents in your work unit.

Exhibit 1-3
Seven Keys to Good Safety Supervision

Seven Keys to Good Safety Supervision

Key #1 Set a Good Example

The phrase “actions speak louder than words” is an excellent guide. The example you set should reflect your sincere belief in good safety practices and alertness for hazards. Some specific suggestions are:

1. Observe all safety and fire protection rules. If you make exceptions to such rules for your own convenience, regardless of the reason, you will seriously undermine the safety effort in your area.
2. Wear personal protective equipment where required. It’s a good way to “sell” it and demonstrates that it’s the smart thing to do. This is true even if you are not exposed to the same degree of hazard as your employees.
3. Discuss some aspect of safety with your employees every day. Such a discussion need not be a formal safety talk; it can simply be an informal mentioning of some aspect of safety. But it makes safety a part of each day’s activities and demonstrates your own interest in safety.
4. Be enthusiastic about safety. The enthusiasm you display will generate enthusiasm in your employees.
5. Give safety priority. Don’t ever let quality, production, or cost considerations compromise safety or fire protection.

Key #2 Know the Operation

To be able to understand and evaluate fully the safety and fire hazards involved, you should thoroughly understand the entire process or operation for which you are responsible.

Key #3 Be Alert to Unsafe Conditions

Every trip through your workplace should be an impromptu inspection tour. In this way, you can identify and correct hazards that might cause injuries.

Key #4 Inspect Often and Intelligently

Safe working conditions can be achieved only by finding and eliminating unsafe conditions and practices. Inspections help do this. While some inspections can and should be made by the safety personnel and by inspection committees, there is no substitute for a first-hand look by the supervisor. Including some of your employees on an inspection team is a good way to show they have a part in the safety effort, and this gives you a chance to illustrate the standards of performance you seek.

Key #5 Take Effective Corrective Action

To be effective, your observations must be translated into effective corrective action. You should make it clear that correction of an unsafe practice is not a reprimand, in itself, but a step toward improved safety performance. Correction must be prompt if it is to be effective. If you act while details of the incident are fresh in everyone’s mind, you will not give the impression of delaying or being indecisive.

Key #6 Maintain Discipline

When safety performance falls below reasonable levels and there are no extenuating circumstances, disciplinary action may be necessary. The action taken should be consistent and fair so that employee resentment is held to a minimum. Remember that the objective is improvement of performance. When respected, experienced workers are seen to ignore the rules, other workers are encouraged to violate the rules too. That is the way to breed accidents. Sometimes supervisors have no choice but to get tough and stay that way.

Key #7 Know Your Team Members

The ability of employees to do a specific job is dependent upon their education, training, experience, and general capabilities. To achieve the safest, most efficient performance, you must know each individual employee’s characteristics when you plan job assignments, training programs, and performance reviews.

1-4 Employee Rights and Responsibilities

Employees have the right to:

a. Become actively involved in the Postal Service Safety and Health Program and be provided a safe and healthful work environment.

b. Report unsafe and unhealthy working conditions using Form 1767, *Report of Hazard, Unsafe Condition, or Practice.*

c. Consult with management through appropriate employee representatives on safety and health matters, e.g., program effectiveness and participation in inspection activities where permissible.

d. Participate in the Safety and Health Program without fear of restraint, interference, coercion, discrimination, or reprisal.

OSHA requires workers to comply with all safety and health standards that apply to their actions on the job. Therefore, employees should:

a. Read the OSHA posters: OSHA Poster 2203, *Job Safety and Health Protection,* or OSHA Poster 3165, *You Have a Right to a Safe and Healthful Workplace.*

b. Follow the employer's safety and health rules and wear or use all required gear and equipment.

c. Follow safe work practices for their job as directed by their employer.

d. Report hazardous conditions to a supervisor or safety committee.

e. Report hazardous conditions to OSHA if the employer does not fix them.

f. Cooperate with OSHA inspectors.

1-5 Your Responsibility When Employees Report Hazards

Be aware of the information from the *Code of Federal Regulations* (CFR) (see Exhibit 1-5a) concerning employee rights and the responsibilities, including the employee responsibility to report hazards.

Exhibit 1-5a
Excerpt From Title 29, Code of Federal Regulations

29 CFR (part 1927 to end)

1977.12 Exercise of any right afforded by the Act.

(a) In addition to protecting employees who file complaints, institute proceedings, or testify in proceedings under or related to the Act, section 11(c) also protects employees from discrimination because of the exercise "of any right afforded by this Act."...

(b)(1) On the other hand, review of the Act and examination of the legislative history discloses that, as a general matter, there is no right afforded by the Act which would entitle employees to walk off the job because of potential unsafe conditions at the workplace. Hazardous conditions which may be violative of the Act will ordinarily be corrected by the employer, once brought to his attention....

(2) However, occasions might arise when an employee is confronted with a choice between not performing assigned tasks or subjecting himself to serious injury or death arising from a hazardous condition at the workplace. If the employee, with no reasonable alternative, refuses in good faith to expose himself to the dangerous condition, he would be protected against subsequent discrimination. The condition causing the employee's apprehension of death or injury must be of such a nature that a reasonable person, under the circumstances then confronting the employee, would conclude that there is a real danger of death or serious injury and that there is insufficient time, due to the urgency of the situation, to eliminate the danger.... In addition, in such circumstances, the employee, where possible, must also have sought from his employer, and been unable to obtain a correction of the dangerous condition.

1977.22 Employee refusal to comply with safety rules.

Employees who refuse to comply with occupational safety and health standards or valid safety rules implemented by the employer in furtherance of the Act are not exercising any rights afforded by the Act [italics added]. Disciplinary measures taken by the employer solely in response to employee refusal to comply with appropriate safety rules and regulations, will not ordinarily be regarded as discriminatory action prohibited by section 11(c). This situation should be distinguished from refusals to work, as discussed in Section 1977.12.

When reporting hazards, your employees are encouraged to complete Form 1767, *Report of Hazard, Unsafe Condition, or Practice* (see Exhibit 1-5b). You must ensure that a supply of Form 1767 is available in your work unit so that employees can, if they so desire, obtain them while maintaining their anonymity. The purpose of Form 1767 is to provide a channel of communication between employees and management that ensures prompt analysis and corrective action in response to reports of alleged hazards, unsafe conditions, or unsafe practices.

Just as your employees have a responsibility to file reports of hazards, you have a responsibility to promptly (within your tour of duty) investigate the alleged hazard and respond to your employees using the blue copy of the Form 1767.

Resolve issues if possible. Complete a Work Order and attach it to the top copy of Form 1767. Follow up to see that the hazards have been corrected, and notify the employee of the results.

Exhibit 1-5b
Form 1767

1-6 The Role of the Safety Professional

As a supervisor, you need to be in close contact with the safety professional in your district or plant. It is very important that you understand the role of the safety professional. In addition to those functions found in ELM Chapter 8, the safety professional does the following:

a. Provides advice and technical knowledge to all levels of management about safety, health, and fire protection matters.

b. Reviews safety, health, and fire protection plans.

c. Recommends actions and solutions to resolve safety and health problems.

d. Assists in training supervisors so they can better fulfill their safety responsibilities.

e. Helps orient new employees by informing them of their safety responsibilities.

f. Develops, administers, and promotes safety and health programs.

g. Provides management with an analysis of accidents so action plans can be developed.

h. Coordinates with appropriate environmental professionals on environmental issues that affect employee health.

1-7 Safety Talk Requirements

Scheduled safety talks are intended to promote safety awareness. All line supervisors are required to conduct safety talks at least once a week with their employee groups, including temporary, casual, and relief personnel.

It is important to make the topics of safety talks relevant to your work situation and interesting to your employees. Involve them in developing topics, and provide an opportunity for discussion and demonstration when applicable. Publication 129, *Safety Talks,* is an excellent resource.

Your talk can be an effective method of maintaining interest in safety. Review these keys to making a good safety talk:

a. Prepare your talk completely.

b. Try to confine each talk to one major subject and avoid rambling.

c. Choose a general or specific safety policy or subject, but keep the talk interesting and targeted.

d. Be specific whenever possible. For example, if you discuss housekeeping, highlight the danger of loose objects on the floor.

e. Use visual aids or actual demonstrations to make your talk more interesting.

You must maintain all safety talk records on file for 3 years, including the following:

a. The date, time, and unit where the safety talk was given.

b. The name of the person giving the talk.

c. The subject of the talk.

d. The names of employees attending the safety talk. An annotated unit roster or other automated attendance document is acceptable.

2 Accident Investigation

2-1 Purpose of an Accident Investigation

The primary purpose of an accident investigation is to identify the root cause or causes of the accident and to implement corrective actions to prevent similar accidents from occurring in the future. An accident investigation is a fact-finding process that involves identifying and documenting all causal factors.

The key to successful accident investigation is timeliness. Immediately conduct an on-site investigation and document the circumstances of every accident in your work area. When statements from witnesses are necessary, it is critical that you gather them as soon as possible after the accident. You should keep the witnesses separated until you can secure their respective statements. Guidance is available from your safety professional, injury compensation staff, and district accident investigator. Consult with these individuals and refer to this chapter any time you have concerns regarding accident investigations.

2-2 Investigating an Accident

The preparation and submission of accurate accident reports is critical to the accident prevention process. You must:

a. **Secure the accident scene and arrange medical care.**

If possible, you should immediately secure the accident site and, if necessary, arrange medical care for any injured parties. If the site is controlled by the police, you should identify yourself as a postal supervisor, inquire about injuries to employees or customers, and then determine the security of the mail. Remember, your first priority is to ensure that the injured parties receive prompt medical care.

b. **Investigate the accident scene thoroughly.**

Interview the employees and witnesses until you are satisfied that you have a complete assessment of what happened.

c. **Complete the required documentation.**

Forms used in an accident investigation are indicated below. Sections 245.3 and 260.23 in Handbook PO-701, *Fleet Management*, contain background information on Standard Form 91, *Operator's Report of Motor Vehicle Accident;* PS Form 1700, *Accident Investigation Worksheet;* PS Form 4585, *Postal Driver Accident Information;* and PS Form 4586, *Accident Information.*

(1) **PS Form 1769, *Accident Report,*** is the official Postal Service form that provides a detailed account of the accident in narrative and coded formats. Form 1769 is required for all accidents and injuries regardless of the severity of injury or the amount of property damage.

Note: Form 1769 must be completed whenever an employee sustains an injury, whether or not a CA form is submitted.

(2) **OWCP Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation,*** should be completed by the employee and the supervisor when an employee reports a job-related injury. The form is required to support any claim made by the employee regarding injury compensation.

Federal Employees' Compensation Act (FECA) requires that the injured employee provide written notice of a traumatic injury within 30 calendar days of the injury to be entitled to a continuation of pay (COP). Employee failure to give notice of injury within this 30-day period may result in a loss of entitlement to COP. Also, employee failure to give notice within a 3-year period may result in the loss of compensation rights. Injured employees must use Form CA-1 to file a traumatic injury claim.

Note: Form 1769, *Accident Report,* must be completed whenever an employee submits a CA-1.

(3) **OWCP Form CA-2, *Notice of Occupational Disease and Claim for Compensation,*** is used by any employee who believes he or she has developed an occupational disease or illness. The employee must give written notice to the official supervisor when he or she first becomes aware that the condition was causally related to employment. If, for any reason, it is impractical to give notice to the employee's official supervisor, notice of the disease or illness is given to any Postal Service official or to OWCP.

Note: Form 1769, *Accident Report,* must be completed whenever an employee submits a CA-2.

(4) **PS Form 1700, *Accident Investigative Worksheet,*** is completed by a supervisor when investigating motor vehicle and customer accidents.

Note: Form 1769, *Accident Report,* must be completed for all customer and motor vehicle accidents.

(5) **Standard Form 91, *Operator's Report of Motor Vehicle Accident,*** must be completed by all postal drivers involved in a

motor vehicle accident. The form is the driver's statement of the circumstances of the accident.

(6) **PS Form 4585, *Postal Driver Accident Information,*** is used by the postal driver involved in a motor vehicle accident to provide information to nonpostal persons.

(7) **PS Form 4586, *Accident Information,*** is used at the scene of a motor vehicle accident to obtain witness information and statements.

2-3 Preparing the Accident Report

2-3.1 Completing Form 1769, Accident Report

Form 1769, *Accident Report,* must be completed within 24 hours of the notification of an accident.

Begin preparation of Form 1769, *Accident Report*, by completing the written narrative on the right side. After completing the written narrative, complete the left side by using numerical codes.

It is critical to use the code that most closely describes the circumstance being discussed. Any item that you cannot identify by a code on the left side of the form you must include in the narrative description on the right side. Your narrative statement should describe as clearly as possible the events that occurred during the accident sequence. Be as detailed as possible, keeping in mind that your narrative needs to provide upper management and safety personnel a clear understanding of the circumstances of the accident. If Postal Service equipment was involved or caused the accident, identify the type, model, serial number, vehicle number, and other identifying information for the equipment.

2-3.2 Submitting the Accident Report

You must submit Form 1769, *Accident Report,* to the servicing safety office within 3 calendar days. Follow submission procedures explained in the "General Instructions" of Form 1769.

Note: The supervisor at the next higher level must review and sign Form 1769 to vouch for its accuracy. If Form 1769 is missing data or is not properly completed, the approving supervisor should return it to you for correction before signing it. The report is due into the servicing safety office within 3 calendar days.

2-3.3 Examples of Corrective Measures

Indicate on the right side of Form 1769, *Accident Report,* what actions you plan to take relevant to the prevention of a similar accident. You may want to begin by reviewing the employee's past accident history. The safety professional can provide a 5-year Employee Accident History Report. Study

the causes of the accident carefully and decide what corrective measures are needed. Some examples of corrective measures are to:

a. Guard exposed moving parts of machinery.
b. Eliminate hazardous exposures.
c. Substitute work procedures.
d. Use personal protective equipment.
e. Train employees or provide refresher training.
f. Enforce safety and health rules.
g. Replace defective or malfunctioning equipment.
h. Establish good personal safety examples to reinforce employee habits.
i. Take appropriate corrective action for violations of safe work practices.

2-3.4 Possible Causative Factors

An accident seldom involves only one basic component; usually combinations of components are involved. As the supervisor, you must ensure that you have explored every circumstance surrounding the accident. The items listed below may individually or in combination contribute to the occurrence of an accident:

a. Poor housekeeping.
b. Improper use of tools, equipment, or facilities.
c. Lack of proper work procedures.
d. Unsafe or defective equipment or facilities.
e. Failure to follow prescribed procedures, safety standards or safe work practices.
f. Lack of job training.
g. Lack of hazard awareness.
h. Lack of proper tools, equipment, or facilities.
i. Lack of safety devices, such as guards.
j. Lack of personal protective equipment (PPE).
k. Actions that exceed prescribed limits, loads, speed, strength, or other restrictions.
l. Inattention.
m. Fatigue; reduced alertness.
n. Poor work attitude or misconduct that results in unsafe practices.

Be alert to these potential factors on a daily basis as you interact with employees. Because it is easy to become complacent with the day-to-day activities of the unit, review the above list periodically to remember what unsafe situations may need your attention. Be consistent with your enforcement of safety rules. You cannot allow an employee to perform repeated unsafe acts and elect to take corrective action only when this behavior results in an accident.

2-3.5 Accident Investigation Follow-Up

Once the accident investigation is completed, and all required forms have been submitted, follow up on the corrective actions indicated on the Form 1769, *Accident Report.* The following are examples of possible corrective actions:

a. Complete Form 4584, *Observation of Driving Practices,* for any employee involved in a motor vehicle accident (regardless of fault). This should be accomplished within a few days following the accident. You should spend at least 15 to 30 minutes observing the driver. If the driver demonstrates no unsafe driving practices, congratulate him or her and encourage future safe driving habits. If the driver demonstrates unsafe driving practices, discuss these practices with the driver to ensure that he or she understands the correct driving method. Complete Form 4584 again if the driver's driving habits do not improve.

b. Complete Form 1783, *On-the-Job Safety Review/Analysis* (JSA), regarding the work activity the employee was engaged in at the time of the accident. Involve the employee in demonstrating the safe method of performing the task and identifying the hazards.

c. Observe the employee's work practices each day for the next 2 weeks. Positively reinforce the good things you observe and immediately explain and correct any deficiencies.

2-4 Requirements for Reporting Fatalities and Serious Accidents

2-4.1 Reporting Serious Accidents

All serious accidents must be reported through management channels. Immediately notify the safety professional and your next level manager of a serious or potentially serious accident. The term *serious accident* includes:

a. Any occupational accident that is fatal to one or more employees.

b. Any occupational accident that results in the in-patient hospitalization of one or more employees.

c. Any occupational illness or disease that results in the death of an employee.

d. Any postal-related accident involving nonpostal persons that results in a fatality or the in-patient hospitalization of one or more persons.

e. Occupational accidents that are not immediately reportable but that result in the death of an employee or nonpostal person within 6 months of the date of the accident.

f. Any occupational injury to an employee or nonpostal person involving mutilation, amputation (including major cartilaginous body parts such as ears, nose, etc.), or loss of vision in one or both eyes.

g. Any occupational accident involving property damage (combined postal and nonpostal) estimated to exceed $100,000.

h. Any occupational accident of one or more employees that results in in-patient hospitalization due to chemical exposure.

In-patient hospitalization does not refer to observation, emergency room use, or other forms of out-patient care.

ELM Chapter 8 provides the format for preparation of a preliminary serious accident report.

2-4.2 Reporting to the Occupational Safety and Health Administration — Special Circumstances

As a supervisor, you are required to help employees prepare Postal Service accident- and injury-related documents. In addition to these, be aware of possible OSHA reporting requirements.

OSHA must be notified within 8 hours of the death of an employee from a work-related industrial accident or motor vehicle accident or of the in-patient hospitalization of three or more employees. Notification to OSHA must be coordinated with and delivered through normal management channels. This would normally be through safety or human resources personnel in consultation with upper management.

The following information must be provided to the safety or human resources professional for delivery to OSHA:

a. Facility name and address.

b. Location of accident.

c. Date and time of accident.

d. Number of fatalities and/or employees hospitalized.

e. Postal contact person's name and telephone number.

f. Brief description of the accident.

3 Delivery Operations

3-1 Animal Interference

3-1.1 General

You must caution carriers to use extra care in making deliveries when dogs and other animals are loose on the route. A carrier's satchel and dog repellent are important tools in the prevention of dog or other animal attacks. Carriers must be instructed on the use of these tools and encouraged to have them available when dogs or other animals are loose on the route. For additional information, consult Handbook EL-814, *Postal Employee's Guide to Safety.*

Dog repellent must be used only when an attack is imminent. Carriers should be reminded that dog repellent may not work on all dogs. Also, warn carriers not to allow the repellent to come in contact with their skin or eyes. Dog repellent should never be kept inside a vehicle, because summer heat may cause the container to rupture. It should be kept on the carrier or clipped onto the satchel.

When a carrier is threatened or attacked by an animal, he or she must immediately report the incident to you. You are responsible for taking immediate corrective action to prevent recurring situations, including the suspension of mail delivery if warranted.

Form 1778, *Dog Warning Card*, must be placed in each carrier case daily where animal attacks have occurred or known unrestrained dogs are routinely present. The card should contain at a minimum the (1) address of attack, (2) resident's name, and (3) description of the animal. Each day, regardless of who is casing the mail, use these cards to warn the carrier by placing them in a letter case separation at least one delivery stop prior to where the dog is known to pose a problem.

These cards are a valuable aid in preventing future recurrences and provide protection to carriers who are not routinely assigned to a route or who are serving a new customer. Form 1778 provides these instructions for the postmaster: "If customer moves, immediately forward this form under

separate cover to the receiving office postmaster in order to alert carrier of a new dog on route."

Regularly notify carriers that they are not required to make a delivery if there are insect threats, such as hives or nests, that endanger the carrier. Inform carriers that any nondelivery of mail for animal interference reasons must be immediately reported to you.

3-1.2 Required Action for Animal Bites

Medical treatment must be sought immediately for any animal bite. Notify animal control authorities of any animal bite so that the animal may be observed for symptoms of rabies. If the animal's owner can be located, he or she must provide proof of the animal's rabies vaccination.

3-2 Defective Equipment and Machinery

Form 4707, *Out of Order,* is used to report a defective piece of equipment. The defective equipment must be immediately removed from service, tagged with Form 4707, taken to be repaired, or warehoused in an area designated for defective equipment. Tags must not be removed until repairs are completed. No one is authorized to place a defective piece of equipment back into service until appropriate repairs are completed.

If an employee wants to tag a piece of automated or mechanized machinery or equipment, he or she must notify the immediate supervisor about the defects prior to tagging. In certain situations, you may wish to isolate a particular part of the machine until the tagging operation has been completed. Pursuant to local postal policy, the employee may need to submit Form 1767*, Report of Hazard, Unsafe Condition, or Practice,* at the same time the out-of-order tag is issued.

Form 4565, *Vehicle Repair Tag*, is used by drivers to report vehicles that are in need of repair. You must ensure that all carriers perform a daily vehicle inspection prior to driving a Postal Service-owned or -leased vehicle, as indicated in Notice 76, *Expanded Vehicle Check*. Carriers must complete Form 4565 and submit it to you if a defect in the vehicle is found during the inspection. Carriers must not be permitted to drive motor vehicles with defects or safety deficiencies.

3-3 General Office and Delivery Safety Rules

3-3.1 Fingering Mail

Carriers must be instructed not to finger mail when driving, walking up or down steps or curbs, crossing streets, or at any other time the practice would create a hazard to the carrier or to the public. (See Exhibit 3-3.1.)

It is equally important to caution employees that sorting or reading addresses while a vehicle is in motion is forbidden and cannot be allowed under any circumstances.

A vehicle must be properly stopped, with its transmission in a parked position, before any attempt is made to put the mail in order.

Exhibit 3-3.1
Fingering Mail

3-3.2 Footwear

All carriers with a uniform allowance must have footwear that complies with SR/USA standards (slip-resistant, made in the USA with a tag designated SR/USA). Periodically check to ensure that carriers are wearing approved footwear. (See 8-8 for additional information.)

3-3.3 Hazardous Conditions

Carriers should make every effort to deliver the mail in a safe manner. However, they must also use good judgment and not risk personal injury as a result of exposure to icy steps, broken or rotten steps or porches, protruding nails or sharp edges on mailboxes, or other hazardous conditions. You must instruct carriers to report such hazardous conditions, and then you must take appropriate corrective action. You must ensure that reported hazards are corrected or that information about the hazard is placed on a Form 1766, *Hazard Warning Card.*

3-3.4 Letter and Flat Cases

Items are not to be stored on top of cases. This includes personal items such as radios or bottles.

Letter and flat cases should be anchored for stability. Where this is impractical, they should be connected together.

Wing cases and half-wing cases should be bolted securely to letter cases. All cases should be leveled as necessary.

3-3.5 Maintenance of Letter and Flat Cases

Letter cases and tables should be kept free of sharp edges. Chairs must not be tied to letter cases. Fans may be installed on case tops if they are securely bolted, properly wired, and guarded.

3-3.6 Street Delivery and Collection Boxes

Annual safety inspections must be conducted on all parcel lockers, neighborhood delivery and collection box units (NDCBUs), collection boxes, and relay boxes. Each must be checked for corrosion, absence of bolts in any mounts, cracks, or other deficiencies. Any defective unit must be removed from service and repaired immediately. Keep a log detailing the dates and results of the inspections.

3-3.7 Slips, Trips, and Falls

You must continuously remind carriers to be aware of and to report slip, trip, and fall hazards on their routes (see 8-20).

Such hazards include:

a. Porches or steps painted with a glossy paint or otherwise having a glossy surface. Although safe in dry weather, they may be an unexpected hazard when wet due to rain, snow, ice, or use of a lawn sprinkler.

b. Sidewalks that are broken, uneven, finished with an extremely smooth surface, or covered with moss or other chronic plant growth.

c. Sidewalks, porches, or yards with debris, toys, or any other tripping hazard.

d. Sidewalks not shoveled soon after a snowstorm or shoveled with an inadequate path. Other cold weather hazards include ice melting from eaves and refreezing on a walk or porch, tripping hazards covered with snow, or snow- or ice-covered porches and steps.

3-3.8 Unsafe Delivery Points

Encourage carriers to report defective or hazardous mailboxes. Alert carriers to hazards such as items on ledges, balconies, or roofs that are not adequately restricted from falling. Also, alert them to hanging items that may be in the line of travel. Make sure that carriers note any regularly occurring hazardous condition using Form 1766, *Hazard Warning Card*, in the letter case and an annotation in the route book.

3-4 Rural Delivery Operations

3-4.1 Responsibility

Unless a Postal Service-owned or -leased vehicle is assigned to the route, the rural carrier is responsible for furnishing all vehicle equipment necessary for safe and prompt handling of the mail.

3-4.2 Open Approaches to Boxes and Passable Roads

Delivery supervisors must inform rural carriers of the importance of using the following forms to keep approaches to boxes open and roads passable:

a. Form 4056, *Your Mail Box Needs Attention*.

b. Notice 38*, Approaches to Curbside Mailboxes*.

c. Form 4024, *Request to Repair Roads*.

3-4.3 Safe Driving Practices

Customers are required to remove all obstructions, including snow, that hinder or prevent delivery. Notice 38, *Approaches to Curbside or Rural Mailboxes*, and Form 4056, *Your Mail Box Needs Attention*, are used to notify customers to correct these deficiencies. Form 4056 is also used when specific mailbox repairs are needed.

Rural boxes (mail receptacles) must be placed on the right-hand side of the road in the direction of travel in all cases, so the carrier may safely and conveniently serve them without leaving the vehicle. After pulling off the road to serve a mailbox, the carrier must always look before pulling back into traffic.

Carriers must be reminded to use extreme caution when traveling narrow or winding country roads where excessive growth and brush obstruct their view of oncoming traffic and permit only limited visibility at intersections. Such a condition, as well as roads in need of repairs, should be reported to the proper authorities using Form 4024, *Request to Repair Roads.*

Drivers should stay on the right side of an unmarked road, unless it is designated as one-way. The safe position of a driver operating a left-hand drive vehicle is to sit on the left side of the vehicle, so that both hands can be used to steer the vehicle. This also makes foot controls more accessible.

Mail must not be loaded on the dashboard so that it obscures vision or interferes with the handling of the vehicle. Containers of mail should be secured so that no movement can occur that would interfere with operation of the vehicle.

Carriers must use extreme care and good judgment in attempting to pass farm equipment or in any other kind of traffic encounter with farm or heavy-duty equipment. Transportation of the mail does not give the carrier the right of way.

3-5 Motor Vehicle Safety

3-5.1 Driving Responsibilities

Drivers are responsible for the safe operation of any vehicle they drive during the performance of their duties. Employees driving motor vehicles — whether Postal Service-owned, -leased or -rented — must have in their possession a valid state license (or commercial driver's license, as necessary) at all times.

Postal drivers are required to obey state and local vehicle laws. While operating motor vehicles, drivers are expected to be courteous and considerate of other drivers and pedestrians. Traffic-control patterns and traffic regulations must be enforced on postal premises, especially in the mail-loading dock areas and at entrances or exits.

3-5.2 Training Requirements

You are responsible for ensuring that drivers have the required initial driver's training. You are also responsible for scheduling any additional refresher driver's training for employees that have deficient driving skills.

3-5.3 Abilities to Operate Motor Vehicles

Employees must be physically and mentally fit to operate a vehicle, so monitor your drivers to ensure that they are. If you have any doubt about their physical or mental ability to drive, you should temporarily suspend their driving privileges and contact medical or safety personnel for additional guidance.

3-5.4 Motor Vehicle Safety Rules

You must ensure that all motor vehicle operators follow motor vehicle safety rules, including but not limited to those listed below:

a. Comply with Notice 76, *Expanded Vehicle Safety Check,* which requires daily vehicle safety checks.

b. Make certain that all vehicles have an Item 087-H, *Accident Report Kit.*

c. Use Form 4565, *Vehicle Repair Tag,* to report all mechanical defects, failures, and vehicle damage.

d. Comply with Handbook PO-701, *Fleet Management,* 243.1, requiring that vehicles of 1-ton or larger regularly scheduled for intercity and airport runs must have a fire extinguisher and emergency warning device kit. The extinguisher and warning device must also be carried on wreckers, vehicle maintenance facility (VMF) service vehicles, and plant vehicles.

e. Wear seat belts (see 3-5.8).

f. Carry only authorized passengers in Postal Service vehicles.

g. Shut off the engine before fueling a vehicle.

h. Do not smoke when fueling a vehicle.

i. Remember that fingering or holding mail in the hand or hands while driving is prohibited.

j. Move a vehicle only when you are absolutely certain that it is safe to do so, especially if children may be nearby. If necessary, you must dismount, circle the vehicle, and check underneath it to make sure it is safe to move the vehicle.

k. Yield the right of way and make any other concessions to avoid an accident.

l. Always maintain a safe stopping distance, being especially careful during adverse weather.

m. When following another vehicle in clear weather, judge the necessary distance between vehicles by using the 4-second rule. This is achieved by identifying a fixed object, observing the vehicle in front of you, passing a fixed object, then counting from 1001, 1002, 1003, to 1004. Your vehicle should not be passing the same fixed object location before 1004. Increase the distance when roads are wet, slippery, or visibility is limited.

n. Use turn signals before turning, changing lanes, or pulling to or away from the curb or shoulder of the road.

o. Enter all unregulated or unprotected intersections slowly and cautiously.

p. Before entering any intersection, slow down and look left, then right, and then left again.

q. Never wear headphones or any other device that can diminish hearing while operating a motor vehicle.

r. Always drive at a safe speed. Never exceed the speed limit, and keep in mind that under certain conditions the posted speed limit may not be the safe one.

s. Obey all highway railroad crossing warnings, such as speed limits, lights, and gates or barriers.

t. Park in designated or authorized parking spaces only.

u. Follow one-way directional signs in traffic lanes.

v. Observe traffic signals when entering and leaving postal premises.

w. Do not throw litter from the vehicle. Use approved receptacles to deposit litter.

x. Obey all local, state and federal traffic laws.

y. Do not use a cell phone while driving. Pull off the road to a safe location before using the phone.

3-5.5 Fueling Vehicles

Smoking is not permitted within 25 feet of gasoline pumps or gasoline storage tanks. Post these areas with “No Smoking” signs in plain view, and instruct all personnel working or entering such areas to observe this requirement. Vehicle engines must be shut off during fueling operations. You and the operators must be trained on alternative fueling procedures for vehicles powered by compressed natural gas (CNG) or other similar fuels.

Drivers should know where the emergency shut-off switch for the fuel pump on postal premises is located. Additionally, they should know the location of the nearest fire extinguisher.

3-5.6 Backing Vehicles

Backing accidents are preventable. Drivers must never back a vehicle until they are sure that the way is clear. If necessary, they should get out of the vehicle to check behind it before backing.

3-5.7 Parking Vehicles

When parking vehicles, drivers must place the vehicle in parking gear, set the parking brake, turn off the engine, and remove the key. If the vehicle will be out of their sight, they must lock it. When parking a vehicle uphill, they turn the front wheels away from the curb. When parking downhill, they turn them into the curb. Remember: "uphill — out," and "downhill — in."

3-5.8 Seat Belts and Vehicle Doors

Drivers must wear seat belts at all times their vehicles are in motion. When driving a long-life vehicle (LLV), they must wear the lap belt and shoulder belt whenever their vehicles are in motion.

Exception: When shoulder belts prevent drivers from reaching to deliver to or collect from curbside mailboxes, they may unfasten the shoulder belt, but never the lap belt.

They may carry only authorized passengers. All passengers must remain seated and wear a lap belt and shoulder harness whenever the vehicle is in motion.

Rural carriers must follow the policy outlined in Handbook PO-603, *Rural Carrier Duties and Responsibilities*, 171.5.

When drivers are traveling to and from their routes, when they are moving between park and relay points, and when they are entering or crossing intersecting roadways, they must be sure that all vehicle doors are closed.

All vehicle doors must be secured when the vehicle is left unattended and out of the driver's immediate sight.

Exception: The postal fleet includes a number of 1-ton, 2-ton, and 2.5-ton "step-van" style vehicles that have left-hand drive cab compartments with sliding doors, and closed cargo areas. When driving these vehicles, drivers must keep the rear door closed and close the left door when the vehicle is in motion. They may leave the right door open however if there is no passenger, mail, or loose equipment in the cab area, and the cargo partition is closed. When they are operating a vehicle on delivery routes and traveling in intervals of 500 feet (1/10 mile) or less at speeds no greater than 15 miles per hour between delivery stops, they may leave the door on the driver's side open. (See Exhibit 3-5.8, Seat Belts and Vehicle Doors.)

Exhibit 3-5.8
Seat Belts and Vehicle Doors

3-5.9 Safe Driver Award Program

Postal drivers may be eligible for the National Safety Council (NSC) Safe Driver Award. Consult your servicing safety office for information.

3-5.10 Form 4584, Observation of Driving Practices

To enforce a high standard of professional driving performance, you must complete Form 4584, *Observation of Safe Driving Practices*, for each driver under your supervision semiannually and at other times deemed appropriate. You must familiarize yourself with defensive driving techniques so that you know what the common driving errors are, how they can be detected, and how they can be prevented.

4 Processing and Distribution Operations

4-1 Automated Equipment

Automated postal equipment is used nationwide. Make your employees aware of basic safety rules for working on, with, or around automated equipment.

Never let employees work on or with automated equipment unless they are provided specific training for the equipment in question. This training must be documented in the employees' training records.

Enforce these basic safety rules around automated or other powered equipment:

a. Never allow untrained personnel to work on or with automated or other powered equipment.

b. Warn employees not to wear loose clothing (including ties and scarves), long or unconfined hair, or dangling jewelry around equipment.

c. Under no circumstances allow employees to override or disable safety interlocks or switches. Authorized maintenance employees may, when troubleshooting, perform this task.

d. Make sure that employees check for defects in equipment prior to usage.

e. Determine that all safety devices and emergency stops are functioning as designed.

f. Make sure that that your employees always follow proper start-up procedures.

g. See 4-5 for glove safety.

4-2 Mechanized Hamper Dumpers and Lifts

Consider using mechanized hamper dumpers, container tilters, lifts, and other material-handling equipment to reduce the potential for injury in manual mail processing operations.

(See Handbook PO-502, *Container Methods*, for further information on proper use of hampers and other mail containers and equipment.)

4-3 Dock Plates

Portable and powered dock plates (or bridge plates) must be used for loading and unloading wheeled equipment from vehicles. The dock plates must be strong enough to carry the loads required, and the carrying capacity should be plainly marked on the dock plate (see 29 CFR 1910.30 (a)(1)).

When portable dock plates are not in use, store and anchor them in an upright position. When dock plates are in use, secure them in position, either by anchoring them or equipping them with devices to keep them from slipping or sliding.

To be handled safely, dock plates must be equipped with handholds, handles, or other materials that aid in moving or repositioning them (see 29 CFR 1910.30 (a)(4)). Where possible, dock plates should be equipped with fork loops or lugs to allow handling by fork trucks. Dock plates should have a high friction surface to prevent employees or trucks from slipping on them.

No plywood, scrap metal, or handmade materials are to be used as dock plates.

4-4 Dock or Scissors Lifts

Unless employees are properly trained, do not allow them to use powered lifts. Check control cords frequently for broken insulation or frayed wiring. Use safety chains to prevent equipment from rolling off the open end of the lift. Under no circumstances should anyone other than trained personnel be allowed to service a dock or scissors lift. The power source to the lift must be removed or disabled during non-business hours to avoid unauthorized use.

4-5 Glove Safety

Although there is a need to use appropriate gloves for hand protection in many situations, the improper use of gloves can also contribute to otherwise preventable accidents and injuries. Because of the possibility of latex allergy, latex gloves are recommended for use only in situations where their physical or chemical properties make them preferable to other gloves in protecting against a specific potential hazard.

Make sure that employees are aware of these glove safety principles:

a. Gloves can be used for materials-handling activities that do not involve potential contact with powered machine parts.

b. Gloves appropriate for the hazard should be worn if there is a possibility of hand injury, such as when handling abrasive, splintered, sharp-edged, corrosive, or contaminated objects.

c. Where risk of injury is increased because of machinery, wearing of gloves is prohibited. Gloves must not be worn when and where they can get caught in powered machinery. Examples include, but are not limited to, the following: feeder, induction, stacker, and transport conveyor paths of the mail processing machines; conveyors with pinch and/or nip points; and drills, chain drives, and rotating shafts with catch points.

d. The use of gauntlet-type gloves is prohibited.

e. (See Management Instruction EL-810-2001-1, *Personal Protective Equipment and Respiratory Protection Programs.*

4-6 Yard and Dock Operations

Ensure safe operations in the yard or dock areas. Areas needing special attention are as follows:

a. Make sure all drivers, postal and contract, comply with posted yard speed limits. This includes private vehicles and yard hustlers.

b. Make sure any parked trailer or vehicle has the wheels chocked or that dock locks are in use before entry by any powered industrial truck. Electric pallet jacks fall under the definition of powered industrial trucks.

c. Keep unauthorized personnel out of yard areas. Vehicle traffic and limited visibility around trailers make these unsafe areas for unauthorized personnel.

d. Determine whether jacks may be necessary to support a trailer and to prevent upending during the loading or unloading when the trailer is not coupled to a tractor.

(See 29 CFR1910.178(k)(3) for additional information.)

4-7 Powered Industrial Trucks

4-7.1 General

Powered industrial truck (PIT) operators are responsible for ensuring vehicle safety and following all safety requirements. Make sure that operators are trained and authorized to operate PITs — such as tow motors, forklifts, and lifting platforms. Reckless operation is strictly prohibited. All PIT-related accidents and near misses, including property damage, must be investigated and reported on a Form 1769. Fuel-powered industrial trucks are generally

prohibited indoors. Consult with your local safety professional before using a fuel-powered industrial truck.

4-7.2 General Rules for Operating PIT

When using a PIT, the operator must follow the safety procedures listed below:

a. Before using the PIT, check the brakes, steering apparatus, horn, and other components, and report defects immediately.

b. Always wear the seat belts provided any time a PIT is in motion.

c. Do not exceed the maximum speed limit (about the speed of a fast walk). Use only the designated vehicle traffic lanes and keep the PIT to the right whenever possible.

d. Do not use the reverse control as a brake.

e. Never allow passengers to ride on a PIT unless approved, securely attached seating is provided, and never exceed the seating capacity of the unit.

f. Never disengage, cover up, or bypass any audible or visual warning device.

g. Never ride with any part of the body protruding from the truck.

h. Always determine that there is adequate clearance before driving under any overhead obstruction.

i. Always check for a clear path to the rear before backing a truck.

j. Stay at least three vehicle lengths behind other trucks when traveling.

k. Check bridge or dock plates for proper stability before driving across.

l. Always approach tow conveyor crossings and all intersecting aisles slowly and cautiously, and sound a horn to warn pedestrians of approach.

m. Before dismounting, stop the truck, place the truck in neutral gear, set the brake, turn off the engine, and remove the key.

4-7.3 Lift Trucks

Make sure that lift truck operators follow the safe procedures listed below:

a. Lift, lower, and carry loads on a lift truck with the lifting mechanism in a vertical position or tilted back — never forward.

b. Face in the direction the truck is moving and be careful of rear-end swing when turning corners.

c. When approaching or leaving a building where the ramp incline is greater than 10 degrees, turn the lift truck so the load is on the upgrade side and cannot slip off the forks.

d. Keep forks on a moving lift truck low (just high enough to clear any floor obstructions and low enough to clear overhead obstructions). Under normal conditions, 3 to 6 inches above floor level should be sufficient.

e. Neither raise nor lower forks while the forklift is in motion. When a lift truck is parked, fully lower the forks, place controls in neutral, shut off power, set the brake, and remove the key.

f. Before entering a truck or trailer with a forklift, inspect the floor for damage or decay that might cause the lift to break through the floor. The truck or trailer must be properly chocked or the dock locks engaged. See 4-6 for additional information.

4-7.4 PIT Warning Devices and Protective Equipment

Equip all PITs with a horn and a flashing warning beacon that is in working order. Industrial lift trucks are not to be operated with the overhead guard removed. PIT drivers must wear personal protective equipment as specified by the local PPE assessment. PIT drivers must wear hard hats when working in designated hard hat areas.

4-7.5 Towing Wheeled Equipment

Use only approved tow bars or coupling devices while towing wheeled equipment. Operators are prohibited from using their hands to hold equipment while it is being towed.

Only three platform trucks, hampers, or containers — whether loaded or empty — can be towed at any particular time. Container types include the general purpose mail container (GPMC), the Eastern Region mail container (ERMC), and the bulk mail center over-the-road container (BMC-OTR). No more than three containers can be attached to a driverless tractor unit.

(See Handbook PO-502, *Container Methods,* for further information on proper use of mail equipment.)

5 Facility Maintenance Operations

5-1 Compressed Air

To control dust, vacuuming is preferred to using compressed air for cleaning equipment. When using a vacuum is not feasible, employees may use air compressed at less than 30 psi for cleaning machinery or parts, or use a hose that is equipped with a nozzle that deadheads at less than 30 psi in case the outlet is obstructed.

When using compressed air for cleaning, employees must always wear eye protection that meets American National Standards Institute (ANSI) standards and must be careful of other employees working nearby.

5-2 Electrical Equipment

5-2.1 General

All electrical installations, modifications, and the like must comply with local codes, the National Electric Code, and general industry standard in 29 CFR 1910, subpart S, Electrical.

Only authorized, qualified employees are permitted to work on electrical circuits or electrical devices. Employees working with electricity must never be allowed to stand on a wet surface or to use a metal ladder on a wet or damp surface.

Electrical equipment should be turned off when not in use. Switches must be turned to the “off” position before any machine is plugged into an electrical outlet. Machines must be unplugged by removing the plug at the receptacle face rather than by pulling on the cord.

5-2.2 Circuit Breakers and Fuse Boxes

Employees should never plug into a circuit unless they are sure it has the proper voltage. They must not block access to panel boxes.

Only authorized, qualified personnel can have access to current-carrying fuse or circuit boxes. Each circuit breaker must be legibly marked to indicate its purpose. Fuse and breaker box doors must be kept closed, but not locked.

Do not allow circuit breakers to be taped or wired in the "on" position. Do not allow makeshift replacements for a blown fuse or fuses heavier than the capacity of the circuit to be used.

The entrances to all buildings, rooms, or enclosures containing exposed live parts or exposed conductors operating at over 600 volts, nominal, must be kept locked or must be under the observation of a qualified person at all times.

5-2.3 Wiring

Electrical wiring must be installed and maintained according to applicable local codes and, at a minimum, the National Electric Code and the general industry standard in 29 CFR 1910, subpart S, Electrical. Use temporary wiring only if absolutely necessary, disconnect it when it is not in use, and remove it as soon as possible.

Do not use flexible cords and cables as substitutes for the fixed wiring of a building or other structure. Make sure flexible cords and cables are not run through holes in walls, ceilings, floors, doorways, windows, or similar openings. Do not attach them to building surfaces or conceal them behind building walls, ceilings, or floors.

5-2.4 Cords and Extension Cords

Electrical cords should not be patched; they should either be shortened or replaced.

Employees should not use extension cords in lieu of fixed wiring, run extension cords through doorways or walls, or attach extension cords to walls or ceilings.

Keep extension cords off the floor as much as possible. If it is absolutely necessary to put these cords on the floor, use Underwriters Laboratory (UL)-listed, -labeled, or -certified, or other nationally approved temporary floor covers to prevent tripping hazards or damage to the cords.

Remove frayed or loose extension cords from service and replace them.

5-2.5 Grounding

Electrical machinery must be properly grounded as follows:

a. As a general rule, portable electrical office appliances and business equipment, such as typewriters and adding machines operating at less than 150-volt potential, need not be grounded.

b. Portable electric tools must be grounded by a three-wire conductor unless they are double insulated and approved by a nationally recognized testing institution or UL-listed, -labeled, or -certified. Pigtail grounding connections, whether on cords or adapters, offer little

assurance of proper grounding and must not be used to substitute for a three-pole attachment plug.

5-2.6 Lockout

Instruct authorized and affected employees on the safety significance and procedures of the lockout program. Effective hazardous energy control procedures protect employees from unexpected energization, start-up, or release of stored energy by equipment they are servicing, such as electric, steam, air pneumatic, hydraulic, or gas-powered equipment or electrical circuits.

The senior maintenance official (SMO) at each facility must ensure compliance with the current maintenance management order on equipment lockout procedures. (See also (1) 29 CFR 1910.147, Control of hazardous energy; (2) Maintenance Management Order 036-94*;* and (3) Handbook EL-803, *Maintenance Employee's Guide to Safety.*)

5-3 Machine Guards

5-3.1 General

You must ensure that guards are in place on all machines to protect the operator and other employees in the machine area from hazards. Hazards may include exposures created by the point of operation (the point on the machine where work is actually being performed), in-going nip points, flying chips, sparks, and rotating parts. After making repairs to machines, employees must replace all guards, which have been removed or are missing, before the machine is returned to operation. Whenever possible, they must securely anchor or fasten machines to prevent walking, moving, or falling.

5-3.2 Abrasive Wheel Machinery

Grinders and other abrasive wheel machinery must have a guard that covers the sides, spindle end, nut, and flange projections. Work rests must be used to support the work. Adjust work rests so they are no more than 1/8 inch away from the wheel to prevent the work from being jammed between the wheel and the rest. Do not make adjustments while the wheel is in motion. Where the operator stands in front of the abrasive wheel opening, provide tongue guards and adjust them to be no more than 1/4 inch from the wheel.

5-4 Welding Operations

5-4.1 General

Make sure that cutting and welding equipment is handled and used safely in your facility. You must also determine the combustible materials and hazardous areas present or likely to be present in the work location.

Make sure that the cutters or welders are suitably trained in the safe operation of their equipment. Have your employees obtain authorization from a designated management representative for a cutting or welding operation. Make sure that the cutter or welder has your approval that conditions are safe before proceeding. Also make sure that fire protection and fire extinguishing equipment are properly located at the site.

See that only approved apparatus — such as torches, regulators, or pressure-reducing valves, acetylene generators, and manifolds — is used. Make sure that each regulator is equipped with a flashback arrestor before it is used.

See 29 CFR 1910.252 for additional information.

5-4.2 Approval and Marking of Cylinders

All cylinders with a water weight capacity exceeding 30 pounds must be equipped with a means of connecting a valve-protection cap or with a collar or recess to protect the valve. Compressed-gas cylinders must be legibly marked with either the chemical name or the trade name of the gas.

5-4.3 Maximum Pressure of Cylinders

Under no condition should any employee generate, pipe (except in approved cylinder manifolds), or use acetylene at a pressure in excess of 15 psi gage pressure or 30 psi absolute pressure.

5-4.4 Operating Procedures

When welding, cutting, or brazing, your employees must maintain a fire watch with adequate fire-extinguishing equipment during the operation and for 30 minutes thereafter. Do not allow postal employees to weld vehicle gas tanks, oil drums, or other containers that have held flammable liquids. Furthermore, do not allow a contractor on postal property to weld these items. Make sure that cylinders are kept far enough away from actual welding or cutting operations so that sparks, hot slag, or flames do not reach them.

5-4.5 Personal Protective Equipment for Welding Operations

Make sure employees exposed to the hazards created by welding, cutting, or brazing operations are protected by personal protective equipment in accordance with the requirements listed in 29 CFR 1910.132 and 1910.252.

Appropriate protective equipment varies with the size, nature, and location of the work performed. The safety professional can assist you in determining the required protective equipment requirements for these operations.

See 5-5, Personal Protective Equipment.

5-4.6 Welding Screens

Mixtures of fuel gases and air or oxygen may be explosive and should be used with extreme caution. Metal or flame-resistant screens must be used to shield operations that may involve flying sparks or molten metals passing through broken or open windows, cracks, or holes in walls or floors.

When welding is performed in a space entirely screened on all sides, the screens are to be arranged so that no ventilation exits are seriously restricted. Have the screens mounted about 2 feet above the floor. However, if the work is performed at a lower level, the screen must be extended closer to the floor to protect nearby workers from the glare of welding.

5-4.7 Ventilation Requirements

Various factors affect ventilation and the need for respiratory protective devices, such as:

a. The type of welding process and material being used on the job.

b. The size of work area and types of operations being performed in adjacent locations.

c. The presence of volatile solvents, lead-based paint, and other factors that may create an unsafe work place.

For assistance with determining ventilation requirements, contact either a maintenance or safety professional. (Also see 29 CFR 1910.252(c)(1)–(2).)

5-4.8 Storing Cylinders

Cylinder valves must be closed when work is finished and the cylinders are empty.

Storage must be in accordance with 29 CFR 1910.253 (b)(2–4), and full oxygen cylinders must be stored separately from full fuel, gas, or acetylene cylinders. For storage inside a building, cylinders other than those in actual use or attached ready for use must be limited to a total gas capacity of 2,000 cubic feet (56 m^3) or 300 pounds.

Store cylinders in definitely assigned and clearly identified places away from elevators, stairs, or gangways. Storage locations must be well protected, well ventilated, dry, and at least 20 feet from highly combustible materials. You must keep cylinders away from sources of heat such as steam pipes and radiators and store all cylinders in an upright position, capped, and secured to walls by chain or other sturdy nonflammable material.

Transport cylinders in an upright position. The valve-protection caps on compressed cylinders must not to be used for lifting cylinders from one vertical position to another.

5-5 Personal Protective Equipment

5-5.1 Assessment and Selection

Hazards that require personal protective equipment (PPE) may be present in the workplace. The assessments, selection of PPE, and training for employees must be certified. Do not rely on PPE devices alone to provide protection against hazards, but use them in conjunction with guards, engineering controls, and dependable processing, distribution, and maintenance practices.

Contact the local safety professional for advice and assistance in assessing the workplace to determine if hazards are present, or are likely to be present, that necessitate the use of PPE. When potential hazards exist, you and the safety professional must use the following steps to determine an appropriate level of protection:

a. Determine operations that require PPE usage.

b. Determine what PPE is needed and communicate the selection decisions to each affected employee.

c. Select PPE that properly fits each affected employee.

d. Train each affected employee on the proper wearing, care, and limitations of the selected PPE.

e. Select and have each affected employee use the types of PPE that protect him or her from the hazards identified in the hazard assessment.

5-5.2 Assessment Guidelines

To assess the need for PPE and find additional guidance on conducting assessments, see 29 CFR 1910.132(d)(1) and appendix B to subpart I, (Nonmandatory Compliance Guidelines for Hazard Assessment and Personal Protective Equipment Selection).

You and the safety professional must conduct a walkthrough survey of the areas in question and identify sources of hazards to workers and co-workers. Give consideration to the following basic hazards:

a. Impact.

b. Penetration.

c. Compression (rollover).

d. Chemicals.

e. Heat.

f. Harmful dust.

g. Light (optical) radiation.

5-5.3 Eye and Face Protection

Each affected employee must use appropriate eye or face protection when exposed to hazards from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, or potentially injurious light radiation.

Each affected employee must use eye protection that provides side protection when there is a hazard from flying objects. Detachable side protectors such as clip-on or slide-on side shields are acceptable.

Make sure that each affected employee who wears prescription lenses while engaged in operations that involve eye hazards either wears eye protection that incorporates the prescription in its design or wears eye protection that can be worn over the prescription lenses without disturbing the proper position of the prescription lenses or of the protective lenses.

(See Management Instruction EL-810-2001-1, *Personal Protective Equipment and Respiratory Protection Programs,* for additional information.)

6 Vehicle Maintenance Facility Operations

6-1 Vehicle Repairs

6-1.1 Brake Repairs

Brake linings may contain asbestos dust. Asbestos is a proven health hazard. As appropriate, your VMF employees must be properly trained on the hazards of handling asbestos when replacing or removing brake drums.

See Management Instruction EL-830-95-2, *Control of Asbestos Exposure From Brake and Clutch Repair and Service.*

6-1.2 Engine Exhaust Vapors

Do not allow engines to operate in areas unattended by employees. Do not allow engines to run for prolonged periods in the vehicle repair area without adequate ventilation.

6-1.3 Working Under Vehicles

Do not allow work to be performed under vehicles that are not completely supported by all wheels, jack stands, lifts with manual safety release, or other approved support. Using jacks or chain hoists as the sole means of support is not approved. Your employees must always wear eye protection that meets ANSI standards when performing contact work or replacing parts under vehicles. Local policy may require additional personal protective equipment.

6-1.4 Safety Glass Windshields and Doors

Use laminated safety glass for windshield replacement. All replacement glass and window attachments must be from the original equipment manufacturer or the equivalent and must comply with the motor carrier safety requirements of Chapter III of Title 49, *Code of Federal Regulations* (CFR), and amendments. These regulations specifically preclude the use of any

vision-reducing items, such as screens on the windows on each side of the operator.

6-2 Flammable Materials

6-2.1 Cleaning Parts

Do not allow the use of Class I flammable liquids (flash point below 100°F) such as benzol and acetone to be used for cleaning purposes. Refer to the chemical's material safety data sheets (MSDSs) for handling instructions. Consult with your local environmental professional on pollution control issues.

6-2.2 Dispensing Pumps

Equip dispensing pumps with automatic shut-off nozzles to prevent splashing and overfilling.

6-2.3 Disposal of Flammable Liquids

Do not dispose of contaminated gasoline, flammable liquids, acid from unserviceable batteries, or engine oil in any sewer or other public drainage system. Use Environmental Protection Agency (EPA), state, and locally approved methods for disposal of these liquids.

6-2.4 Disposal of Oily Rags and Flammable Waste

Place oily rags and flammable waste in tightly covered metal containers and safely dispose of them on a regular schedule. Consult with your local environmental professional for disposal guidelines.

6-2.5 Safety Containers

Store flammable liquids in approved safety containers, closed drums, or tanks. Use tanks that conform to the requirements UL Standard No. 58, Underground Tanks for Flammable Liquids, or Standard No. 142, Steel Above-Ground Tanks for Flammable and Combustible Liquids, as applicable. Comply also with the applicable requirements of the Interstate Commerce Commission (ICC). Mark the drums or containers appropriately and store them in nonsmoking areas.

6-3 Handling Batteries

Make sure that employees who handle lead acid batteries use PPE and follow these safety precautions:

a. When batteries are removed from vehicles for charging, thoroughly clean the batteries with an acid-neutralizing solution.

b. Do not change, remove, or manipulate battery terminal connections until the charging device is disconnected.

c. Use battery terminal carrying straps or battery carriers and battery carts when handling batteries.

d. Do not smoke or allow any type of open flame in battery-charging areas.

e. Use proper procedures to jump-start a battery when necessary.

6-4 Portable Electric Hand Tools and Equipment

All portable electric hand tools and equipment must be grounded, unless double insulated and approved by Underwriters Laboratories with a UL seal affixed. Three-wire conductors must be used for all other types of electrical equipment.

6-5 Slippery Floors

Immediately clean areas made slippery by oil and grease spills. Sawdust is not acceptable as a floor sweep to clean oil or grease spots.

6-6 Stationary Grinders

Equip all bench grinders, emery wheels, and other similar devices with safety glass protection plates and do not operate these devices unless the plates are positioned. Guard abrasive grinders with a standard hood that protects both sides of the periphery. Make sure grinding activities are conducted on the face of the wheel, not on the sides. Provide a tool rest, making sure that the gap between the abrasive wheel and the tool rest never exceeds l/8 inch. Replace a wheel or stone that has worn so substantially that the gap cannot be adjusted to this clearance. A ring test must be conducted before a new wheel is placed on a grinder.

6-7 Tire Safety Cage

Tires mounted on split rims must be placed in an approved tire safety cage prior to inflation. It is mandatory that only trained personnel be permitted to mount and dismount split wheels.

6-8 Personal Protective Equipment for VMF Employees

See 5-5, Personal Protective Equipment.

7 Air Mail Facility Operations

7-1 Operation of Motor Vehicles on the Airfield

Make sure that drivers who have been specially trained and qualified are the only ones authorized to operate vehicles at airports.

Only postal vehicles that have been modified to meet Federal Aviation Administration (FAA) and local airport authority regulations can be assigned to airmail runs that require movement on the airfield during plane-side or ramp-side operations.

7-2 General Rules and Regulations

You must keep abreast of the safety rules and regulations governing airport operations and make sure employees are properly trained and refreshed.

a. Before leaving the postal facility, the driver must check to see that the vehicle gas tank is at least half full and contains a fully charged fire extinguisher and all required emergency equipment.

b. Vehicle headlights, taillights, and running lights (clearance) must be in working condition before any vehicle is operated on airfields at night.

c. Postal vehicle drivers must give way to all emergency equipment responding to an alert, such as crash and rescue vehicles, fire trucks, security or police cars, or any other vehicles with sirens or revolving lights that have been designated as emergency vehicles.

d. Each motor vehicle must have a suitable fire extinguisher affixed to its interior and a driver who has been instructed in the proper use of this equipment.

e. Drivers must be reminded to remain alert while proceeding to aircraft, to follow proper painted traffic lanes, and to observe posted speed limits.

f. Motor vehicle operators must never approach an aircraft until all engines and propellers have been completely stopped.

g. Driving across passenger loading lanes while an aircraft is at a gate is prohibited.

h. Drivers must wear hearing protection when near operating jet aircraft and avoid exposure, to the extent possible, when the presence of such aircraft is unexpected. Employees exposed to jet engine noise that exceeds OSHA standards are expected to participate in a hearing conservation program.

i. The tail end of an aircraft can be as hazardous as the front. Running engines blast dirt, debris, and other solid objects with a force strong enough to break windshields and cause eye injury or bone fracture. Instruct Postal Service personnel to take immediate shelter if they are about to be caught by a blast from the engines of an arriving or departing aircraft.

j. Smoking is prohibited on the airport service ramps. At airport mail facilities, smoking is strictly prohibited in all buildings or office space, including service lobbies owned or leased by the Postal Service.

7-3 Use of Motorized Transport Equipment on Aircraft Operation Areas at Airports

If postal motorized transport equipment (MTE) is used to transport mail to various airline operations, MTE must be in serviceable condition.

Employees must not leave MTE unattended on the aircraft or in operation areas. They must set brakes during loading and unloading.

Efforts must be made to load and unload postal equipment immediately. Baggage and mail carts must not be left unattended on the tarmac.

8 General Safety Rules and Regulations

8-1 Leaking Packages

Make sure that that all employees are familiar with HAZMAT procedures for handling leaking packages. Provide training for employees who handle hazardous material spills or leaks and document when training occurred. Make a list of available trained employees and post it on appropriate bulletin boards.

Each facility must have written standard operating procedures (SOPs) to handle a hazardous material spill or leak and a specifically designated area for holding or rewrapping leaking packages.

Emergency assistance via CHEMTREC at 1-800-424-9300 is available to help trained employees identify the spilled or leaking materials.

(See Management Instruction EL-810-96-1, *Response to Hazardous Materials Release,* for information.)

8-2 Caution and Warning Signs

Colors convey specific meanings in the Postal Service warning signs, as follows:

a. *Danger* (Red) — immediate danger where special precautions are necessary.

b. *Caution* (Yellow) — possible hazard that necessitates taking proper precautions.

c. *Directional* (Black and White) — way to locations such as stairways and first aid rooms.

d. *Informational* (Blue) — general information on subjects not necessarily of a safety nature. Blue signs are also used to identify parking spaces for people with disabilities and access to facilities.

e. *Safety* (Green) — safety and the location of first aid or other safety-related equipment.

8-3 Defective Equipment

When defective equipment is found, immediately remove it from service, tag it with Form 4707, *Out of Order,* and take it to be repaired or to a designated area for defective equipment. Tags must not be removed under any circumstances until all repairs of defective equipment have been completed. Do not use tagged equipment.

Instruct your employees regularly to be aware of common defects in mail transport equipment. These include, but are not limited to, the following:

a. Cracked plastic letter trays.

b. Broken frame wires on hampers.

c. Missing or broken wheels on hampers, general purpose mail containers (GPMCs), and over-the-road containers (OTRs).

d. Missing safety latch or "S" hooks (where installed) on a door latch chain.

e. Defective brakes or trailer pins on OTRs.

As defects are found in new equipment designs, make sure you keep the local safety professional and employees notified.

8-4 Electrical Cords and Receptacles

All electrical receptacles must have an approved cover and correct polarity. All equipment and furniture that is connected to any electric source by cord must be grounded unless it is double insulated and poses no potential shock hazard. For assistance with determining correct grounding, contact your local safety professional.

8-5 Fire Prevention

8-5.1 General

Fire prevention can be defined as the correction of unsafe practices (employee performance errors) or unsafe conditions (management system failures) that could result in a fire. (See Handbook MS-56, *Fire Prevention and Control;* Handbook EL-814, *Employee Guide to Safety;* and the National Fire Protection Association (NFPA), *Life Safety Code,* 101, for additional information.)

Become familiar with unsafe practices and unsafe conditions, and be constantly alert for fire hazards. Take immediate corrective action on any unsafe practice or condition observed that may cause a fire.

8-5.2 Emergency Action Plan

Each postal facility having more than 10 employees must maintain an emergency action plan (EAP) in writing. If there are 10 or fewer employees, the plan may be communicated verbally to employees and no written plan is required.

The EAP must include designated actions that management and other employees are to take to ensure the safety of employees and the protection of property from fire and other emergencies, e.g., tornadoes, earthquakes, floods, and hazardous material (HAZMAT) spills. (See Management Instruction EL-910-96-1, *Hazardous Materials and Emergency Response,* concerning establishing standard operating procedures for spills and leaks and the relationship of these procedures to EAPs. See ELM Chapter 8 for the contents of an EAP.)

Before the plan is implemented, designated employees must be trained to assist in the safe and orderly emergency evacuation of all employees. At the following times, the plan must be reviewed with each employee it covers:

a. Initially, when the plan is developed.

b. Whenever employee responsibilities or actions that are designated under the plan change.

c. Whenever the plan is changed.

d. Annually.

You must review relevant parts of the emergency action plan with all newly assigned employees to ensure that they know what action to take in the event of an emergency. The plan must be kept at the workplace and available for employee review.

8-5.3 Fire Prevention Plan

Each postal facility with more than 10,000 square feet must have a written fire prevention plan according to ELM Chapter 8 and 29 CFR 1910.38. Before implementing the plan, inform all employees about potential fire hazards in their work areas.

Review the plan at these times with each employee:

a. Initially, when the plan is developed.

b. Whenever employee responsibilities or actions that are designated under the plan change.

c. Whenever the plan is changed.

d. Annually.

With all newly assigned employees you must review parts of the plan that they must understand to protect themselves in the event of an emergency. The plan must be kept at the workplace and available for employee review.

8-5.4 Fire Equipment Color Coding

Use red to identify fire protection equipment and apparatus.

8-5.5 Fire Drills

Make sure that at least one fire drill is conducted annually on each work tour in each facility and ensure that all employees in your work area participate. Impress upon all employees the importance of a fire drill.

When conducting the fire drill or dealing with an actual fire or other emergency, make sure the following objectives are met:

a. Sound the alarm and promptly notify the fire department.

b. Conduct an orderly evacuation in minimum time.

c. Ensure security of mail, money, receipts, and valuable papers.

d. Oversee emergency plan assignments by designated fire emergency response members.

e. Take a head count after the building evacuation and report the count to the manager in charge.

f. Invite your local fire department to participate in your fire drills.

8-5.6 Electrical Appliances

Use of portable hot plates, coffee pots, or other electrical appliances with heating elements is acceptable when authorized by the installation head or designee. After authorization, you must ensure that these procedures are followed:

a. Make sure that you or a designated employee unplugs the unit when not in use.

b. Ensure that the appliance is placed in a safe location, away from combustible materials.

c. Make certain that the appliance is UL-listed, -labeled, or -certified, or Factory Mutual-Approved. Make sure that each appliance is equipped with a pilot or warning light on the unit, or that the wall outlet has a readily visible pilot or warning light.

d. Make certain that the appliance is in proper working order with electrical cords and plugs in good condition. Conduct periodic inspections to ensure that the appliance is safe and serviceable.

e. Take out of service immediately any unit that develops cords with frayed wiring, defective plugs, or other flaws. Before it is returned to the repair unit to be serviced, it must be approved by safety, maintenance, or other designated personnel that have authority to grant return-to-service approval.

8-5.7 Emergency Lighting

Where appropriate, ensure that your facility is equipped with properly located and operable emergency lights so that employees have adequate illumination to safely exit the building. For additional information, contact local safety, maintenance, or other designated personnel.

8-5.8 Emergency Telephone Numbers

All facilities must have a means for employees to call the local emergency services from within the building. If postal telephones have calling area restrictions placed upon them, make sure procedures are in place to allow a call to the local 911 dispatcher. This can be done through the use of a preprogrammed, speed-dial system that automatically calls a predesignated number.

If there is no 911 service, make sure that the phone numbers of the local police department, fire department, hospital, and ambulance or first aid service are provided and visible for all employees.

8-5.9 Exits and Signs

You need to provide a sufficient number of exits to allow prompt escape as required by 29 CFR 1910.37 and the NFPA, *Life Safety Code,* 101. Make sure a door from a room to an exit or to an area that gives access to an exit is of the side-hinged, swinging type. If the room can be occupied by 50 or more people, the door must swing out for travel to the exit.

You must ensure that access to exits and doors leading to exits are designated and arranged so that they are clearly recognizable. Make certain that exit access is arranged so it is not necessary to travel toward any area of high hazard. All exits must discharge directly to the street or to a yard, court, or other open space that gives safe access to a public way.

Means of egress must be designed and maintained to provide adequate headroom with a ceiling height no less than 7 feet 6 inches and no projection from the ceiling less than 6 feet 8 inches from the floor.

In no case is access to an exit to be made through a rest room or other room subject to locking, unless the exit serves only the room subject to locking. Locks, latches, and other devices should not impede free and unobstructed egress. Make sure all exit doors can be opened by performing only one function and that special knowledge of keys or lock combinations is not required.

Provide readily visible exit signs for each exit. Directional arrows are required if the direction of travel to reach the nearest exit is not immediately apparent. All doors that do not have identification signs — such as the boiler room, restroom, custodial closet, or other room that may be confused with an exit — must be marked with a sign stating: “Not an exit.”

On the exit side of all exterior doors in the exit route that are subject to locking, place a sign stating: “This door is to remain unlocked when the building is occupied.”

(See the NFPA, *Life Safety Code,* 101, for sign requirements.)

8-5.10 Emergency Evacuation Teams

Emergency evacuation teams are required in installations having 10,000 square feet or more, with a trained team on each work tour. These teams are not "emergency responder teams" as defined by 29 CFR 1910.120.

Pursuant to 29 CFR 1910.156 as it applies to incipient stage fires, at no time is any team or member of a team to stand and fight any fire that is beyond the incipient stage — that is, beyond control — by using portable fire extinguishers.

Details on the duties of the fire emergency response team are found in ELM Chapter 8.

8-5.11 Fire Extinguishers

Fire extinguishers are designed in a variety of types to combat the components of different classes of fires. (See Handbook MS-56, *Fire Prevention and Control,* and 29 CFR 1910.157 for detailed descriptions of these extinguishers, their maintenance, inspection, and uses.)

Four classes of fires found in postal equipment, buildings, and vehicles and what they involve are:

a. *Class A Fire* — ordinary, combustible, solid materials including, but not limited to, paper, wood, and cloth.

b. *Class B Fire* — burning flammable or combustible liquids or gases, including but not limited to, gasoline, fuel oil, cleaning solvents, etc.

c. *Class C Fire* — burning, energized, electrical and electronic equipment. Normally, once the electrical current in a Class C fire is turned off, the fire is no longer considered Class C.

d. *Class D Fire* — combustible metals including, but not limited to, magnesium, sodium, and potassium.

The versatile, multipurpose, dry chemical extinguisher, more commonly known as a Tri-Class or A-B-C extinguisher, is very effective in fighting Class A, B, and C fires and is the only extinguisher to be used for those fires. Putting out a Class D fire requires a special extinguishing agent that should be obtained and stored for use in maintenance and VMF operations.

In certain locations where electrical or electronic equipment is used and where minimizing the cost of the clean-up from dry chemicals is a concern, use a carbon dioxide ($C0_2$) extinguisher.

Mount fire extinguishers in an easily accessible place at a maximum distance no greater than 50 feet from any employee. Mark the extinguisher's background in red, and when necessary, place a red ring or sign above it to ensure visibility. Permit no fire extinguisher smaller than a 10-pound size for use in a postal facility. Access to fire extinguishers must never be blocked.

8-5.12 Fire Inspections

Fire inspections, which must be documented, must be conducted in all postal-owned and -leased installations. Semiannual inspections are required in all installations with less than 100 workyears of employment in the regular workforce. Quarterly fire inspections are required in VMFs and in all installations with more than 100 workyears of employment in the regular workforce.

You may schedule fire inspections to coincide with semiannual or annual safety inspections. Make sure qualified supervisors who have been trained by safety or fire protection professionals conduct these inspections. You are encouraged to invite local fire officials to assist with fire inspections.

The abatement committee must review deficiencies identified in fire inspection reports and correct them pursuant to ELM Chapter 8.

Further details concerning fire inspections may be found in ELM Chapter 8.

8-6 First Aid

8-6.1 First Aid Kits

In the absence of an infirmary, clinic, or hospital in near proximity to the workplace, a person or persons must be adequately trained to render first aid for all injured employees. Adequate first aid supplies must be readily available.

Where first aid kits are required, make sure that the kits are available to all tours of duty and that their contents are checked regularly. First aid kits should include items necessary for an emergency situation and should not serve as the source of nonemergency supplies such as aspirin and antacid. Dispensing medication without the supervision of a medical professional such as a doctor or nurse is not permissible due to liability issues. Authorized first aid kit supplies should include:

a. Band Aids®.
b. Disposable gloves.
c. Gauze pads of various sizes, sterile and nonsterile.
d. Adhesive tape, 1″ and 2″ wide.
e. Ammonia inhalants.
f. CPR mask (microshield).
g. Antiseptic ointment.
h. Eye pads.
i. Arm sling.
j. Nonadherent dressing (adaptic).
k. Eye irrigation solution.
l. Individually wrapped alcohol wipes.

m. Individually wrapped Betadine wipes.

n. Logbook.

(See 29 CFR 1910.151, Medical services and first aid, for additional requirements.)

8-7 Floors

8-7.1 General

You must ensure that your employees follow these general procedures to prevent potential slip, trip, or fall accidents.

a. Keep all floors clean, with no protruding nails or sharp edges on doorsills.

b. Do not use aisles, corridors, stairways, stairwells, exits, docks, platforms, and emergency exits for any type of storage, and keep them free of obstructions at all times. Also never block electric panels, switches, fire protection devices, fire alarm stations, or postal inspector breakout doors.

c. Keep floor surfaces uncluttered. Paper, pencils, paper clips, rubber bands, and similar objects on walking surfaces present serious slipping hazards.

d. Repair loose or missing tiles or blocks.

e. Keep stairs, sidewalks, docks, ramps, and handrails in good repair and readily accessible.

f. Report defective walks, steps, and parking surfaces so that repairs to eliminate tripping hazards can be made promptly.

g. Do not block fire doors or otherwise make them inoperative. Never paint fusible-link fire protection devices installed on some fire doors.

h. Mark aisles clearly to designate proper traffic movement and storage space limits.

i. Secure carpets, rugs, and mats and arrange them to prevent slipping. Repair or replace those with wrinkles, turned-up edges, or tears.

j. Keep floors in good shape to avoid tripping hazards and to facilitate truck and container operations.

k. Give customer areas the special consideration they deserve. The improper placement of mats or rugs, or lack of them, can result in customer injuries and significant liability to the Postal Service.

8-7.2 Floor Cleaning

Keep floors clean. Noncombustible materials must be used for absorbing oil, grease, or other liquids. You must immediately remove such spills.

Do not use sweeping compounds and so called “floor oils” on floors. Ensure that any employee performing cleaning with any type of chemical refers to the material safety data sheet (MSDS) before using the product.

8-7.3 Wet Floors

Keep wet floor areas roped off with “Wet Floor” signs or high-visibility safety barricades until the floors are dry. Always maintain a dry area for pedestrian traffic.

Place rubber mats or all-weather mats at entrance to the facility, including lobby areas, when inclement weather develops.

Damp-mop as often as necessary where excessive moisture accumulates on indoor stairs, lobby floors, or high-traffic areas.

8-8 Footwear

8-8.1 General

Wearing good shoes is important to postal personnel, whether they walk many miles on a route or handle mail in the workroom. Since materials handling and walking make up the bulk of postal work, all postal employees should take special care in the selection of shoes.

8-8.2 Body of the Shoe

The shoes must:

a. Be fully enclosed at the heel, toe, and sides.

b. Be constructed of leather or a substantial synthetic poromeric material. Canvas or nylon is not acceptable.

c. Provide adequate protection to the feet.

d. Local policy may require more restrictive shoe standards.

8-8.3 Heels and Soles

Shoes should be equipped with heels no higher than 1½ inches (measured from the back) to prevent leg muscle strain. An exception may be warranted when special shoes are required for orthopedic reasons.

Soles of shoes should not be excessively thin, either by design or from excessive wear. The thinner the sole is by design, the harder the composition of the sole should be.

Heels and soles of all shoes should be slip-resistant. Heels with steel taps must not be allowed on the workroom floor.

8-8.4 Unacceptable Shoes

Sandals, clogs, platforms, sneakers, athletic or jogging shoes without leather or poromeric uppers, mules, house slippers, boots with under-slung heels, open-toed, high-heeled (more than 1½ inches), or spike-heeled shoes are unacceptable for use in postal operations.

Employees wearing unacceptable footwear must be advised of postal policy on shoes and prohibited from wearing such footwear in work areas. The responsibility for determining whether a particular style of shoe is acceptable footwear on the workroom floor properly belongs to the supervisor having jurisdiction over the work location.

8-9 Furniture and Equipment Anchoring

8-9.1 General

All lobby customer directional queuing equipment must be placed so it is not top-heavy. The equipment must be positioned so it does not fall and strike a child who may be hanging from or pulling on the chain or rope on the equipment. Lightweight, plastic material is preferable to metal equipment for this purpose. All display racks, stands, and other lobby furniture must be suitably anchored or designed to prevent it from turning over and injuring someone or causing property damage. All glass panels in any display racks, stands, and cases must be safety glass. No plate glass is permitted in any such lobby displays. Encourage window personnel to warn customers of the hazards of allowing children to sit on counters.

8-9.2 File Cabinets and Distribution Cases

You must make sure weight is distributed evenly and furniture is anchored or secured in some manner to prevent tipping. Keep tops of lockers, file cabinets, or distribution cases free of objects or materials that could fall.

8-9.3 Anchoring Wall Lockers, Storage Shelves, and Storage Cabinets

To prevent tipping or falling, you must anchor lockers to the floor or wall. Where this is impractical, connect them together in a manner that prevents accidental tipping or falling. Anchor storage shelves and storage cabinets to prevent accidental movement and the spilling of contents. Where possible, anchor the top portion of the storage shelves or cabinets to a wall.

8-9.4 Lobby Furniture

You must secure all lobby furniture to the floor or wall to prevent tipping. Where anchoring the furniture to the floor is not practical, ensure that the anchoring device placed in the wall is secure enough to prevent such movement or tipping. Placing anchors on radiator covers and into sheet rock,

dry wall, or plaster walls is not an adequate method of anchoring. Secure the anchor so that the equipment or furniture alone cannot pull out from the wall. (For additional information, see the *Postal Operations Manual* (POM)).

8-9.5 Newspaper Racks, Recruitment Posters, and Bicycle Racks

You must position all bicycle racks, newspaper racks, and other public service equipment so pedestrian traffic is not impeded or vehicular traffic views obstructed. Arrange for the anchoring of this equipment or provide stability adequate to prevent accidental tipping.

8-10 Housekeeping

8-10.1 General

You must ensure that employees follow these general procedures to promote safe housekeeping at all postal operations:

a. Make sure that mechanics, contractors, and custodial personnel clean up all scraps, dirt, or other refuse at the end of the day or the end of the job, whichever comes first.

b. Ensure that waste, scrap, string, or other foreign material is not allowed to accumulate on floors, tables, cases, or other surfaces. Provide waste containers as necessary.

c. Remove from floors paper, pencils, paper clips, rubber bands, plastic strapping material, and similar objects that may present serious slipping hazards.

d. Place rubber bands removed from bundles of mail in a proper container located in the immediate work area. Remove broken rubber bands from the floor and treat them as waste. Keep locks, metal straps, and plastic seals off the floor and provide containers or bins for them.

e. Do not allow paper, twine, packing material, or other combustibles to accumulate on the work floor, in supply or storage rooms, in or under stairways, under load or dock levelers and scissors lifts, in elevator pits, or against the exterior of the building. Store supplies of loose packing material (such as excelsior, shredded paper, Styrofoam, or other combustibles) in a fireproof room or vault, in covered metal containers, or in metal-lined boxes with self-closing lids.

8-10.2 Sharp Objects

Boxes fastened with staples, wire, metal, or plastic strapping are to be opened with the proper tools. Remove loose staples, wire, nails, and strapping and discard them in waste containers or other suitable receptacles. Make sure that employees keep their hands clear of sharp edges and ends. When knives or other cutting tools are not in use, store them in a safe manner.

You must caution employees to watch for protruding nails when handling used lumber or crating. Remove nails or bend them down before handling lumber or crating.

Make sure that your employees sweep up — and do not pick up — broken glass. Wrap it in heavy paper and plainly mark it for cleanup personnel. Make certain that cleanup crews watch for glass, pins, razor blades, and other sharp objects in wastebaskets.

8-10.3 Storage

Organize work areas so that all pieces of equipment have a designated place. Have all personnel practice good housekeeping. Make sure that radiators, stairs, tables, and windowsills are not used for storage.

Place all discarded cord, wrapping, and other trash into a waste container. Empty waste containers before they overflow. Keep trash receptacles out of traffic lanes and do not place them at the top of stairs.

8-10.4 Storage Locker Inspections

You must inspect wall lockers periodically and remove combustibles. Do not store flammable liquids in wall lockers. Store oil- or grease-soaked clothing in ventilated lockers or storage cabinets.

8-10.5 Storage on Top of Lockers

You must store nothing on the top of wall lockers.

8-11 Knives and Cutting Devices

The only knives authorized for use in the work area are those supplied by the Postal Service. Ring knives can no longer be used because of potential failure and resulting hazards. Immediately discard any ring knives still in service.

Acceptable replacements are plastic sliding box cutters with a guarded blade, side cutters, or scissors with a rounded tip. Personal knives are not authorized for use in postal operations.

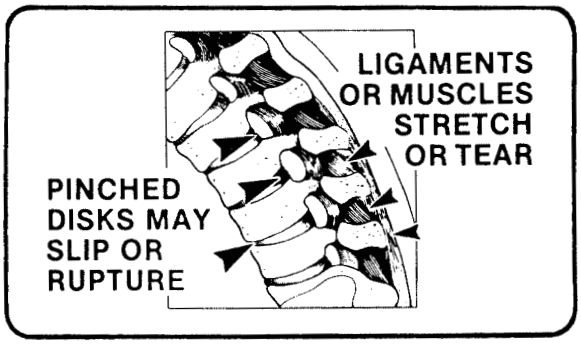
8-12 Lifting

8-12.1 General

Lifting is so much a part of our everyday jobs that most employees do not think about it. It is very often done incorrectly. Strains, pulled muscles, disk lesions, or painful hernias are often the result of unsafe work practices such as improper lifting, carrying too heavy a load, incorrect gripping, and failing to

observe proper foot or hand clearances (see 8-12.1, Pinched Spine Drawing).

Exhibit 8-12.1
Pinched Spine Drawing



Where possible, use mechanical aids for material handling. Hand trucks and a variety of other material-handling equipment are available.

You must make sure that your employees have been trained in proper lifting procedures during orientation. Then make a daily routine out of refresher lifting training. Job safety analyses (JSAs) often focus attention upon lifting tasks. Employees have different lifting capabilities due to their physical differences. Keep these differences in mind, and prescribe and follow safe lifting procedures to prevent numerous injuries.

8-12.2 Preparation for Lifting

Before an employee lifts an object, he or she should assess the weight and inspect the area around the object to make sure that there are no slip, trip, or fall hazards. Make certain that the employee determines that no hidden hazards exist in the prospective travel path.

8-12.3 Safe Lifting and Carrying Procedures

Employees should never attempt to lift overly heavy or cumbersome objects without sufficient help. Follow proper procedures by first sizing up the load.

8-12.4 Procedures for Lifting Parcels

First, straddle the load. Make certain that the feet are parted with one foot beside the parcel being lifted and one foot behind. Spread feet comfortably (normally shoulder width) to give greater stability. Position the rear foot for an upward thrust. (See Exhibit 8-12.4, Proper Lifting Technique.)

Keep the back straight, nearly vertical. Use a squatting position. Remember that *straight* does not mean “vertical.” A straight back keeps the spine, back muscles, and organs of the body in correct alignment.

Notice how the spine disks in the illustration are pinched when bending. The rectangles illustrate the vertebrae, and the spaces between represent disks in the spine.

Disks may slip or rupture, causing severe pain or disability, and the muscles or ligaments may stretch or tear. This problem can be avoided by keeping the back straight and bending the knees. This procedure also minimizes the compression of the stomach that can cause a hernia.

Keep the load drawn close to the body. Arms and elbows should be tucked into the side of the body. When the arms are held away from the body, they lose much of their strength and power. Keeping the arms tucked in also helps keep the body weight centered.

Grasp the parcel near the top of the farthest corner, wrapping the palm around the edge. Hold the opposite bottom corner of the parcel in the palm of your other hand. Use the full palm; fingers alone have very little power.

The head should remain upright in lifting and be permitted to move freely in order to assist in maintaining balance because the center of gravity changes with load acquisition.

Position the body so its weight is centered over the feet. This provides a more powerful line of thrust and ensures better balance. Start the lift with a thrust of the rear foot. Begin to lift straight up, smoothly, without stopping, by pushing with the legs, keeping the back straight.

Complete the lift to a standing position and be sure the hold is secure before moving. When necessary, use the feet as a pivot point. Do not twist the body trunk.

When raising a parcel above shoulder height, follow the procedures just described to raise it to waist height. Then rest the edge of the parcel on a ledge, stand, or hip. Shift hand position, so the parcel can be boosted after knees are bent. Straighten knees as the parcel is lifted or shifted to the shoulders.

Exhibit 8-12.4
Proper Lifting Technique

8-12.5 Procedures for Lifting Sacks

Sack cords should be tucked inside the sack before the lifting procedure begins. See the photos in Exhibit 8-12.5, Proper Technique for Lifting Sacks.

The same general lifting procedures for lifting parcels are used for lifting sacks. The positions of the hands are varied somewhat; opposite diagonal corners are grasped.

Exhibit 8-12.5
Proper Technique for Lifting Sacks

If the sack is to be carried a distance, use the following procedures:

a. Once the sack is waist high, rest it against the hip and stomach.

b. Shift the hand position so the sack can be boosted after the knees are bent.

c. Lift the sack to one shoulder and stoop slightly, hand on hip, resting the sack partly on your shoulder, arm, and back.

d. Hold the sack firmly at the front corner.

e. When the sack is to be put down, swing it slowly from the shoulder until it rests against the hip and stomach. If it must be placed on the ground, bend the legs and lower the sack, keeping the back straight.

8-13 Observation of Work Practices

Observe employees on a daily basis so that you can identify and correct practices that might cause injuries. Unsafe acts can include using equipment without authority; removing or not using safety devices such as guards and brakes; horseplay; failure to use personal protective equipment, such as safety glasses; or violating safe work practices by lifting improperly.

Correct unsafe work practices immediately by demonstration of the proper work practice, training, discussion, or other corrective action, when warranted. Even more importantly, provide positive reinforcement to all employees you observe carrying out safe work practices. The key is to not become complacent, or take anything, or anyone for granted.

Place special emphasis on observing employees who have repeated accidents, employees recently involved in an accident, and new employees — whether they are new to the task, the position, the facility, or the Postal Service.

8-14 On-the-Job Safety Review Analysis — Form 1783

8-14.1 General

Doing a job the safe way is the same as doing a job the right way. For this reason, develop and teach safe job procedures for each job. A useful procedure for reviewing job methods and uncovering hazards is the job safety analysis (JSA), using Form 1783, *On-the-Job Safety Review/Analysis* (see Exhibit 8-14.1). Keep a complete and updated JSA for all job tasks in your work area.

The JSA can be used in hazard and accident analysis and for safety training. Once the hazards are identified, develop the proper solutions.

If you are a first-line supervisor, you must maintain an active file of job tasks in your work area. These four basic steps are used in preparing a job safety analysis:

a. Select the job to be analyzed.

b. Divide the job into successive steps or activities.

c. Identify potential hazards or accidents. This is a critical step because only a problem that has been identified can be eliminated.

d. Develop recommended safe job procedures to eliminate the hazard and prevent potential accidents.

8-14.2 Selecting Suitable Jobs

Jobs suitable for JSA should not be selected at random. If the JSA is to yield the quickest possible result, jobs with the worst accident experience should be analyzed first. In establishing the order of analysis, you should be guided by the following factors:

a. Frequency of accidents. Any job that repeatedly results in accidents should definitely have an updated JSA.

b. Disabling injuries. Any job that has produced disabling injuries should be given a JSA.

c. Severity potential. Some jobs may not have a history of accidents but may have the potential for severe injuries.

d. New jobs. You should make a JSA of every new job as soon as the job has been created. Do not wait for an accident or a near miss to occur.

8-14.3 Preparing Your JSA

Check the Safety Toolkit resource page to see if there is a national JSA available for your use. Prepare to complete Form 1783 for your JSA by following the instructions in Exhibit 8-14.3, Guide to Preparing a JSA.

Exhibit 8-14.1
Form 1783, On-the-Job Safety Review/Analysis

U.S. Postal Service
On-the-Job Safety Review/Analysis
(See Instructions on Reverse)

Date:

Location (e.g., Station, Branch, BMC)	Unit (Inbound, Outbound, etc.)	Specific Task Analyzed
Title of Employee Performing Task	Required &/or Recommended Personal Protective Equipment to Perform the Task	
Completed By (Title)	Reviewed By (Title)	☐ Concurrence ☐ Non-Concurrence / No. of Employees Involved

Sequence of Basic Task Steps	Potential Hazard or Accident	Recommended Action to Prevent Accident or Eliminate Hazard

(Continue on Reverse)

TransFORM PS Form 1783, January 1989

Sequence of Basic Task Steps	Potential Hazard or Accident	Recommended Action to Prevent Accident or Eliminate Hazard

Instructions

A. What is an On-the-Job Safety Review\Analysis?

An On-the-Job Safety Review/Analysis is a procedure to analyze a specific task to uncover hazards or accident producing situations:

1. That may have been overlooked in the layout of the operation, design of machinery, equipment, and work practices:
2. That may have developed after the job or work was started.

B. What job tasks should be reviewed?

Assigned jobs usually involve a combination of different tasks during an eight hour shift. Select for analysis specific tasks of a job, e.g., stacking pallets, unloading BMC containers from a trailer, culling mail, etc. Consideration should be given to selecting those tasks which involve:

1. A high frequency of accidents;
2. Disabling injuries;
3. The potential for severe injury; exposure to hazardous materials; or physical agents;
4. New jobs, changes in equipment or processes.

C. How should an On-the-Job Safety Review/Analysis be performed?

1. Record The Basic Task Steps

   Break down the task into successive steps and list them numerically in Column A. To determine the basic steps, ask, "What step starts the task?" Then, "What is the next basic step?" and so on. Keep it brief, but specific. Begin each step with an **action** word such as, "remove," "open," "lift," "position," and then follow it with an item to which the action applies, such as "remove jam," "open trailer door," "lift each to top tier," "position nutting truck," etc.

D. Record Hazards or Potential Accidents

After listing all the steps begin the search for hazards or potential accidents. Address the accidents that could happen to the employee doing this job step. Closely studying the mechanics involved in each step, discussing it with the employee, and recallling causes of past accidents will aid you in developing answers. Other helpful questions are:

1. Is there a potential for lifting injuries due to manual handling procedures?
2. Is there a danger that employees could be exposed to potentially hazardous materials, harmful noise levels, or breathing harmful vapors or dust?
3. Can the employee slip or fall? Can the employee fall on the same level or to another level?

Record any hazards or potential accidents in Column B next to the task step involved. Be brief in identifying each hazard or potential accident. But be specific, e.g., "fall from dock," "hands can get caught between containers and wall," "strain from lifting in awkward position," "defective utility cart guard," etc.

E. Recommended Action

Record in Column C the action necessary to eliminate the hazard or prevent an accident. Possible actions may include finding a new way to do the job, changing the physical conditions that create the hazard, or changing the job procedure. The action indicated must be specific, i.e., What changes should be made? How should the job be done?

F. Disposition

After completion route the form through the Safety Office or other designated Department under existing local procedures.

TransFORM PS Form 1783, January 1989 (Reverse)

Exhibit 8-14.3
Guide to Preparing a JSA

Sequence of Basic Task Steps (Column 1)	**Divide the job into a sequence of steps, each describing what is being done.** To avoid two common errors when dividing the job into sequenced steps: ■ Do not make the division so detailed that an excessively large number of steps result. ■ Do not make the division so general that basic steps are not recorded. To apply a good technique of dividing the job: ■ Select a person to observe. ■ Brief that person on the reason for your observation. ■ Observe the person performing the job and try to divide the job into basic steps. ■ Record each step in the process. ■ Check the process with the person observed. **Remember:** Each step should describe what work is done, not how it is completed. The wording for each step should begin with an action word such as *remove*, *lift*, or *drive*.
Potential Hazard or Accident (Column 2)	**Identify all potential hazards or accidents — both those produced by the environment and those connected with the job procedure.** To apply a good technique for identifying all hazards: ■ Observe closely. ■ Repeat the job observation as necessary until you are confident you have identified all hazards and possible accidents. ■ Ask yourself these questions about each job step: ■ Is there a danger of striking against, being struck by, or making any other injurious contact with an object? ■ Can the employee be caught in, between, or by objects or moving parts? ■ Is there potential for a slip, trip, or fall? Can the employee fall on one level or to another level? ■ Can pushing, pulling, lifting, bending, or twisting cause a strain on the employee? ■ Is there an environmental exposure hazard, such as gas, radiation, or heat? ■ Check with the employee being observed; an experienced employee may be able to suggest additional ideas. ■ Make no attempt to develop solutions while analyzing each job step for hazards. Thinking about solutions at this stage interferes with the process of spotting hazards.
Recommended Action to Prevent Accident or Eliminate Hazard (Column 3)	**Develop a recommended safe job procedure to prevent the occurrence of potential accidents.** Principle solutions may include: ■ Find a new way to do the job. ■ Determine the work goal of the job and then analyze various ways of reaching the goal to determine the safest procedures. ■ Change or eliminate the physical conditions that create the hazard. ■ Ask yourself what changes in tools, materials, location, or equipment, for example, can eliminate the hazard or prevent the accident. ■ Change work procedures to eliminate or minimize any hazards still present. ■ Ask yourself what the employee should do, or not do, to eliminate or minimize this particular hazard. ■ Reduce the frequency with which the job is required. **Note:** Be sure to check or test your proposed solutions by observing the job again and discussing the changes with the workers who do the job.

8-14.4 Using Your JSA

When you distribute the completed JSA, it is your responsibility to explain its contents to your employees. If necessary, give your employees further training so they know exactly how to do the job — without accidents.

New employees must be trained in basic job steps; a well prepared JSA makes an effective guide for such training.

Occasionally, you should observe your employees as they perform jobs for which a JSA has been developed. The JSA allows you to determine whether or not they are doing their job safely.

8-14.5 Updating Your JSA

No matter how good the JSAs are when first developed, they can prevent accidents only if they are kept current and used. When is a JSA out-of-date? When it no longer works to prevent accidents. Time alone does not make a JSA obsolete. For example, a 10-year-old JSA could be as applicable to the specific job today as when it was first developed. Yet a 2-year-old JSA for another job may already be obsolete. JSAs become outdated mainly because of a change in tools, equipment, or materials that causes a change in procedure. Whenever a job procedure changes and you neglect to revise the JSA accordingly, you increase the odds of fostering an accident.

8-15 Parking Lot, Platform, Driveway, and Sidewalk Maintenance

8-15.1 Lighting

Make sure adequate lighting is installed and maintained to allow customers, the general public, and employees to safely enter and exit the premises. (See Handbook MS-49, *Energy Conservation and Maintenance Contingency Planning,* for additional information.)

8-15.2 Snow and Ice Removal

You must establish snow and ice removal plans where necessary. Pay particular attention to areas where customers and other pedestrians may slip and fall, and where vehicle maneuvering can be hazardous. Keep snow and ice away from utility and fire protection equipment.

Provide for reinspection and cleaning as often as necessary to handle drifting snow and refreezing. Encourage employees to help provide safe walking and driving surfaces on postal premises by reporting icy and otherwise dangerous spots. Consult your local Postal Service environmental coordinator for guidance on the purchase and use of an ice melting product.

Only trained and authorized employees are allowed to use snow blowers, plows, and other snow-moving equipment. Instruct them to keep hands and fingers away from moving parts and ejector chutes.

8-16 Personal Safety and Crime Prevention

You have a responsibility to keep employees informed about the importance of personal safety and crime prevention techniques. Safety talks should be given periodically regarding problems specific to your area. Often, it is possible to request guest speakers from local law enforcement agencies or from the Postal Inspection Service.

Building security must be maintained. All employees have the responsibility to politely greet and question strangers who do not possess proper identification and to report suspicious persons to proper authorities.

Make periodic checks of the building and grounds to ensure that lighting and gates are functioning as designed. Door locks must not be disabled or doors propped open. Any security problems must be immediately reported to the Postal Inspection Service or local law enforcement.

Inform employees of their responsibility in crime prevention. They see every address daily and can be an asset to the community. Instruct them to report suspicious activities on their routes. Ask them to notify you about any uncollected mail at the residence of an elderly or disabled person.

8-17 Radio Headsets

Using personal portable headsets is permissible only for employees who perform duties while seated or stationary, and only where using a headset will not interfere with performance of duties or constitute a safety or health hazard. Do not use headsets while you are walking or driving, near moving machinery, involved in oral business communications, or in contact with or in view of the public. Personal portable headsets are not to be used in lieu of approved personal protective equipment in noise hazardous locations.

For more information, contact local labor relations or safety staff.

8-18 Required Postings

Post this information in a conspicuous place for review by all employees:

a. CA-10, *What a Postal Employee Should Do If Injured at Work.*

b. OSHA Poster 2203, *Job Safety and Health Protection,* or OSHA Poster 3165*, You Have a Right to a Safe and Healthful Workplace* — outline management responsibilities and employee responsibilities and rights under the Occupational Safety and Health Act.

c. The facility *Emergency Action Plan,* (ELM Chapter 850) — required at facilities with more than ten employees. At a minimum, the plan graphically depicts emergency escape route assignments, locations of fire alarms and extinguishers, and emergency evacuation procedures. The plan identifies individuals responsible for specific assignments in the event of any emergency.

d. The facility *Fire Prevention Plan* (ELM Chapter 8) — required at facilities with more than 10 employees.

e. Emergency Telephone Numbers — posted by every telephone.

f. CHEMTREC: 1-800-424-9300 — provides 24-hour guidance on hazardous spills.

g. Safety Inspection Checklist — relates to facility inspections and must be posted for 3 working days, or until all deficiencies are abated.

h. OSHA Complaints and Citation — posted for 10 working days, or until all deficiencies are abated.

i. Joint Labor Management Safety and Health Committee Minutes — required of facilities or offices of 50 or more employees.

j. Local Safety policy statements, safety rules, and other related accident prevention documents.

k. Lobby Poster 76, *Some Things Were Never Meant to Be Mailed.*

8-19 Rest Bars

8-19.1 General

Make sure that rest bar seats are properly used and stored in your work area. Instruct employees that rest bars are designed to support individuals in an upright, backward-leaning position while they are working at certain stationary activities, and employees are not to use them as stools for sitting with the cushion in the flat position. The seat should be adjusted using only the slots provided in the seat support. Do not allow tilting the seat to its most forward position and resting the seat support against the welded stop.

8-19.2 Proper Body Positions

Anyone using the rest bar must place at least one foot on the floor or base at all times. If only one foot is placed on the bar rest, that foot must be on the bar rest rather than inside the bar rest. Never allow employees to place feet on case ledges when they are using the rest bar.

8-19.3 Storage of Rest Bars

After using the rest bar, employees should fold the seat down flat and place them in a safe location, possibly near the working case. They should be sure the seat support does not protrude outward.

8-20 Slip, Trips, and Falls

Conduct daily inspections of your work area to identify possible causes of slip, trip, or fall accidents. Causative factors may include:

a. Housekeeping concerns, such as loose objects like rubber bands, plastic strapping, or paper clips on walking surfaces.

b. Surfaces that are slippery from cleaning or leakage. Areas must be barricaded until cleanup is complete.

c. Cluttered stairways and steps.

d. Empty sacks in walkways rather than their designated places.

e. Cords dangling from mail sacks on nutting trucks.

f. Electrical cords improperly located.

g. Congested areas.

h. Climbing over stacks of mail sacks or over equipment such as nutting trucks and conveyors. Do not allow employees to jump from one level to another, such as off docks or tailgates.

8-21 Smoking

Smoking is defined as having a lighted cigar, cigarette, pipe, or other smoking material. Smoking is strictly prohibited in all buildings or office space (including service lobbies owned or leased by the Postal Service). No indoor smoking by any occupant of such space is permitted.

Local managers, with input from employee representatives, may decide whether or not to permit smoking in designated outdoor locations on Postal Service property.

Smoking is prohibited in any General Services Administration (GSA) interagency fleet management system (FMS) vehicles.

8-22 Solvents and Other Chemicals

8-22.1 General

Use cleaning solvents, pastes, degreasing compounds, toilet cleaners, and other chemicals in strict accordance with the manufacturers' instructions. Take all precautions on the label. Consult with your local environmental professional on pollution prevention programs when using any type of solvent.

8-22.2 Selection of Cleaning Solvents

Use care when selecting cleaning solvents for mechanical parts, because they may be toxic or flammable. Cleaning with highly flammable or toxic

solvents — such as gasoline, benzene, and other such chemicals — is prohibited.

8-22.3 Storage of Solvents

Volatile solvents used in the work areas must be kept in metal safety containers in quantities limited to one work tour. Containers must be UL-listed, -labeled, or -certified (or approved by other labs). Make sure the containers are labeled as to their contents.

8-22.4 Material Safety Data Sheets

Maintain material safety data sheets (MSDSs) or equivalent information in a location accessible to employees involved in the use of solvents and other chemicals. Employees must be provided with effective information and training on hazardous chemicals in their work area. (See 29 CFR 1810.1200 for additional information.)

8-23 Workstation Position Adjustments

8-23.1 General

These guidelines provide for adjustment of workstations for employees involved in extended, seated keying activities. Make sure employees carry out these guidelines at their workstations.

8-23.2 Workstation Chair

Adjust workstation chair within its limits to emulate the illustrated posture in Exhibit 8-23.2:

a. Seated with body and head erect.

b. Upper arms vertical.

c. Lower arms comfortably horizontal.

d. Wrists on an even line with the forearms.

e. Thighs comfortably horizontal.

f. Lower legs vertical.

Exhibit 8-23.2
Workstation Chair Adjustments

BASIC ADJUSTMENTS

- Feet on floor or footrest.
- Feet on footrest. Adjust footrest height to provide support. E.g., keep feet flat, thighs horizontal, and leg movements non-restrictive.
- Adjust chair so elbows are at height of keyboard home row keys.
- Try to keep hand straight with forearm and move hand with arm while keying.
- Wrist rest can be useful for non-keying periods.

8-23.3 Keyboard

When the height of the keyboard can be adjusted, see that home row keys are approximately elbow height and keying can be performed with the wrist on an even line with the forearm. The elbow should be at an approximately 90-degree angle.

When the height of the keyboard cannot be adjusted, set the chair height so that the elbow is approximately the same height as the keyboard home row and the wrist is on an even line with the forearm.

8-23.4 Monitor

Adjust monitor screen to be a suitable distance (normally approximately 18 to 24 inches) from your eyes, with the top of the screen at, or a little below, eye level. Specific monitor placement may depend on your visual acuity and corrective eyewear.

Adjust image color, brightness, and contrast. When possible, select white or a light background screen color and a dark color for text. This helps to reduce undesirable screen glare and reflections from overhead lights and light color clothing.

Position the screen face to avoid glare and keep the field of vision free from glare sources. Clean the screen periodically to eliminate smudges and dust.

8-23.5 Footrest

If a footrest is provided, adjust it to maintain support of thighs and lower legs. Keeping your feet flat and thighs horizontal provides additional support for your feet and legs.

8-23.6 Work Practices

Rest your eyes periodically — blink, look away from the screen, stand up, stretch, stretch the muscles supporting the eyes, palm hands over the eye socket, and use eye movement.

When there is a frequent need to handle papers, the computer mouse, or other objects as part of your work activities, try to position them as closely as practical to minimize excessive reaching.

Appendix A

Frequently Used Acronyms

AMC/F	airport mail center or facility
ANSI	American National Standards Institute
BMC	bulk mail center
CA	Compensation Administration
CFR	Code of Federal Regulations
CNG	compressed natural gas
COP	continuation of pay
CRV	carrier route vehicle
DIE	driver instructor/examiner
DOL	U.S. Department of Labor
DOT	U.S. Department of Transportation
EAP	emergency action plan
EAP	Employee Assistance Program
EL	Employee and Labor Relations
ELM	Employee and Labor Relations Manual
EPA	U.S. Environmental Protection Agency
ERMC	Eastern Region mail container
FECA	Federal Employee's Compensation Act
FM	Factory Mutual-Approved
FPP	fire prevention plan
FSM	flat sorter machine
GPMC	general purpose mail container
GSA	General Services Administration
HAZMAT	hazardous materials
IC	Injury Compensation
IHC	in-house container
JSA	job safety analysis
LLV	long-life vehicle
MMO	Maintenance Management Order
MPC	multipurpose container (GPMC, ERMC, Post Cons)
MS	Maintenance Services
MSDS	material safety data sheet
MTE	motorized transport equipment
MVO	motor vehicle operator
MVS	motor vehicle service
NDCBU	neighborhood delivery and collection box units
NEC	National Electric Code
NFPA	National Fire Protection Association
NIOSH	National Institute for Occupational Safety and Health
NSC	National Safety Council
OSHA	Occupational Safety and Health Act/Administration
OTR	over-the-road container
OWCP	Office of Workers' Compensation Programs
PEDC	postal employee development center
PIT	powered industrial truck
PPE	personal protective equipment
PS	Postal Service (for form only)
psi	pounds per square inch
SDA	safe driver award
SF	standard form
SFA	supervisory factor analysis
SMO	senior maintenance official
SOP	standard operating procedures
SR/USA	slip-resistant, made in the USA
TLV	threshold limit value
UL	Underwriters Laboratories
VMF	vehicle maintenance facility
VMO	Vehicle Maintenance Order

Appendix B

Local Safety Policies and Procedures

Appendix C

Emergency Telephone Numbers

Appendix D

Safety Reference Material

These forms, handbooks, manuals, and other documents may be relevant to your involvement with the Postal Service's safety program, and local policy may require you to maintain all or part of them:

Forms	Handbooks and Manuals	Other Documents
Form CA-10, *What a Postal Employee Should Do If Injured at Work* PS Form 1700, *Accident Investigation Worksheet* 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 Material Incident Report* PS Form 1778, *Dog Warning Card* PS Form 1783, *On-the-Job Safety Review/Analysis* PS Form 1784C, *Safety Deficiency Report* PS Form 1786, *Hazard Warning Card* PS Form 2491, *Medical Report, First Aid Injuries* PS Form 4024, *Request to Repair Roads* PS Form 4056, *Your Mail Box Needs Attention* PS Form 4565, *Vehicle Repair Tag* PS Form 4584, *Observation of Driving Practices* PS Form 4585, *Postal Driver Accident Information* PS Form 4586, *Accident Information* PS Form 4707, *Out of Order* PS Form 5035, *Overweight Sack* SF 91, *Motor Vehicle Accident Report* SF 94, *Statement of Witness* SF 95, *Claim for Damage, Injury, or Death*	Handbook EL-800, *Managing Contract Safety and Health Compliance* 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-810, *OSHA Programs* Handbook EL-812, *Hazardous Materials and Spill Response* Handbook EL-814, *Postal Employee's Guide to Safety* Handbook M-38, *Management of Rural Delivery Services* Handbook MS-1, *Operation and Maintenance of Real Property* Handbook MS-56, *Fire Prevention and Control* Handbook PO-502, *Container Methods* Handbook PO-603, *Rural Carrier Duties and Responsibilities* Handbook PO-701, *Fleet Management* *Employee and Labor Relations Manual* (ELM), Chapter 8	Accident Report Kit (Item 087-H) American National Standards Institute (ANSI) Management Instruction EL-810-96-1, *Re8ponse to Hazardous Materials Release* Management Instruction EL-810-2001-1, *Personal Protective Equipment and Respiratory Protection Programs* Management Instruction EL-830-95-2, *Control of Asbestos Exposure From Brake and Clutch Repair and Service* Maintenance Management Order 027-95*, Automation, Mechanization, and Building Machinery and Equipment Lockout Procedures* Maintenance Management Order 038-94, *OSHA Lockout/Tagout Procedures* Maintenance Management Order 8-86, *Testing of Electrical Tools* National Electric Code National Fire Protection Association (NFPA), *Life Safety Code, 101* Notice 38, *Approaches to Curbside or Rural Mailboxes* Notice 76, *Expanded Vehicle Safety Check* OWCP Form CA-1, *Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation* OWCP Form CA-2, *Notice of Occupational Disease and Claim for Compensation* OSHA Poster 3165, *You Have a Right to a Safe and Healthful Workplace* Publication 129, *Safety Talks* Tag 44, *Sack Contents Warning* 29 CFR 1910, Occupational Safety and Health Standards (General Industry Standards) United States Code, Title 49, Chapter III
	Helpful Web Sites	
	OSHA — www.osha.gov DOT — www.dot.gov EPA — www.epa.gov NIOSH — www.cdc.gov/niosh USPS — blue/hrisp Click on Safety and Health, then Safety Performance Management, then Safety Toolkit Resource Page, and then any index subject.	