



# Stand Up for Safe Jobs!

## Fact Sheet #1

## Know Your Contractual and Legal Rights

### Collective Bargaining Agreement Article 14: Safety and Health:

“It is the responsibility of management to provide safe working conditions in all present and future installations and to develop a safe working force.”

### POSTAL HANDBOOK EL 814:

#### Postal Employees Guide to Safety

“The Postal Service is committed to providing its employees and customers with a safe and healthy environment and complying with applicable safety laws and regulations.”

### POSTAL HANDBOOK EL 801:

#### Supervisors Safety Handbook

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.

### EMPLOYEE & LABOR RELATIONS MANUAL (ELM) – CHAPTER 8

#### Safety, Health, and Environment

“The safety philosophy of the Postal Service is stated below:

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

### The Mission of OSHA

#### (Occupational Safety & Health Administration)

OSHA's mission is to “Assure so far as possible every working man and woman in the Nation safe and healthful working conditions.”

### HERE'S THE BOTTOM LINE:

**Everyone has the right to leave work in one piece.**

*Management has a legal and contractual obligation to provide a safe work environment.*

Next Up: Fact Sheet #2 – What you can do!

## JOIN THE FIGHT FOR SAFE JOBS!



# Stand Up for Safe Jobs!

## Fact Sheet #2

# What You Can Do About Unsafe Conditions PS FORM 1767 & YOU

*Management has a legal and contractual obligation to provide a safe work environment. But we have an important role as well.*

*Look around your workplace. If you see something that concerns you, ask yourself: Can it hurt me? Can it make me sick? If the answer to either question is “yes,” then it’s unsafe.*

### What rights do I have?

**Section 814.1 of the Employee Labor Relations Manual (ELM) says:** “Employees have the right to: a. Become actively involved in the Postal Service’s safety and health program and be provided a safe and healthful work environment. b. Report unsafe and unhealthy working conditions using PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice.*”

### How do I report a hazard?

**Fill out a PS Form 1767**

**Section 824.631 of the ELM says:** “Any employee, or the representative of any employee, who believes that an unsafe or unhealthy condition exists in the workplace may do any or all of the following: a. File a report of the condition on PS Form 1767 with the immediate supervisor and request an inspection of the alleged condition...” *Remember to keep the blue copy of the form. And keep in mind, using the form is most effective if ALL employees take part.*

### Where do I get PS Form 1767?

**Article 14, Section 2 says:** “A supply of PS Form 1767 must be readily available in the workplace...”

### Can management retaliate?

**No. Section 814.1.e. of the ELM states:**

“Employees have the right to: Participate in the safety and health program without fear of: Restraint, Interference, Coercion, Discrimination, or Reprisal.”

### What must my supervisor do?

**Section 824.632 of the ELM says:** “The immediate supervisor must promptly (within the tour of duty): a. Investigate the alleged condition. b. Initiate immediate corrective action or make appropriate recommendations. c. Record actions or recommendations on PS Form 1767. d. Forward the original 1767 and one copy to the next appropriate level of management (approving official). e. Give the employee a copy signed by the supervisor as a receipt...”

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**JOIN THE FIGHT FOR SAFE JOBS!**



# Stand Up for Safe Jobs!

## Fact Sheet #3

**Look around your workplace. If you see something that concerns you, ask yourself: Can it hurt me? Can it make me sick?**

**Use this checklist to help you identify unsafe conditions:**

- Are aisles kept clear at all times?
- Are machines staffed adequately?
- Is rolling stock in good working order?
- Is red-tagged equipment fixed before it is returned to service?
- Are wires properly contained?
- Is your workplace clean and free of excessive dust?
- Is your workplace free of sharp edges?
- Are restrooms operating properly?
- Are the restrooms clean?
- Are employees afforded regular rest breaks and mealtimes?
- Are emergency exits clearly marked and clear of obstacles?
- Is the temperature in the building in a normal range?
- Are fire extinguishers regularly inspected and verified to be in working order?
- Are you free from exposure to hazardous materials?
- Does management conduct regular safety talks?
- Are PS Form 1767s readily available in the workplace?

***If the answer to any of the above is “no,” or other unsafe conditions exist, talk to your coworkers and stand together for safe workplaces. Here are some of the things you can do – among others.***

- Raise your concerns at Safety Talks.
- Fill out PS Form 1767, Report of Unsafe Conditions.
- Request to see your shop steward.
- Red-tag broken equipment.
- Call OSHA if violations pose a risk of serious harm (1-800-321-OSHA).
- Follow up with management until unsafe conditions are corrected.

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**JOIN THE FIGHT FOR SAFE JOBS!**



# Stand Up for Safe Jobs!

## Fact Sheet #4

## Fire Safety and Prevention

**According to the Employee and Labor Relations Manual (ELM), installation heads are responsible for implementing emergency action plans and fire safety programs.**

### How does your workplace measure up?

\_\_\_ Are exits clear and properly maintained?

\_\_\_ Do you know the location of fire alarms?  
Are they tested regularly?

\_\_\_ Do you know the location of fire extinguishers? Are they inspected regularly?

\_\_\_ Is there a fire extinguisher within 50 feet?  
Are postal vehicles stocked with fire extinguishers and emergency warning kits?

\_\_\_ Is there an Emergency Evacuation Team (EET) on your tour? Are the names posted?  
Are alternates assigned to cover absences?

\_\_\_ Does your office conduct at least one emergency evacuation drill on your tour each year?

\_\_\_ Are evacuations quick and orderly?

\_\_\_ Do you know how injured employees and people with disabilities are supposed to be evacuated?

\_\_\_ Does management conduct regular fire inspections?

\_\_\_ Do you know the fire prevention plan for your area? Is it reviewed with you annually?

\_\_\_ Do you know emergency escape procedures?

\_\_\_ Have you seen your facility's written emergency plan? *(In facilities of fewer than 10 employees the plan may be communicated verbally.)*

If the answer to any of the above is "no," talk to your co-workers and stand together for safe workplaces:

- Raise your concerns at Safety Talks.
- Fill out PS Form 1767, *Report of Unsafe Conditions*.
- Request to see your shop steward.
- Call OSHA if violations pose a risk of serious harm (1-800-321-OSHA).
- Follow up with management until unsafe conditions are corrected.

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## FACT SHEET 5

# Fentanyl and Dangerous Substances IN THE MAIL

There are many poisonous chemicals and substances that enter the mail stream – some legal, others illegal. In 2001, Anthrax powder killed two postal workers and sickened others. A new and rising danger is the chemical Fentanyl, often sent through the mail from both foreign and domestic sources.



### What is Fentanyl?

Fentanyl is a dangerous and deadly synthetic opioid. Legally, it is prescribed as a pain killer. Illegally, it is being distributed as an illicit hard drug. Exposure amounts of two grains of salt can be fatal.

Fentanyl can come in many forms: powder, blotter paper, tablets and spray. It is easily absorbed into the body, through the skin or by inhaling.

Fentanyl is so dangerous that law enforcement and first responders are now routinely provided Naloxone – a treatment to be administered and to counter Fentanyl exposure or overdose. In response to the insistence from the APWU, the USPS is beginning to place naloxone in some of their offices. However, anything short of naloxone availability in every postal facility is insufficient and places employees at unnecessary risk.

### In Case of Exposure

If you are exposed to powders or chemical substances from the contents of packages, flats or letters, immediately leave the mail and the area and contact your supervisor, postmaster or manager.

USPS Publication 167-B (“Response Checklist for Suspicious Mail and Unknown Powders or Substances”) instructs postal management to take immediate actions, including:

- Clear the area and not let any employees enter
- Don't try to clean up the powders/substances
- Instruct exposed employees to wash hands and any other exposed skin
- Note the names of the workers in the area
- Shut down all equipment in area as well as ventilation and air conditioning systems
- Take protective actions based on the local emergency plan
- Call 911 in the event there are reactions to the exposure.

### Stand up for Yourself and Co-workers

Ask local management to keep a supply of naloxone in your office and train employees in proper use. In the event of suspicious powders and substances, take potential exposure seriously. If there are no management personnel in your office, or management is not responding in accordance with their own protocols, call the Postal Inspection Service at 877-876-2455 to report the incident and say emergency when prompted. If you have reason to believe it is a medical emergency, call 911.

**HERE'S THE BOTTOM LINE:**

**The life you save could be your own!**