

4 Postal Service Safety and Health Program

4-1 OSHA Voluntary Guidelines

The Postal Service has adopted the OSHA voluntary safety and health program management guidelines provided below:

- a. *Management leadership and employee participation:*
 - Management commitment and employee involvement are complementary.
 - Management commitment provides the motivating force and the resources for organizing and controlling activities within an organization.
 - Employee involvement provides the means through which workers develop and express their own commitment to safety and health protection.
- b. *Workplace analysis (surveys and job hazard analysis, inspections and hazard controls, and employee hazard reporting):*
 - Work-site analysis involves a variety of work-site examinations to identify not only existing hazards, but also the conditions and operations where changes might occur to create hazards.
 - Effective management actively analyzes the work and the work site to anticipate and prevent harmful occurrences.
- c. *Accident reporting, investigation, and analysis:*
 - Reporting and investigation provides for investigation of accidents and near-miss incidents so that their causes and means for prevention are identified.
 - Analysis of injury and illness trends over time provides for identification of common causes and development of preventive measures.
- d. *Hazard prevention and control:*
 - This activity is triggered by a determination that a hazard or potential hazard exists.
 - Where elimination is feasible, hazards are prevented by effective design of job tasks and/or the job site.
 - Where elimination is not feasible, hazards are controlled to prevent unsafe conditions and unhealthful exposure.

- Elimination or control is accomplished in a timely manner.
- e. *Emergency response:*
 - Effective emergency response includes written emergency action plans, training, fire inspections, and first aid.
- f. *Safety and health training:*
 - Effective safety and health training addresses the safety and health responsibilities of all personnel, whether salaried or hourly.
 - Safety and health training is most effective when incorporated into other training about performance requirements and job practices.
 - The complexity of training depends on the size and complexity of the work site and nature of hazards.
 - Effective safety and health training ensures that all employees understand the hazards to which they may be exposed and how to prevent harm to themselves and others from exposure to these hazards.
 - Such training ensures that supervisors carry out their safety and health responsibilities, including: (1) analyzing the work under their supervision to identify unrecognized potential hazards; (2) maintaining physical protection in work areas; (3) reinforcing employee training through continual performance feedback; and (4) enforcing safe work practices.
- g. *Motor vehicle safety and driver training:*
 - Effective motor vehicle safety and driver training ensures proper driver selection, training, and supervision, in accordance with Handbook EL-804, *Safe Driver Program*.
 - Such training ensures compliance with U.S. Department of Transportation regulations.

4-2 Postal Service Program

4-2.1 Requirements

Managers must demonstrate a commitment to providing safe and healthful working conditions in all Postal Service–owned and –leased installations and become involved in day-to-day safety performance. They must be held accountable for safety performance and compliance with OSHA standards and regulations.

In facilities that do not have a full-time safety professional assigned, installation heads must designate an Executive and Administrative Schedule (EAS) employee as Facility Safety Coordinator (FSC).

4-2.2 Program Elements

The Postal Service program elements include:

- Management Commitment, Involvement, and Accountability.