



OSHA Programs



For Use ONLY During Regular Workhours
And ONLY On Postal Premises

Handbook EL-810
February 1989

OSHA Act?

WHO — Congress passed Public Law #91-596.

WHAT — Occupational Safety and Health Act of 1970.

WHEN — December 29, 1970.

WHY — Each year, job-related accidents in America account for:

- More than 10,000 worker deaths.
- Nearly 1.8 million disabling injuries.
- More than \$34.8 billion in costs.

What is OSHA?

Occupational
Safety and
Health
Administration



Under the OSHA Act of 1970 the Administration (OSHA) was created within the Department of Labor.

What Does OSHA Do?

- Encourages** employers and employees to reduce workplace hazards and to implement new or improved safety and health programs.
- Establishes** dependent rights and responsibilities for both employees and employers.
- Maintains** a reporting and recordkeeping system to monitor on-the-job injuries and illnesses.
- Develops** mandatory safety and health standards and enforces them effectively.
- Provides** for the development, analysis, evaluation, and approval of state safety and health programs.

Executive Order #12196 of February 26, 1980:

- Reinforced and further defined the President's stand on occupational safety and health programs for Federal employees. The Executive Order directed the Secretary of Labor to issue a set of basic program elements to assist the heads of Federal agencies in operating effective occupational safety and health programs; and it also defines the safety and health responsibilities of agency heads.
- The Postal Service is committed to full compliance with all of the applicable provisions of this order.

Why is all of this important to me?

- Because it protects all postal employees (as well as other Federal employees) by assuring safe and healthful working conditions through the implementation of safety and health standards developed by OSHA.



How OSHA Programs Operate:

Program Responsibilities (12196)

Secretary of Labor:

- Provides overall leadership and guidance for Federal agencies.

Federal Advisory Council on Occupational Safety and Health

- Advises the Secretary of Labor.
- Consists of 16 members appointed by the Secretary of Labor with equal representation from Federal agencies and labor organizations.

Heads of Agencies: (Postmaster General)

- Furnish employment free from recognized hazards that are likely to cause death or serious physical harm.
- Operate a safety and health program in accordance with the basic program elements issued by the Secretary of Labor.
- Comply with standards.
- Develop an abatement plan, assuring prompt correction of unsafe or unhealthy working conditions.
- Establish procedures to assure that no employee is subject to any type of reprisal for filing a report of an unsafe or unhealthful condition.
- Assure response to employee reports of hazardous conditions.
- Assure periodic inspections.
- Assure employee representation on safety and health inspections.
- Operate a safety and health management information system.
- Provide safety and health training.
- Submit an annual safety and health report to the Secretary of Labor.



Help Stamp Out Workplace Hazards, Know Your Responsibilities:

- Comply** with all OSHA and approved Postal Service occupational safety and health standards; and with Postal Service policies and directives relative to the safety and health program.
- Use** safety equipment, personal protective equipment, and other devices provided by the Postal Service for your safety.
- Follow** established safety and health procedures.
- Notify** your immediate supervisor of any unsafe or unhealthful working condition of which you're aware. Use Form 1767, *Report of Hazard, Unsafe Condition or Practice*, for this purpose.
- Support** and cooperate with safety and health inspectors when they conduct inspections of your work area.
- Cooperate** with the safety and health committees and participate in other functions which contribute to the safety and health program.
- Report** any job-related injury or illness to your immediate supervisor, and, if necessary, seek treatment promptly.



Protect Yourself by Knowing Your Rights

You Have the Right To —

- Become actively involved in the Postal Service's Safety and Health Program.
- Be provided a safe and healthful work environment.
- Report unsafe and unhealthful working conditions to your supervisor.
- Consult with management through appropriate employee representatives on safety and health matters.
- Participate in the safety and health program without fear of restraint, interference, coercion, discrimination, or reprisal.
- Be represented by union representatives from the local safety and health committee on all official safety inspections of your facility.
- Have your authorized representative, or yourself, review the Log and Summary of Occupational Injuries at a reasonable time and in a reasonable manner.
- Submit information or comment to OSHA on the issuance, modification, or revocation of OSHA standards and request a public hearing.



Did You Miss Something?

- How do I get additional information about OSHA programs?**
 - See OSHA Poster 130 which should be posted in your facility, or contact the safety and health designee for your workplace.

- How do I report a safety and health hazard, unsafe condition or practice?**
 - Report on Form 1767. A supply of this form must be maintained in the workplace in such a manner as to provide for easy access, and if desired, anonymity.

- If I have a safety and health suggestion that may possibly improve the program, who do I go to?**
 - Go to your local safety and health committee representative. You may also wish to convey your ideas to your immediate supervisor.



Get Involved With the Postal Service Safety and Health Program!

Help Make the Safety & Health Program Successful

- Inform immediate supervisor of safety and health problems.
- Comply with all applicable OSHA and Postal Service standards.
- Participate in the safety and health program.
- Cooperate with on-the-job safety training programs.
- Take safety home with you.

