



National Postal Mail Handlers Union

Paul V. Hogrogian
National President

Mark A. Gardner
National Secretary-Treasurer

June Harris
*Vice President
Central Region*

John A. Gibson
*Vice President
Eastern Region*

David E. Wilkin
*Vice President
Northeastern Region*

Lawrence B. Sapp
*Vice President
Southern Region*

Don J. Sneesby
*Vice President
Western Region*

April 12, 2017

**To: Local Presidents
Regional Directors/Representatives
National Executive Board**

**Kevin Tabarus
Local President**

Re: Safety Time Out (STO) Program

Dear Sisters and Brothers:

As a matter of general interest, please find enclosed a copy of the above-referenced document from the Postal Service regarding its plans to initiate a new program called Safety Time Out (STO). They state the STO will focus on safety awareness and accident reduction during the identified peak accident times

Prior to beginning the program, supervisors will give an introductory safety talk. Once initiated, the supervisor will announce "Safety Time Out" at a predetermined time for employees to inspect their work areas and identify potential unsafe conditions or hazards.

The STO initiative is scheduled to be disseminated to the field in May.

Enclosed also find a copy of the standup talk and poster they plan to use with this program.

Please disseminate this information as you deem appropriate, and should you have any questions, comments and/or suggestions regarding the above, please contact this office or forward your responses to the Contract Administration Department within the next 45 days.

Fraternally

Kevin Fletcher

Contract Administration Representative

cc: Paul Hogrogian, National President
Timothy M. Dwyer, National Secretary-Treasurer
Thomas J. Branch, Jr., Manager Contract Administration
NCAD





April 7, 2017

Mr. Paul V. Hogrogian
National President
National Postal Mail Handlers' Union
1101 Connecticut Avenue, NW
Washington, DC 20036-4304

Dear Paul:

As a matter of general interest, the Postal Service intends to initiate a new program called *Safety Time Out (STO)*.

STO focuses on safety awareness and accident reduction during identified peak accident times. Specific times each day will be used to identify workplace hazards.

Prior to beginning the program, supervisors will give an introductory safety talk. Once the program is initiated, a supervisor will announce "Safety Time Out" at a predetermined time. Employees will then inspect their work area and identify potential unsafe conditions or hazards.

If possible, identified deficiencies will be corrected immediately. Other matters will be reported on PS Form 1767, *Report of Hazard, Unsafe Condition or Practice*. The supervisor will follow existing PS Form 1767 procedures to address the reported unsafe condition or hazard.

The STO initiative will be disseminated to the field in May.

We have enclosed copies of the following:

- Safety Time Out Launch Announcement
- Safety Time Out Program Overview
- Standup Talk entitled *Safety Time Out (STO) Communication for Employees*
- *Safety Time Out* poster.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore
Manager
Labor Relations Policy and Programs

Enclosures



Safety Time Out (STO) Communication for Employees

The Postal Service has a new initiative for employees to get engaged in their local office and it only requires you to stop what you are doing and focus on your surroundings.

The Safety and OSHA Compliance Programs proudly present *Safety Time Out* (STO). This simple activity prompts employees to identify, communicate and abate hazards in their work area which could contribute to an accident or injury.

Here's how it works:

At a pre-determined time, your supervisor will announce it is 'Safety Time Out'. You are to stop what you are doing to inspect your work area for potential hazards, unsafe conditions or practices. If you are able to correct the hazard on the spot, do so. Any deficiency that cannot be fixed immediately is to be reported on PS Form 1767 (*Report of Hazard, Unsafe Condition or Practice*), then turned into your supervisor. The supervisor will follow-up on the hazard to initiate abatement. The existing PS 1767 policy remains the same.

As an employee, you have the right to a safe and healthful workplace and to become actively involved in the Postal Service's safety and health program. This comes along with the responsibility for good housekeeping, reporting recognized safety hazards and working safely. *Safety Time Out* is a great opportunity to exercise your rights/responsibilities and to make the workplace safer for your fellow co-workers too.

Get engaged. Make a difference. It doesn't take that much time to perform a check of your work area to ensure it is free of hazards; that is all it takes to prevent an injury - or to have one. Grab an opportunity to take a "time-out" for Safety.



Safety Time Out



*It doesn't take much time to prevent
an accident from happening.*

- **Inspect** - your work area for potential hazards or unsafe conditions
- **Correct** - the hazard, whenever possible
- **Track** - the deficiency corrected
- **Report** - any deficiencies that cannot be fixed immediately using the PS 1767, *Report of Hazards, Unsafe Conditions or Practices* form. Submit form to your supervisor.

Become more aware of your surroundings and make the workplace safer for you and your fellow co-workers.