

Management Instruction



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Employee Relations Department ERI	
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Employee and Labor Relations Group	

Title Local Joint Labor-Management Safety and Health Committee Training Program

I. PURPOSE

To state policy and provide guidelines and procedures for implementing the Local Joint Labor-Management Safety and Health Committee Training Program, Course No. 21576-01.

(PEDC) managers or other training personnel will provide assistance.

II. POLICY

A. Application

1. All current members of local joint labor-management safety and health committees must receive this training.
2. All newly appointed committee members must receive this training within 60 days of their appointment.

4. No training material may be released for study either during breaks or lunch or at home.

5. The first 8 hours of the program will consist of the CONCERN Management Safety Training Program. If any members of the committee have already attended the CONCERN program, they need not repeat it. The final 4-8 hours will be devoted specifically to committee training.

B. Training Time

1. This program must be conducted only on postal premises and only during regular work hours. If it becomes necessary to change a trainee's scheduled hours of work for the training, the change may be made only in accordance with 438.242 of the Employee and Labor Relations Manual (ELM), and Section 424 of F-21, Time and Attendance.
2. There is no reading or review assignment before the course.
3. The Training Activity Reporting System (TARS) requires certain information from the participants for statistical and accounting purposes. Postal Employee Development Center

III. ORGANIZATIONAL RESPONSIBILITY

A. Employee and Labor Relations

The Regional Director, Employee and Labor Relations, is responsible for program administration.

B. Management Sectional Centers/Bulk Mail Centers

1. The installation head, or designee, is responsible for the implementation, coordination, and conduct of this program at all facilities and/or associate offices under his control that have joint labor-management safety and health committees.

2. The CONCERN segment of the program will be given by a CONCERN program safety trainer.

3. MSC and BMC Managers will select senior management level employees who

Distribution

Headquarters, Headquarters Administrative Support Facilities, Regions, Districts, Management Sectional Centers, (55) and Bulk Mail Centers (3). From their initial supply of 55, the MSCs will redistribute to associate offices with 50 or more employees.

Special Instructions

Do not paraphrase or distribute this instruction in any other form. However, this may be photocopied.

Organizations listed under distribution may order additional copies. Use Form 7380, Requisition for Supplies; specify the Filing Number; and submit to the Eastern Area Supply Center.

will be trained as instructors for the committee segment of the program. Individuals selected should preferably hold line-management positions and be persons whose leadership role in this training will properly reflect the Postal Service's commitment to safety. MSC and BMC Directors, E&LR, should attend, insofar as possible, the committee segment of the program.

C. Safety

MSC and BMC safety personnel, as appropriate, will assist the instructor in the inspection portion of the program.

D. Postal Employee Development Centers (PEDCs)

1. Initiate, control and monitor Form 2548, Individual Training Record, and Form 2462, Training Activity Reporting System.

2. Maintain a supply of Instructor's guides and Guidelines for Local Joint Labor-Management Safety and Health Committees.

3. Institute control of all training materials to prevent their use at any time that trainees are not on-the-clock.

IV. TRAINING PROGRAM

A. Format

The Local Joint Labor-Management Safety and Health Committee Training Program is a 12-16 hour classroom course taught by instructors and emphasizing trainee classroom participation.

B. Process

1. Using the Instructor's Guide, the instructor leads the class in discussions and group activities.

2. The program has been designed to be adaptable to local problems and/or procedures.

V. IMPLEMENTATION PROCEDURES

A. Application

1. Each region will select two representatives to attend a conference at Postal Service Headquarters to discuss and become familiar with the course materials.

2. Following this conference, the regional representatives will be responsible for training instructors designated by MSC and BMC Managers.

B. Material Provisions

Course materials and supplies will be maintained and reordered when needed by the Instructor through the appropriate PEDC from the region.