

Summary of Postal Bulletin Updates August 2000 Through February 8, 2001

Overall ELM Revisions

After ELM 16 in August 2000, certain substantive ELM changes are being proposed for publication in an online update called ELM 16.1. These revisions have been edited and cleared, and are being published in January and February issues of the *Postal Bulletin*. In addition to the substantive changes identified below, these ELM changes can include material that is minimally reworded to clarify meaning and to preserve grammatical and stylistic consistency. Typographical, codification, and reference errors are corrected where found. Position and organization titles are updated.

These changes make the information easier for the reader to follow, easier to prepare for eventual indexing, and easier to automate when publishing frequent online updates. Only where necessary for clarification are such editorial changes listed by section number in the summary below and marked with a revision bar or made bold in exhibit tables.

Revisions Specific to Revised Portions

Chapter 4, Pay Administration

Subchapter 470, Incentive Awards and Service Recognition

Exhibit 471, Overview of Recognition and Award Programs, is modified to show increases in award amounts, and a new section is added under EAS Recognition and Awards Program and PCES Noncash Recognition Only to include the Exceptional Performance Award described in 475.5.

475.2, Spot Awards, is modified to show that the maximum amount of the award is increased to \$2,000 and the fiscal year cash limit is increased to \$2,000.

475.22, Description (under **Spot Awards**), is modified to move the information on taxability into the introductory paragraph.

475.3, Vice President Awards, is modified to show that the maximum amount of the award is increased to \$5,000.

475.4, Team Awards, is modified to show that the maximum amount of the award is increased to \$2,000 and the fiscal year cash limit is increased to \$2,000.

475.5, Exceptional Performance Awards, is added to show a new category of awards for nonbargaining employees.

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Chapter 8, Safety and Health**Subchapter 810, Occupational Safety and Health Program**

811.24(a), Safety Philosophy, returned to original language of the safety philosophy to be more precise.

812.3, Installation Heads, changing in this section, and throughout the chapter, the title of *collateral duty safety person/officer* to *collateral duty facility safety coordinator (FSC)* to better describe the duties.

813.1, Headquarters, added *to provide a safe working environment*.

813.2, Area Offices, added language on area Human Resource responsibilities to provide technical support to processing and distribution center (PDC) safety staff and FSCs.

814.2(b), Responsibilities, added *good housekeeping* to employee responsibilities.

815.14, Plant Management Safety and Health Committee, changed title of plant safety and health committee to parallel other committees.

817.5, OSHA Required Training, updated MI references.

817.7, New or Additional Equipment and Techniques Training, changed *introduced* to *deployed*.

817.9, Training Records, eliminated reference to the Local Employee Training System (obsolete). Added language on documenting safety talks and on-the-job training (OJT).

Subchapter 820, Reports and Investigations, Program Evaluations, and Inspections

821.141, Postal Accident Log, referenced electronic accident log.

821.142, OSHA Annual Summary of Injuries and Illnesses, deleted as unnecessary reference to Human Resources Information System (HRIS).

821.22(d), Method, clarified requirement to review on-the-job safety/review analyses (JSAs) following an accident. This can reduce workload by eliminating unnecessary JSAs.

822.11, Installation Head Preliminary Serious Accident Report, provided further clarification on when a serious accident report is necessary, based on OSHA guidance on *in-patient* hospitalization. This reduces workload regarding serious accident reporting and investigation.

822.12, Performance Cluster Manager Report to Area and Headquarters, changed serious accident reporting to the Area and Headquarters. Only fatalities, amputations, mutilations, and OSHA reportable accidents must be reported to the Area and Headquarters. This reduces reporting workload. Added language requiring the serious accident report follow the format to standardize reports received at Headquarters.

822.21, OSHA Investigations, added *occupational* before fatalities.

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822.221, Mandatory Composition, provided for a waiver of serious accident investigation boards when not warranted. This should reduce workload for those serious accidents if an investigation would be of no value to the Postal Service.

822.225, Investigation Reporting and Response Requirements, added *OSHA reportable*.

823.23, Performance Clusters, eliminated duplicative language regarding Area Operations vice president review of evaluations. Referenced the Program Evaluation Guide (PEG) in the Safety Toolkit. Changed program evaluation requirements as follows: Facilities with greater than 100 workyears conducted annually by district and plant safety personnel; facilities greater than 50 and less than 100 workyears conducted annually by collateral duty FSC. This should reduce full time safety staff workload and improve coverage in smaller offices.

823.3, Program Evaluation Report, revised to provide for adequate review of evaluations at all levels. Changed *Offices* to *Installations*.

824.2, Methods, referenced Safety Toolkit for inspection checklists.

824.331, Requirement, revised language to indicate the collateral duty FSC will conduct inspections using instructions and a checklist.

824.332, Teams, added *if available*.

824.52, Hazard Abatement Committee, clarified when postmasters may designate a chair for abatement committees for detached units. This should reduce workload for those postmasters. Changed *procurement* to *purchasing*.

824.54, Reinspection and Followup, provided for spot checking safety deficiency abatement. This should reduce workload.

824.633, Approving Official, added *determined locally*.

824.637, Tenants in Postal Service Buildings, deleted this section.

825.54, Citation Management, deleted redundant language on Handbook EL-802.

Subchapter 830, Motor Vehicle and Industrial Safety

833.1, Standards, Ergonomics, and Engineering, changed *procurement* to *purchasing*.

833.3, Contractor Safety, changed *contractor* to *supplier* to conform with the *Purchasing Manual*.

Subchapter 840, Safety Awareness Program

844.1, Policy, clarified language on seat belt usage and the incentive.

Subchapter 850, Emergency Action Plans and Fire Prevention and Control

852.1, Responsibility, added *tornadoes, earthquakes*.

852.2(a), Content, added *shelters*.

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853.13, Duties of EETs, added another duty regarding procedures for accounting for all employees after an emergency evacuation.

853.15, Training, changed refresher training for EET (emergency evacuation team) members to annual from quarterly. Workload reduction.

853.15(j), Training, added language on sheltering, tornadoes, and other special situations.

853.18, Installations Without EETs, added another duty regarding procedures for accounting for all employees after an emergency evacuation.

853.2, Drills, added language on sheltering drills.

855, Fire Inspections, added new section **855.2, Frequency**, and changed fire inspection frequency to semi-annual for installations less than 100 workyears. Quarterly inspections are still required for installations greater than 100 workyears and vehicle maintenance facilities (VMFs). This should consolidate and reduce workload.

855.3, Procedures (renumbered from **855.2**), added language on Safety Toolkit.

855.4, Corrective Action, renumbered.