



April 28, 2009

ALL MANAGERS/SUPERVISORS  
BAY-VALLEY DISTRICT

**SUBJECT: Weekly Safety Observation Requirement**

To enforce a high standard of safe work performance, the following number of driving and non-driving practice observations must be completed:

- Non-Career: One per quarter
- Probationary (0 - 3 months): 30, 60, & 80 day evaluations
- Employees with 4 - 23 months postal experience: One per month
- Employees with 2 years plus postal experience: Twice per year

**Driving Observations (PS form 4584):**

*All Delivery and Transportation Supervisors:*

- 5 observations per Delivery Supervisor Position per week
- Minimum 30 Minutes per 4584, with a minimum of five practices observed during each 4584.

**Negative Observations:**

- Complete Section G on the 4584 with action to be taken, after investigating for previous infractions.
- Required: Conduct a follow-up street observation to ensure unsafe practices have been corrected within 7 days.
- Required: Second follow up observation done within 21 days of first follow up observation.

**Non-Driving Observations (PS form 4588):**

*All Supervisors*

- 5 per Supervisor Position per week
- Minimum 30 Minutes per 4588 (Work Observation)

**Powered Industrial Trucks (PIT) Observations:**

- Twice per year on each PIT driver

**Each week submit the 4584 and/or 4588 tracking log to the assigned Safety Specialist with a cc: to Evelyn Flaris, Manager, Safety (A).**

If you have any questions, please contact Manager, Safety at (510) 874-8400.

A handwritten signature in blue ink that reads "Florencia Aceituno".

Florencia Aceituno  
Manager, Human Resources (A)

Cc: DM