



**REISSUANCE**

April 19, 2010

ALL EMPLOYEES  
SAN FRANCISCO DISTRICT

SUBJECT: Employee Safety Rights and Responsibilities

**EMPLOYEE RIGHTS:**

Employees have the right to:

- Become actively involved in the Postal Service's Safety & Health Program and to be provided a safe and healthful work environment
- Report unsafe and unhealthful working conditions
- Consult with management through appropriate employee representatives on safety and health matters; i.e. program effectiveness and participation in inspection activities where permissible
- Participate in the Safety and Health Program without fear of restraint, interference, coercion, discrimination, or reprisal
- File a complaint with the nearest OSHA office requesting an inspection if they believe unsafe or unhealthful conditions exist in their workplace; OSHA will withhold, on request, names of employees complaining
- File a complaint with their nearest OSHA office within 30 days if they feel they have been discriminated against
- File safety and health complaints without fear of being discharged or discriminated against, as protected by the OSH Act

**EMPLOYEE RESPONSIBILITIES:**

It is the responsibility of all employees to:

- Comply with all safety and health regulations, procedures, and practices, including the use of approved personal protective equipment
- Keep the work area in a safe and healthful condition through proper maintenance of property and equipment and to immediately report safety hazards and unsafe working conditions
- Keep physically and mentally fit to meet the requirements of the job