

DISTRICT MANAGER
SAN FRANCISCO DISTRICT



December 21, 2007

POSTMASTERS, MANAGERS, SUPERVISORS
SAN FRANCISCO DISTRICT

SUBJECT: Safety Review Form - Standard Operating Procedure #12

The San Francisco District Safety Office has developed a new tool to help reduce accidents in your facility. The Safety Review Form at the San Francisco District website uses information from the National Accident Reduction Plan Countermeasures Checklist to help you eliminate hazards, manage Safety training, and maintain compliance with established accident prevention standards.

Effective immediately, all offices are to utilize the Safety Review Form as outlined below:

- Each "Vital Few" office will conduct *monthly* reviews and enter the results at the website.
- All other offices will conduct *quarterly* reviews and enter the results at the website.
- District Safety personnel will conduct periodic audits to ensure compliance with this SOP.

To navigate to this site, follow these simple procedures:

Open Internet Explorer at an ACE workstation
At the Blue Page, click on the "Inside USPS" tab
In the Field section, click on the "Field – Area and District Links" line
Under the Pacific heading, click on "San Francisco"
On the left side of the page, click on the "Human Resources" tab
Under Human Resources Links, click on the "Safety Review Form" line
First time users must register at the website before proceeding

Thank you for your assistance in making Safety a top priority in the San Francisco District. If you have any questions or concerns, please contact Maria Yumul, Manager Safety, at (408) 550-5303.

A handwritten signature in cursive script that reads "Winifred G. Groux".

Winifred G. Groux

cc: Harriet White, Manager Human Resources
Maria Yumul, Manager Safety

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