

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
UNITED STATES POSTAL SERVICE
AND THE
NATIONAL ASSOCIATION OF LETTER CARRIERS,
AFL-CIO**

Re: Heat Abatement Program – Independence, MO

The parties agree to the following measures in order to address the October 24, 2014, final decision and order of the Occupational Health and Safety Review Commission upholding the Occupational Health and Safety Administration's citation dated December 22, 2012.

While this agreement applies solely to the Independence, Missouri, Post Office, including its stations and branches, the parties recognize that heat abatement is an essential element of on-the-job safety for city letter carriers in all locations where city letter carriers are exposed to excessive heat. The parties also recognize that Postal Service facilities are located in differing climates and have differing operational requirements and, accordingly, the terms of this agreement may not be suitable for other Postal Service facilities. Additionally, the parties understand and agree that individual city letter carriers may need accommodation related to heat when the heat index is under the threshold set below.

1) Training

New letter carrier employee orientation will include the heat stress training identified below. Training will also be provided annually (no later than April 15) to all employees, with regular reminders throughout the summer season by local management.

LMS Course 10019802 – Heat Stress Recognition and Prevention (Supervisors and Carriers)

Power Point Presentation – Heat Stress Recognition and Prevention (Supervisors to present to carriers). This program is designed as alternative training for those employees without access to the online Learning Management System.

Heat Stress SDOM Video: <http://blue.usps.gov/hr/safety/video/heat-stress.htm>

Stand Up Talks and Info Pak information (attached as an appendix).

2) Monitoring Employees

Each city letter carrier will be equipped with a Mobile Delivery Device (MDD) that will have the capability to send and receive text messages to/from the home office. Each MDD will also have a "panic button" function that will allow distressed employees to rapidly communicate the problem to appropriate officials. Additionally, to the extent practicable, management will increase contact with employees performing street duties for the purpose of monitoring employees' well-being on days when the National Weather Service predicts a heat index (air temperature and relative humidity combined into a single value) at or above 103 degrees. For purposes of this agreement, the combination of air temperature and relative humidity at or

above 103 degrees is deemed an "excessive heat day". The chart below indicates the heat index system used by the National Weather Service:

Heat Index

Temperature (degrees F)

	80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
55	81	84	86	89	93	97	101	106	112	117	124	130	137			
60	82	84	88	91	95	100	105	110	116	123	129	137				
65	82	85	89	93	98	103	108	114	121	128	136					
70	83	86	90	95	100	105	112	119	126	134						
75	84	88	92	97	103	109	116	124	132							
80	84	89	94	100	106	113	121	129								
85	85	90	96	102	110	117	126	135								
90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127										
100	87	95	103	112	121	132										

Source: National Weather Service (<http://www.weather.gov/media/unr/heatindex.pdf>)

3) Monitor National Weather Service

Management will monitor National Weather Service daily forecasts during periods of the year when the occurrence of excessive heat days could reasonably be expected. Management will advise city letter carriers as early as possible on days when the National Weather Service predicts a heat index at or above 103 degrees of that prediction.

4) Adequate Amounts of Water

During periods of the year when the occurrence of excessive heat days could reasonably be expected, city letter carriers working outside will be reminded to drink adequate quantities of water (approximately eight ounces of water for every twenty minutes of street duty in excessive heat) through a safety message issued by a supervisor.

Management will provide each city letter carrier with a reusable water container(s). City letter carriers regularly assigned to a route(s) with a vehicle will be provided an insulated one-gallon container. City letter carriers regularly assigned to a walking route will be provided an insulated 64-ounce water container. City letter carriers who may be assigned to routes with vehicles and routes without vehicles will be provided with both types of containers. At the employee's option, a city letter carrier may elect to provide his/her own container(s) as long as the container(s) is consistent with the requirements for postal-provided containers.

On days during periods of the year when the occurrence of excessive heat days could reasonably be expected, each city carrier, at the carrier's option, can either fill the appropriate water container with cool water at home prior to reporting for duty or after beginning his/her tour and prior to departing to the street. City letter carriers can replenish their water container at designated locations on the route as necessary. The replenishment locations will be authorized by management based on input from the city letter carrier regularly assigned to the route.

Replenishment locations will be designated in locations that allow city carriers to retain adequate amounts of cool water to drink the recommended approximately eight ounces of water for every twenty minutes of street duty. A Postal Service form will be developed, or an existing form will be modified, to record locations to replenish water containers.

5) Work/Rest Regimen

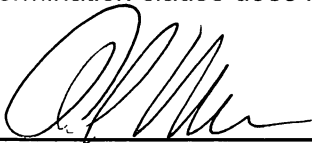
On days where the National Weather Service predicts a heat index at or above 103 degrees, in addition to their regular scheduled break(s) and lunch break, city letter carriers are encouraged to take additional breaks in designated climate-controlled or shaded areas (see item 6 below) when necessary to mitigate the impact of excessive heat. Additionally, the parties understand and agree that it may be necessary for individual city letter carriers to take additional breaks when the heat index is under the threshold set above. Individual city letter carriers returning from absence or illness may be especially vulnerable to the effects of excessive heat, and therefore, are especially encouraged to take necessary breaks pursuant to this paragraph. City letter carriers taking an extra break under this provision must, using their assigned MDD, send a text message to their assigned facility at the beginning of the break (indicating the break location) and another text message at the conclusion of the break. The parties understand and agree that there may be circumstances where a city letter carrier taking a break under this provision may not immediately report the break through the MDD.

6) Climate-controlled or Shaded Areas

Climate-controlled (e.g., air-conditioned mall or apartment building) or shaded areas on each route will be designated by management based on input from the city letter carrier regularly assigned to the route. These locations will be used by city letter carriers, as necessary, to take additional breaks as needed pursuant to item 5 above. These locations will be recorded on the same form used to note water replenishment locations (see item 4 above).

No additional work rules beyond those outlined above are necessary to abate the hazard of excessive heat.

The parties agree that the terms of this agreement are without prejudice to the position of either party in this or any other case and may be cited only to enforce the terms of this agreement. This agreement is effective from the date of signature. However, either party may terminate this agreement by providing 30 days written notice to the other party. The inclusion of this termination clause does not compromise the position of either party in this or any other case.



Alan S. Moore
Manager, Labor Relations
Policy & Programs,
U.S. Postal Service

5-15-15
(Date)

for 

Fredric V. Rolando
President,
National Association of Letter
Carriers, AFL-CIO

5-15-15
(Date)

Heat Stress Guidance

Introduction

This guidance explains the risks of heat stress and related illnesses to United States Postal Service (USPS) employees. Exposure to hot environments increases the chances of experiencing serious physical symptoms, therefore it's important to provide proper training, awareness and guidance to employees in order to prevent injury or illness. The following are the different types of heat stress illnesses/injuries, including their symptoms and first aid treatments:

Types of Heat Stress

Heat Stroke

Heat stroke, the most serious illness caused by heat stress, occurs when the body becomes unable to control its temperature or cool itself down. When this takes place, the body can experience major physical disabilities or in the most severe cases, death.

Symptoms	First Aid
<ul style="list-style-type: none"> • <i>Hot, dry skin or profuse sweating</i> • <i>Hallucinations</i> • <i>Chills</i> • <i>Headache</i> • <i>High body temperature</i> • <i>Confusion</i> • <i>Disinness</i> • <i>Slurred speech</i> 	<ul style="list-style-type: none"> • <i>Call 911</i> • <i>Notify supervisor</i> • <i>Move to a shaded/cool area</i> • <i>Cool the body with water or by fanning</i>

Heat Exhaustion

Heat exhaustion is severe dehydration due to the loss of water through sweating.

Symptoms	First Aid
<ul style="list-style-type: none"> • <i>Heavy sweating</i> • <i>Extreme weakness</i> • <i>Dizziness</i> • <i>Nausea</i> • <i>Clammy skin</i> • <i>Pale complexion</i> • <i>Cramps</i> • <i>Elevated temperature</i> 	<ul style="list-style-type: none"> • <i>Move to a shaded/cool area</i> • <i>Drink plenty of water</i> • <i>Cool the body with water or by fanning</i>

HEAT STRESS INFOPAK

Introduction

USPS employees can face many environmental hazards while performing their daily duties, including Heat Stress. Heat Stress has the ability to cause illness, injury or even become life threatening. That's why it's important that postal employees know the dangers of Heat Stress and receive the proper training prior to performing any work activities.

What is Heat Stress?

Workers who are exposed to high heat environments, can be at risk for occupational stresses such as heat stress. Heat stress occurs when the body produces or absorbs more heat than it can get rid of.

What are the types of Heat Stresses?

- Heat Cramps
- Heat Exhaustion
- Heat Rash
- Heat Stroke
- Heat Syncope

Dangers

Every year thousands of workers become sick from heat related illnesses, and some even die!

Symptoms

Symptoms include one or more of the following:

- Chills
- Clammy skin
- Cramps
- Dizziness
- Elevated temperature
- Extreme weakness
- Fatigue
- Headache
- Heavy sweating or hot, dry skin
- Nausea
- Pale complexion
- Slurred speech

How to avoid Heat Stress

- Cool the body with water or by fanning
- Drink plenty of water
- In case of medical emergencies, call 911
- Move to a shaded/cool area

Who needs training?

All carriers need safety training to help them avoid the potential hazards of the job. Refresher training is also important, so it can both reinforce best practices and let employees know that safety is still a high priority of the Postal Service

Mandatory Stand-up Talk

May 2014

Beat the Heat, Stay Cool For Supervisors

It's that time of year again, when the temperatures begin to rise, and the potential for heat related illnesses becomes a factor for your employees. It's important to remember the keys to keeping cool and safe this summer season. The following recommendations should be followed by supervisors to provide assistance to their employees:

1. **Train yourself.**
 - Use resources such as LMS course 10019802, Heat Stress Recognition and Prevention or our *Heat Stress Prevention* page located on the Safety Resources page. You should understand what heat stress is, and how it can affect your employees.
2. **Train your employees.**
 - Give safety talks and reinforce understanding of the symptoms and dangers of heat related illnesses.
3. **Monitor the weather.**
 - Review the National Weather Service for Heat Warning/Advisories on <http://www.weather.gov/> to determine days on which heat could be an issue to your employees.
4. **Acclimate employees when operationally possible**
 - If you have an employee who has been away from work for more than a week, due to illness, and is returning during a heat advisory period, it is important to make every effort to accommodate medical limitations.
 - Additionally, it is important to keep in close contact with the employee daily during their first week back on the job.
 - For return to work policy, refer to *ELM 36, Chapter 8, Section 865, Return to Duty After Absence for Medical Reasons*. Management is responsible for determining whether an employee is fit to return to duty.
5. **Have a plan.**
 - Establish a protocol for employees to call you or another manager for heat related issues.
 - If an employee reports symptoms of heat stress, help them evaluate the symptoms to determine what type of assistance is needed.
 - Heat Stroke is a medical emergency. If medical attention is needed, call 911 and send them to the employee's location, and meet the employee either at the employee's location or at the hospital.
 - You should go to the employee's location, and arrange for first aid assistance as necessary, if the employee is experiencing signs of heat exhaustion, such as:
 - Heavy sweating
 - Extreme weakness or fatigue

Mandatory Safety Talk



May 2015

Beat the Heat, Stay Cool

It's that time of year again, when the temperatures begin to rise, and the potential for heat related illnesses becomes a factor during your daily work routines. It's important to remember the keys to staying cool and safe this summer season.

Here are some quick tips for battling the heat:

1. Hydrate before, during and after work. Prevention is important, so make sure to maintain good hydration by drinking at least 8-ounces of water every 20 minutes.
2. Dress appropriately for the weather. On warm days, make sure to wear light colored, loose fitting, breathable clothing to keep body temperatures down.
3. Utilize shade to stay cool. When possible, use shaded areas to stay out of direct sunlight.
4. Know the signs of heat stress. You should understand what heat stress is, and how it can affect your health and safety. Here are some things to look out for:
 - Hot, dry skin or profuse sweating
 - Headache
 - Confusion or dizziness
 - Nausea
 - Muscle cramps
 - Weakness or fatigue
 - Rash

Finally, it's important to notify your supervisor or call 911 if you're experiencing signs of heat related illnesses. This will not only ensure your safety, but can also save your life!