



WINTER CHECKLIST DELIVERY

PREPARE for Winter Weather

It is always a good idea to Be Prepared. Now is the time to plan for winter weather.

Here is a Winter Readiness Checklist so you are prepared for that first wintry day...

- ✓ Have you checked the tread on vehicle tires? Replaced tires with worn tread?
- ✓ Wiper blades good?
- ✓ Windshield wiper fluid available?
- ✓ Have you solicited for snow removal? Have you ordered Ice Melt?
- ✓ Ice Scrapers and snow brushes available in vehicles?
- ✓ Have you issued Ice Cleats to your carriers, including TE's or RCA's?
- ✓ De-Icer Available?
- ✓ Do you have contingency plans for frozen collection boxes? Some offices have an emergency kit containing rubber mallet, de-icer, etc.
- ✓ Have you prepared your team, especially your new carriers, for driving and delivering mail in winter weather?
- ✓ Do you have sandbags, water softener salt or puzzle weights available to provide added weight to LLVs for stability?

Don't wait until it snows to find out you do not have ice scrapers, etc. Order your winter needs now and be prepared.



WINTER CHECKLIST FACILITY

PREPARE for Winter Weather

It is always a good idea to Be Prepared. Now is the time to plan for winter weather.

Here is a Winter Readiness Checklist so you are prepared for that first wintry day...

- ✓ Do you have salt to spread on walkways?
- ✓ Are shovels and Snow Blowers in good shape and operational?
- ✓ Are snow removal contracts in place with telephone numbers shared with appropriate staff members?
- ✓ If you have a new snow removal contractor, have you reached out to discuss where snow needs to be piled and where it shouldn't?
- ✓ Are new employees aware of footwear needs?
- ✓ Do you have a supply of cleats for carriers?
- ✓ Are lobby mats in place, in good condition and in the correct location?
- ✓ Are mops in good condition and do you have a sufficient amount of floor cleaning supplies?
- ✓ Is the Facilities Response Line telephone number posted and has staff members been given instructions on when to call them (power outage, heat issues, building damage, etc.)? 855-444-6375

Don't wait until it snows to find out you do not have salt for your walkways, etc. Order your winter needs now and be prepared.

WINTER WALKING TIPS



- * Take shorter steps
- * Inspect your foot wear daily prior to use
- * Expect the unexpected
- * Report damaged steps and porches
- * Report steps not shoveled or salted
- * Keep from becoming complacent
- * Be careful stepping out and into your vehicle
- * Snow-covered ICE is very hazardous
- * Use winter footwear
- * Maintain all parking lots and sidewalks. **PLAN AHEAD**
- * Maintain the same high awareness used during inclement winter weather on clear winter days.

ICE, SNOW, PARKING LOTS AND FALLS

Most people do not think of same level falls as a big deal. Most think that the devastating falls only occur from elevated areas such as platforms, rooftops and ladders. While falls from heights have the potential to be serious, so do those falls that occur at the same level. Many postal employees are involved in same level falls each year in postal owned parking lots. When these occur, they have the potential to be very serious and life changing accidents. Many of these accidents have resulted in fractured legs, ankles, hips, wrists, and arms as well as ligament and tendon damage in the knees and shoulders. Listed below are practical steps that all employees, craft and management alike can take to help themselves and others avoid having this type of injury. While the focus of this talk is parking lots, these principles are applicable in a variety of circumstances.

1. Employee Awareness. Realize that the decisions we make and the actions we take have a direct impact on our personal safety and that each individual is responsible for their safety. For example, we cannot get out of our vehicle and not bother to pay attention to our surroundings. A good rule of thumb is to never go where your eyes haven't been. Scan the area ahead and watch for icy and snowy areas that lie ahead, don't let these areas take you by surprise.
2. Hazard Recognition. During the winter months we know that the factors are in place for falls to occur. We have cold temperatures and ice and snow. Put that together with a person walking and all of the necessary factors are in place for a fall to occur. People often times make the wrong assumption that a parking lot is a safe place to walk. Be alert for unsafe conditions.
3. Hazard Reporting. If you are crossing the parking lot and nearly slip and fall or notice icy spots on your way. Don't just note it and keep going. Report the hazard so that it can be taken care of. When we just walk away without bothering to take action, we set up our co-workers to take the fall we avoided. Let's look out for one another, it's the right thing to do, and it's our job.
4. Proper Footwear. Certain footwear is designed for certain conditions. Make sure the footwear you are wearing is appropriate for snow and ice conditions and are designed to prevent slips, trips and falls. You will greatly increase your chances of falling by wearing improper footwear.
5. Beware of Transitional Areas. Transitional areas are those areas where the surface conditions and/or temperatures change. A good example of this type of area would be the area just inside the building when we are coming from the parking lot indoors, such as into foyers. We have moved from outside to inside and move from one surface type (cold, ice, snow, or wet) to another surface type (i.e, smooth tile floor) with a higher temperature. When this happens we must realize that walking conditions and slip and fall hazards have changed. When we come into a transitional area like this where there is a higher temperature and possibly a slick tile floor, and where water has likely accumulated (due to individuals coming in and stomping their feet to get the ice and snow off), we must be alert to avoid the fall and adjust our walking accordingly. This would also include employees already in the building who are walking through this transitional area.

6. Understand the “Danger Zone”. There are particular times that all employees are at an increased risk for a fall to occur. One of these high risk times that we will refer to as the “danger zone” is when getting out of your vehicle. This happens in two ways.
 - a. Often times as we get out of our vehicle in the winter we are getting out and placing all of our weight on the left foot as we transition out of our vehicle then bringing our right foot out. This is a high risk time when we are placing all of our weight on that left foot usually unaware of what surface it is on. If that foot slips as you are getting out you will fall on that one foot with all of your body weight resulting in a serious injury to that foot or possibly striking your face or head on the door on the way down. In order to avoid this, open the door and look at the area before you step onto it, this is employee awareness and hazard recognition. Second, maintain three points of contact as you exit the vehicle. You can do this by either gripping the door with one hand and the roof with the other as you are bringing that other foot out and standing up or, as you are getting out you can swing both feet out while in your seat and use one hand to help yourself up. Third, don’t get out of your vehicle under these conditions with your hands full (coffee, books, keys, etc.) If you start to slip, you will need those hands for balance, trying to stop the fall as you slip. Your first goal must be to get out of your vehicle safely, then get the stuff out that you need.
 - b. The “danger zone” also includes that immediate time period (the first minute or so) after you have left a building or exited the vehicle and are walking. This is a transitional time where your footwear is at a higher temperature than the walking surface. During this time period, the footwear, because it is warm can create melting on the surface below it and therefore puts a layer of water between the footwear and icy surface thereby creating a very slippery surface.
7. Finish the trip safe. If you are late coming into work, which often happens during the winter months due to the increased drive time, don’t speed across the lot while walking in. By zipping across the lot, you are increasing your chances of falling and being even later than you already are, and adding to that the possibility of a serious injury. Remember, finish the trip safe and don’t take shortcuts with your own safety.
8. Effective Snow and Ice Removal. Every facility must have and utilize effective procedures for snow and ice removal from employee and customer areas. This includes shoveling, plowing, snowblowing and salting. Often times salting is needed long after the lot has been cleared. The salting is needed on a daily basis to address the residual snow areas that may melt during the day and in the overnight hours freeze, leaving hazardous isolated ice patches in the lot.

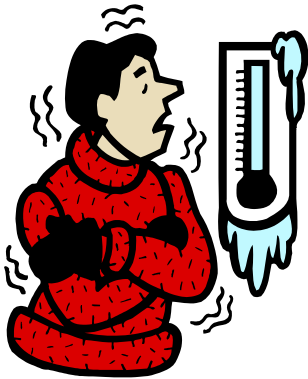
LAYER ON YOUR COLD WEATHER CLOTHING

Working outdoors in cold weather is just one of the reasons people in the delivery business have to be tough.

But even the toughest people can get into serious trouble in weather conditions that might not seem threatening. For example, people have died of hypothermia - a condition where loss of body heat dangerously lowers the body's core temperature - in outdoor temperatures of 40° F (5° C).

Working in windy, cool or cold conditions, particularly if it is raining, puts people at risk for this life-threatening condition, as does falling into cold water or working up a sweat in cold weather.

Dehydration, smoking and drinking alcohol in cold weather all increase one's risk for suffering hypothermia.



Symptoms of hypothermia include shivering, exhaustion, confusion, slurred speech, drowsiness, memory loss and loss of hand coordination. Without medical treatment, including taking the victim to a warm place, loss of consciousness and death may occur.

Your best defense against hypothermia is to dress warmly, in layers, so clothing can be removed or added as needed. Remember, too much clothing can lead to sweating, which can set the stage for hypothermia.

Bring along extra clothing to change into if there's any possibility that you will get wet while working. Since much heat loss occurs from the head area, you should wear a hat.

Winter footwear is essential for keeping the feet warm and dry.

Now that you know the symptoms of hypothermia, remember to watch out for them in yourself and in your co-workers.

You should be taking periodic breaks to warm up once temperatures reach - 15° F (-26° C) or cold winds reach 10 miles an hour (16 km/h).

Another cold weather hazard is frostbite, in which the extremities - fingers, toes, ears, cheeks and nose - freeze. The skin turns from red to white and becomes swollen, dry and hard.

A worker suffering frostbite should be taken to a warm area, where wet or tight clothing should be removed. Medical attention must be sought as soon as possible. Never rub or apply heat to the affected area.

Safety Smart!

DRESS FOR WINTER WEATHER



- * Wear several layers of loose-fitting clothing. Then you can adjust by removing or adding a layer or two. Even simple activities such as frequently getting in and out of a vehicle can create a challenge for maintaining a comfortable body temperature.
- * To stay dry as you work, dress so that the layer next to your skin can “wick” the moisture away. Wet clothing can lose up to 90% of its insulation value and drain your body heat away.
- * Make sure your hands and head are covered at all times to minimize your heat loss. Wear an approved cold weather liner under your hat for added warmth.
- * In severe weather conditions, particularly cold winds, you may need to cover your face with a scarf or woolen mask.
- * Extra socks, gloves, and boot liners are easy to stash in a pocket or pack. If yours get wet you can easily change for a quick warm-up.
- * Besides providing warmth for your hands, gloves must protect you against your specific job hazards – such as cuts and abrasions.
- * Your safety footwear should keep your feet warm and dry. Extra boot liners and warm winter socks will help.

PREVENTING CUSTOMERS STF's

- * Conduct regular self-inspections of your facility (inside and out) to identify slip and trip hazards and eliminate them.
- * Have dampness and spills mopped quickly in lobbies and use warning placards to notify customers of slippery conditions due to snow or dampness tracked onto lobby floors.
- * Inspect your facility's entryway mats and rugs and replace if necessary. Mats, rugs and runners are also hazardous if they can slip or slide, or are torn, curled up or loose.



- * Make sure that ice and snow removal and treatment on sidewalks are conducted before customers and employees arrive in the morning and continue to monitor any precipitation or freezing that occurs during business hours.

Slips, trips and falls cause numerous injuries every day. In addition to the physical trauma these accidents cause, STF's are also very costly to the Postal Service in terms of medical care and potential customer litigation. Depending on the injury of a customer who falls in a lobby, sidewalk or parking lot, the cost can run up into the hundreds of thousands of dollars.

Your consistent attention to, and involvement in, eliminating slips, trips and falls will lead the effort in keeping employees safe, the public safe, and protect our resources.

WINTRY CONDITIONS

Staying safe during and after a winter storm requires your full attention. Here are a few suggestions to assist you in the hazard recognition process.

When Walking:

- * Scan your path of travel for ice and other tripping hazards.
- * Do not attempt to use walks & stairs that have not been cleared. **Use the handrails!**
- * Wear appropriate footwear.

When Driving:

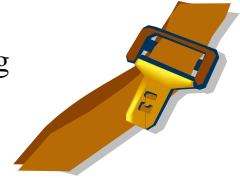
- * Ensure all windows and mirrors are free of snow. Make sure your vehicle has enough washer fluid.
- * Reduce speed and increase the following distance between you and the vehicle in front of you.
- * Scan the road ahead. There will be decreased visibility due to the high snow banks. Other drivers will be forced to pull their vehicles out further into the line of traffic to see. Be prepared to act by reducing your speed and covering the brake with your foot.



TIPS FOR WINTER DRIVING

Driving requires all the care and caution possible any time of year. But winter driving has even greater challenges because of wet and icy road surfaces, longer hours of darkness and poor visibility because of snow, rain and fog. Here are several tips to help you drive more safely this winter:

- * Allow enough time to get to your destination. Rushing in difficult driving conditions can lead to an accident. Leave a few minutes earlier in the morning, and allow plenty of time to get to work. Buckle up your seat belt or safety restraint before you start driving.
- * Stay alert. Don't drive when you are under the influence of alcohol, drugs or certain medications. Read the labels of prescription drugs and over-the-counter medicines to determine if they can cause drowsiness. Driving demands your full attention.
- * Stay calm. Sometimes other drivers will become frustrated with slow-moving traffic. Keep your temper and don't let other drivers aggravate you. Maintain a safe speed and drive defensively.
- * Keep a safe distance between you and other vehicles. The "two second rule" works well on dry roads and in ideal conditions, but in winter you should extend it to four seconds. Watch the vehicle directly ahead of you. As it passes a stationary object start counting - "one thousand and one", "one thousand and two", and so on. Your vehicle should not pass the same object until you say the word "four."
- * Keep your car well-maintained and in good working order. This includes having good tread on your tires, the engine tuned-up for winter, and all lights functioning properly. In colder climates, you may need to add anti-freeze to the radiator. In some areas, gasoline antifreeze may be required.
- * Clean your windows and headlights frequently. Keep your windshield washer fluid topped up. Good visibility is essential to safe driving. Clean your windows and headlights of ice or snow before starting out, and repeat frequently throughout your trip.



- * Drive appropriately for the road conditions. The posted speed limit may be too fast under winter conditions. Driving on a wet road can cause hydroplaning as a thin barrier of water builds up between your tires and the road surface, causing your vehicle to slip. If you begin to lose control of your steering, take your foot off the gas.

TIPS (CONTINUED)

- * Plan your moves carefully. In slippery conditions, never jam on your brakes in a panic stop, you will most likely skid and lose control of the vehicle. Instead, pump your brakes gently a few times.
- * Avoid driving through deep puddles, especially at high speeds. The water can make your brakes less effective and, if deep enough, can cause serious engine damage. If you must drive through water and you are not sure about the depth, slow right down and cautiously inch forward until you are certain it is safe.

Winter driving can be challenging, especially when driving is a part of your job. Take your time and plan ahead.



WINTER SAFETY TIPS

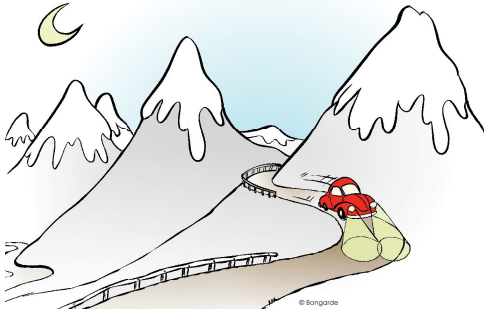


- * Snow banks are blind spots!! You cannot see vehicles coming out of driveways and intersections!! They cannot see you either!!
- * Be prepared to sound your horn and apply brakes.
- * Advise your drivers to use caution, reduce speed, keep a safe distance between vehicles, and watch out for the other drivers.

- * Keep windshield washer fluid level full.
- * Keep vehicle gas tanks full.
- * Keep parking lots, walks, steps, and ramps clear of snow and ice.
- * Re-check snow removal equipment. Keep hands/feet out of snow blowers should they become clogged with packed snow. Shut the unit off and use a stick of some type to clear it out.
- * Carriers and those undertaking snow removal should dress appropriately to include footwear.



Headlights To See And Be Seen



Vehicle headlights have two important functions. They let you see what's ahead as you drive, and they allow others to see your vehicle.

Your headlights are especially important for safe travel during the winter. In addition to the long hours of darkness, weather conditions such as fog, snow, sleet and rain reduce the ability to see and to be seen.

So maintaining your headlights is an important part of safe night driving.

- * Clean headlights help you see better. You should wipe them when you wash your vehicle windows. Doing these tasks each time you fill up with fuel can help keep windshields and headlights free of dirt and dust.
- * When the weather gets heavy, your headlights and tail lights can become obstructed with snow, frost or mud. Check them before you start out, and as necessary while you are enroute. If you are slowed or stalled in a storm, it is vital that other drivers see your lights and your emergency flashers.
- * Headlights should be aimed properly. Driving over rough surfaces or through potholes can throw them out of correct alignment. Ask the service person to check and, if necessary, adjust your headlights each time you are in the shop for routine maintenance. Be aware of how your headlights are positioned as you drive too. A beam which lights more of the curb than the road in front of you needs to be adjusted. At night when you pull up to a building, such as your house or workplace, you can check to see if both lights are aimed the way they should be. Keep headlights free of other defects such as chips and scratches in the glass or condensation from a poorly sealed unit.
- * Make a circle check of your vehicle before starting out. Look for any obstructions, and make sure the headlights, tail lights and signal lights are all working properly. Have bulbs replaced promptly. Consider using headlights during the daytime, whether or not it is mandatory in your area to do so. Daytime lights help other drivers see you — before they pass in an oncoming lane or turn in front of you. As more vehicles have their lights on in the daytime, it becomes easier to miss seeing vehicles without lights.
- * Better headlights can increase your ability to see and be seen by other drivers — unless the lights are blindingly bright compared to other vehicles. And on that topic, don't forget to dim your high beams when you meet oncoming traffic.

Safety Smart!

BLACK ICE



You can be driving along a bare highway and the next thing you know you've done a 360-degree spin and you're upside down in a ditch. That's what can happen when you encounter black ice, an extremely dangerous driving condition.

Black ice develops on road surfaces when temperatures are near the freezing mark. Snow melts and freezes again, or rain falls and freezes on the pavement. Frost can also create unexpected icy conditions.

Black ice is so dangerous because it is almost invisible. The road surface looks bare and dry, and the driver feels safe driving at normal speeds.

These are some road conditions which might suggest black ice:

- * Temperatures just above or below freezing
- * A dark or dull appearance to the pavement
- * Sections of the road which are shaded by trees or other obstructions like the downward side of an east-west hill. (This would include areas the morning sunlight has not yet reached)
- * Bridges, overpasses and underpasses)
- * Damp areas where the road follows a lakeshore or riverbank
- * Places where you have encountered black ice in the past

Heed the radio and TV road reports and try to avoid traveling on black ice. If you do suspect this road condition, drive slowly and use extreme caution. Avoid braking, accelerating, passing, or turning sharply. Get off the road as soon as you can do so safely if you other drivers are not able to drive in control.

Here are a few other winter driving safety tips:

- * In winter conditions, allow yourself extra time to stop and turn. Slow down well in advance of traffic lights.
- * Leave extra space between your vehicle and other traffic.
- * If you have to stop because of unsafe conditions, pull off the road, well away from traffic lanes.
- * Rehearse winter driving in an empty parking lot. Make your vehicle slide and skid, and practice correcting these maneuvers. Learn to stop and turn without losing control on snow and ice.

AVOID THE INEVITABLE DOWNED POWER LINES

Fallen power lines are not preventable during winter storms, but you should avoid them for your own safety. High winds, heavy ice or snow, falling trees, mudslides and other winter conditions can knock down electrical lines.

No matter what the emergency is, you must never touch a fallen line or anything which may be in contact with it. These lines carry enough electricity to kill you instantly. People who survive contact with power lines have to live with painful burns, amputations, brain damage and other traumatic injuries.



Report downed lines immediately to the utility company or the emergency agency in your area such as 9-1-1 or the police.

If a power line falls across an automobile you are in, stay in the vehicle. The rubber tires provide insulation preventing the electricity from traveling through the vehicle to the ground.

If you must get out because of fire or another immediate threat here's how to do it: Jump clear so that no part of your body is touching the car when your feet touch the ground. Keep your feet together. Shuffle or hop until you are well away from the power line.

Here are more reminders about safety around power lines:

Carefully observe all company precautions including having the power shut down before the job begins. Never attempt to raise or move live lines. Cutting trees, putting up signs, painting buildings and cleaning eaves troughs are some situations which could put you dangerously close to a power line. Keep a clearance of at least 10 feet between the line and your body or any equipment. Never use a metal or metal reinforced ladder anywhere near an electrical line or installation. The same goes for a wet ladder. Keep difficult-to-maneuver objects well away from power lines. An extended ladder, for example, can topple into a power line. Check for any overhead lines before installing or working around a television satellite receiver or radio antenna. Carry long objects such as lumber or window washing extension poles parallel to the ground rather than upright. A common cause of electrocution deaths on farms is touching an overhead line while moving irrigation pipe.

Contact with a live power line can cause instant death or disabling injuries. Work safely around power lines, and never touch a downed line.

Safety Smart!

Winter Dock Safety – Let The Falls Stop With You

Each year thousands of drivers and workers are injured working around docks and getting in and out of tractors and trailers or other vehicles (personal, LLVs, vans).

The Bureau of Labor Statistics report that nationwide there are 60,000 injuries per year from slip-trip-falls. There are 225,000 injuries a year nationwide from falls with 50 resulting in death.

15% of all workman's compensation claims from tractor trailer drivers are from falls at the dock. The average cost in the United States for a fall resulting in a back injury is \$28,000. Remember, this is just not drivers, we also have other employees that work at our docks daily that also need to be aware of dock safety in bad weather.

The number one cause for tractor trailer driver falls is slip-trip-falls from the cabs while stepping in, or out of the cab. These falls largely occur when the step is wet from rain or snow and ice. While stepping in or out of the cab of the truck or any vehicle make sure you have a good handhold before stepping on, or in the cab of the truck/vehicle.

Falls from Loading Docks – Mishaps due to falling from loading docks are many. Loading docks are frequently congested, heavy traffic areas, and often wet and icy. The edge of the dock is usually metal and can become very slippery. Some of the control measures are:

- Use removable railing when the docks are not in use to prevent many falls,
- Use abrasive skid resistant surface coatings that will reduce the risk of falls,
- Implement proper housekeeping.

Falls from Stairs/Steps – Each step on a set of stairs should have the same rise and same depth/tread. The edges of steps should be visible. Stairs must be kept free of grease, oil, ice/water and obstacles.

Footwear - Another preventive measure is to wear proper protective footwear to prevent injury on wet or slippery areas. Your shoes can play a big part in preventing slips or same level falls. Shoes with slip resistant soles can help avoid injuries. Always evaluate the sole and heel of the shoe to determine if it is worn out.

As a reminder never jump from a dock; be careful not to step backward off docks; keep your mind and your eyes on what you are doing. Ramps and gang planks have hazards similar to loading docks. They should be as gradual as possible, as wide as possible and as dry as possible.

Make sure when working on a dock that you report when surfaces need mopped and keep dock doors down to keep the weather out. It takes everyone working together to keep our docks safe. Please do your part!