



June 2, 2014

Mr. Manny Peralta  
National Association of Letter Carriers  
100 Indiana Avenue N.W.  
Washington, DC 20001-2144

Dear Manny:

This is in reference to the May 30 meeting concerning the information on heat stress that the union was provided with our May 15 notice.

Pursuant to your request, we have enclosed a copy of the Mandatory Stand-up Talk – Beat the Heat, Stay Cool, For Supervisors.

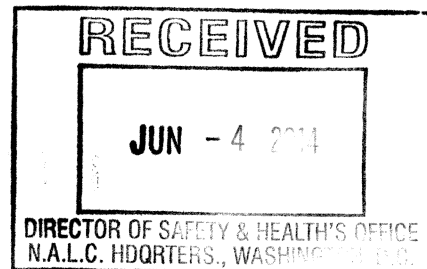
Please contact Shannon Welty at extension 5842 if you have any questions concerning this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Alan S. Moore".

Alan S. Moore  
Manager  
Labor Relations Policy & Programs

Enclosure



# 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

- Dizziness, confusion
- Nausea
- Clammy, moist skin
- Pale or flushed complexion
- Muscle cramps
- Slightly elevated body temperature
- Fast and shallow breathing