



# Stand Up for Safe Jobs!

## Fact Sheet #2

# What You Can Do About Unsafe Conditions PS FORM 1767 & YOU

*Management has a legal and contractual obligation to provide a safe work environment. But we have an important role as well.*

*Look around your workplace. If you see something that concerns you, ask yourself: Can it hurt me? Can it make me sick? If the answer to either question is “yes,” then it’s unsafe.*

### What rights do I have?

**Section 814.1 of the Employee Labor Relations Manual (ELM) says:** “Employees have the right to: a. Become actively involved in the Postal Service’s safety and health program and be provided a safe and healthful work environment. b. Report unsafe and unhealthful working conditions using PS Form 1767, *Report of Hazard, Unsafe Condition, or Practice.*”

### How do I report a hazard?

**Fill out a PS Form 1767**

**Section 824.631 of the ELM says:** “Any employee, or the representative of any employee, who believes that an unsafe or unhealthful condition exists in the workplace may do any or all of the following: a. File a report of the condition on PS Form 1767 with the immediate supervisor and request an inspection of the alleged condition...” *Remember to keep the blue copy of the form. And keep in mind, using the form is most effective if ALL employees take part.*

### Where do I get PS Form 1767?

**Article 14, Section 2 says:** “A supply of PS Form 1767 must be readily available in the workplace...”

### Can management retaliate?

**No. Section 814.1.e. of the ELM states:**

“Employees have the right to: Participate in the safety and health program without fear of: Restraint, Interference, Coercion, Discrimination, or Reprisal.”

### What must my supervisor do?

**Section 824.632 of the ELM says:** “The immediate supervisor must promptly (within the tour of duty): a. Investigate the alleged condition. b. Initiate immediate corrective action or make appropriate recommendations. c. Record actions or recommendations on PS Form 1767. d. Forward the original 1767 and one copy to the next appropriate level of management (approving official). e. Give the employee a copy signed by the supervisor as a receipt...”

**Everyone has the right to leave work in one piece.**

**JOIN THE FIGHT FOR SAFE JOBS!**