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VICE PRESIDENT, NETWORK OPERATIONS



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AREA VICE PRESIDENTS

SUBJECT: Rotating Employees – Safety Letter

Large volumes of mail coupled with employee assignments to the same machine, work area, or for extended periods of time can be physically demanding and may increase risk of operator fatigue and injury.

To minimize risk of injury and fatigue on and around equipment in USPS facilities, managers are encouraged to rotate employees between assigned work tasks. Job rotation is an ergonomics concept that limits employee exposure to physical stressors by alternating the type of work done so that employees refrain from performing the same movements continuously all day long. Rotating lets employees use a different part of their body so they can rest other parts.

Ergonomic and safety reviews have been performed for various work areas within your facility. Some equipment guidelines prescribe the necessary rotation schedules for employees performing certain functions.

Examples of equipment that have recommended scheduled rotation include:

- **DBCS** – Delivery Bar Code Sorter Evaluations Report
- **APBS** - APBS\_Jurisdictional\_Craft\_Determination\_APWU\_NPMHU.pdf
- **AFSM AI** – SPI AI Methods Guide Release 2.0 Sec 5 Staffing, 5.2 Operator Rotation

Each facility should review local agreements and equipment guidelines for proper rotation requirements. Adherence to established guidelines can be beneficial to work efficiency and increased productivity and decrease ergonomic injuries for our most valuable resource—our employees.

*Safety is our core value!*

A handwritten signature in black ink, appearing to read "Robert Cintron".

Robert Cintron