

Retail

Stamps by Mail — Brochure Ordering Information

This article publishes the Stamps by Mail® (SBM) ordering and print run cut-off schedule for fiscal year (FY) 2016. Each date has a version type identified for that particular brochure. The FY 2016 ordering and print cycle cut-off dates are as follows:

Brochure Version	eBuy2 Cut-off Date	Print Run Cut-off Date
Year Round	3/18/2016	4/1/2016
Year Round	4/29/2016	5/13/2016
Year Round	6/10/2016	6/24/2016
Year Round	8/5/2016	8/19/2016

The cost per unit of 500 is \$12.50. This cost includes overprinting the address of the fulfillment office placing the order. Cyril-Scott Company must receive orders placed by mail by close of business the day of the print run cut-off

date listed here. Orders received after the cut-off date will be processed the next print run date.

Use eBuy2 to order Stamps by Mail brochures. These approved eBuy2 orders must be received by Supply Management by the eBuy2 cut-off date and approved in eBuy2 prior to a published print run cut-off date to be included in that run.

Cyril-Scott Company will deliver orders within 35 calendar days after printing. Printing begins one week after the deadline date, and actual receipt of the order will depend on the ultimate destination and the corresponding delivery service standard.

— *Stamp Services,
Marketing and Sales, 1-21-16*

Safety and Health

Statutory Requirement to Review and Post OSHA Form 300A Summary for Calendar Year 2015

The Occupational Safety and Health Administration (OSHA) requires all Postal Service™ installation and establishment heads to complete and post the OSHA Form 300A, *Summary of Work-Related Injuries and Illnesses*, for calendar year (CY) 2015, in accordance with 29 CFR 1904 and the *Employee and Labor Relations Manual (ELM)*, part 821, Actions in the Event of Accident, Injury, or Illness.

From February 1, 2016, through April 30, 2016, installations are required to post a copy of the OSHA Form 300A for CY 2015 in a conspicuous place at every establishment where employees work or report to work.

When reviewing the OSHA 300 Log, installation heads must pay close attention to column F. Column F includes descriptions of the injury or illness, the parts of the body affected (including which side of the body), and the object or substance that directly injured or made the person ill. For example: "Second degree burns on right forearm from acetylene torch."

Installation heads must also pay close attention to columns K and L. If an injury is identified as "days away from work" in column K or "on the job transfer or restriction" in column L, installation heads must ensure that the number of days entered is accurate.

For every entry on the OSHA 300 Log, the installation head must ensure that there is a corresponding Accident

Report Form 1769/301 in the Employee Health and Safety application, which populates the OSHA Form 301, *Injury and Illness Incident Report*.

The left side of OSHA Form 300A contains sets of information data points with a letter, such as the letter "K," that corresponds to each data point. The data points come from the OSHA 300 Log summary columns with the same letter.

The right side of the OSHA Form 300A is self-explanatory except for the North American Industrial Classification code. The code for Vehicle Maintenance Facilities is 811111; the code for all other Postal Service establishments is 491110.

Before posting and signing the OSHA Form 300A, the installation or establishment heads are required to review the OSHA 300 Log and the OSHA 300A Summary Reports. When they sign the OSHA Form 300A, they are affirming that they have reviewed both OSHA forms for accuracy and completeness, whether they use manual or automated versions of the forms.

— *Safety and OSHA Compliance Programs,
Employee Resource Management, 1-21-16*