



# National Association of Letter Carriers

100 Indiana Avenue, N.W. ■ Washington, D.C. 20001  
Telephone Number (202) 662-2831



## MEMORANDUM

From the Desk of Manuel L. Peralta Jr.  
Director of Safety & Health

March 7, 2017

To: NBAs, RAAs, and Branch Officers

Subject: 2017 Heat Safety Injuries

Last week we reached a heat index of 100 degrees in Southern Texas, so hopefully you are receiving this message prior to the incoming spring and summer heat waves.

During the 2016 Calendar year there were 101 heat safety events reported to myself either directly or through your national business agent. Many of those notices, however, were received well over 30 days after the date of injury, resulting in possible forfeiture of the injured employee's entitlement to COP in the event that they were unable to work.

Section 542.112 of the Employee and Labor Relations Manual (ELM) provides that:

“...failure to give notice on Form CA-1 within 30 calendar days from the date the injury occurred will result in a loss of entitlement to COP...”

When a letter carrier suffers a traumatic disabling injury, he/she would only be entitled to Continuation of Pay (COP) if a form CA-1 was filed within 30 days of the date of injury. We need your help as branch offices and stewards by filling out the form CA-1 as quickly as possible and connecting the injured employee to the assistance available to the membership.

Of even greater concern to the NALC is the fact that early this year we discovered an additional 203 heat safety events from last year that were not reported to the NALC at all.

Eighty of these injuries involved CCAs and many of those were within their first 120 days of employment. We requested assistance through your National Business Agents (NBA) to make contact with the injured employees to investigate what happened and to offer the NALC's assistance. We learned that some of the CCAs, who were injured during their first 120 days, were “separated” and were not assisted with the filing of an OSHA Whistleblower complaint, which must be filed within 30 days of the date of the action which we believe to be retaliatory.

Attached you will find a copy of the “Initial Heat Injury Report” form, which we ask you to distribute to all branch officers and shop stewards asking that they fill one out for each heat related injury, and immediately send it to my attention as well as the NBA.

If you have any questions on this communication, please contact me. Your assistance on this matter is greatly appreciated.