

SAFETY RELATED DISCIPLINE:

_____ Notice of action.

_____ Medical Documents (If there was an injury).

_____ Past Discipline – Status of.

_____ Postal Inspectors IM

_____ Statements from employees/witnesses.

_____ Copy of rules/instructions violated.

_____ Copy of Safety Service talks, Dates and Topics.

_____ Copy of any related 1767 (unsafe condition form).

_____ Copy of 1769 (Accident report) Include explanation of codes used.

_____ Copy of JSA (Job Safety Analysis).

_____ Copy of 1783 (On the job safety analysis)

_____ Any prior job related accidents with grievant?

_____ 2608

_____ Request copy of supervisor's independent investigation.

_____ Statement of steward interview of _____ Grievant _____ non-postal witnesses _____ supervisor.

_____ If unable to get written witness statements, a copy of the interview.

_____ Copy of the request to installation head/designee requesting discipline (DAP)

_____ concurring supervisors interview.

_____ Stewards statement of facts and contentions:

_____ Has it met the test of just cause? Why is discipline being issued?

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- _____ Was there a pre-D? When, Where, What was said?
- _____ Always request that the grievant be made whole as though they had no lost time.
- _____ Cite article 16,3, 14 and 19.
- _____ Use exhibit form, number all documents.
- _____ Look at leave book/EARS, was the employee at work for discussion, etc?
- _____ Supervisors notes.
- _____ Mitigating Circumstances: On Meds? Excessive OT, Family Problems?
- _____ Investigate the specific charge.
- _____ Exhibit form, number all documents.