

January 14, 2011

TO: ALL EMPLOYEES  
DES MOINES PROCESSING AND DISTRIBUTION CENTER

SUBJECT: PERSONAL RADIOS, HEADPHONES

The purpose of this notice is to inform all employees of the rules regarding the use of personal portable radios on the workroom floor. NOTE: The term "radio" as used in this instruction will be considered a generic substitute to include headsets, walkmen, CD players, etc.

Mail Processing and Maintenance Operations are industrial settings that require dedicated attention to each job task in order to perform safely and efficiently. Moving equipment, pedestrian traffic, warning alarms, interpersonal communications, etc., offer additional considerations that require employees to be completely aware of their surroundings at all times. The use of personal portable radios can create distraction, diverting attention and concentration. Wires, headphones, etc., add to some safety concerns.

The use of radio headsets, etc., is permissible only for employees who perform duties while seated and/or relatively stationary, and only where use of a headset will not interfere with performance of duties or constitute a safety hazard. Employees will not be permitted to wear or use radio headsets under other conditions including but not limited to: while walking or driving; near moving machinery or equipment; while involved in oral business communications; while in contact with or in view of the public or where the headset interferes with personal protective equipment.

- Radios must be secured to the user at all times. They may not be set on cases or other equipment.
- Employees must turn off radios and remove the headphones or earphones when their duties are no longer stationary. Examples include leaving their designated work location to go to another work site, break or rest room, transporting equipment or mail, getting more mail, etc.
- Wires must be secured near the body, not interfering with movement, equipment or job functions in any way.
- Radios are prohibited when operating powered industrial equipment.

Employees must adhere to this instruction for their own safety and for the safety of others. First-line supervisors will use this information as the basis of periodic safety talks. Managers and supervisors will assure adherence by reporting violations and recommending and initiating appropriate corrective action. Strict compliance with the instruction will help prevent accidents.



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