



# National Association of Letter Carriers

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## MEMORANDUM

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

July 18, 2022

To: NBAs, RAAs, Branch Officers and Stewards

Subject: Heat Illness Prevention Training (**HIPP**) / Validation of Training Records  
LMS Course Name: SAF:SS: Heat Stress Recognition and Prevention - Course  
Number: 10019802.

In reviewing the Initial Heat Injury Reports as they are received, I am discovering that a number reference the fact that the required HIPP training had not been conducted by April 1<sup>st</sup>, as per USPS instructions from Safety at the headquarters level.

The purpose of this memo is to request your assistance as relates to the issue of whether or not management is accurately recording training records. In this case, I focus my request to the above referenced HIPP training.

### **Is Management Recording Training Accurately?**

- 1) Have any branches or individuals reported that they have not received the HIPP training referenced above? If so, please have the employee(s) log into liteblue, then locate “Hero Login” in the Human Resources Section. From there hover over the My Learning menu, and click on My Active Training. In this section filter by training status “completed” and you will find what is listed as training that the employee has taken.

If the employee asserts that they had not taken the training as claimed by the employer in their HERO training/tracking system, then please have them provide a statement, indicating that they had not taken the training, yet their name is listed as having done so. Have the statement identify the date of the training in dispute, along with their employee ID number, their name and the name of the training course in dispute.

- 2) Investigate (through management) why the record claims that the training was given to the employee(s) and based on the responses, determine what additional action is necessary at the local, district or area level.

On the pages that follow you will find reference to the documents that were distributed to you since 2018 on Heat Illness prevention.

The Last section of this memo identifies the key responsibilities that must be completed annually.

## **Background**

### **May 4, 2018 (USPS4330)**

The USPS notified the NALC that it had created a HIPP, whose purpose it was to equip employees with knowledge needed to recognize and abate heat-related illness advising that "... The HIPP is triggered when any employee in any facility is exposed, or reasonably anticipated to be exposed, **to heat index temperatures exceeding 80 degrees Fahrenheit for extended periods of time, six hours or more**, over the course of a work day or work shift.

"...**The Postal Service will require annual completion** of a Learning Management System (LMS) course on heat stress by all employees in every facility, regardless of exposure assessment findings: **LMS Course Name: SAF:SS: Heat Stress Recognition and Prevention - Course Number: 10019802**. This course will discuss the effects of heat on the body, outline the risk factors for heat-related illness, and describe the associated treatments for each. This training will also explain several control measure techniques and safe work practices that can be used to prevent heat-related illness, as outlined in this document..."

During a meeting of the National Safety Committee (USPS-NALC) on May 15, 2018, the NALC was notified that "In the future, all supervisors will be required to take the LMS course by April 1st of each year." Management also emphasized that every single city letter carrier in our bargaining units will be required to undergo this training, which is expected to be conducted in group sessions. We have been informed that if requested, there are materials that can be printed and distributed to make sure the message is understood by all our employees.

### **May 17, 2019 (USPS4437)**

The USPS notified the NALC of its updating to the HIPP indicating that it is now "...triggered when weather reports issued by the National Weather Service (NWS)<sup>1</sup> for a particular work location indicate that the outdoor heat index temperatures are expected to exceed 80 degrees Fahrenheit during the course of a work day or work shift."

"...The installation head at all local Postal Service owned or operated facilities will be responsible for the implementation of a HIPP for their employees, provided the facility meets the heat exposure criteria outlined above."

"...It is the responsibility of each installation head to ensure that employees complete the above referenced HERO course. Employees must complete this training prior to April 1 each year<sup>2</sup>. Employees who are absent when the training is provided are required to be provided with the

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<sup>1</sup> <https://www.weather.gov/>

<sup>2</sup> For FY 2019, the deadline to complete the HERO course is extended to April 30.

training prior to returning to street duties<sup>3</sup>, during the period April 1 through October 31.<sup>4</sup>

This update also included the following comment found in the Engineering and Administrative Controls”

**An escalation process is put in place to prioritize all requests for HVAC repairs and temporary abatement efforts in postal facilities;** (emphasis added)

If your building air conditioners are not promptly serviced, make reference to the above and communicate with your branch officers or national business agents.

### **August 1, 2019 (USPS4476)**

The USPS notified the NALC that its cloud based Human Resource System (HERO) was being enhanced. The notice included a Stand Up Talk which provided as follows:

“...The Learning Portal gives you the ability to complete **off-the-clock, nonpostal**, online training courses. These courses cover a wide variety of topics on both professional and personal self-development...”

The above notice recognizes the employer’s obligations relating to the Fair Labor Standards Act (FLSA) which requires that an employee not be required to undergo training (work) off the clock. If your managers complain and suggest that you should take this training on your own time, we need to grieve this instruction as a violation of the FLSA, the August 1, 2019 instructions in USPS4476 and that it also violates Article 41§3-K which provides that a supervisor shall not require nor permit you to work off the clock.

### **April 9, 2020 (USPS4576)**

In response to our February 25, 2020 inquiry, the USPS provided its 2020 HIPP which commented as follows:

**The FY 20 Heat Stress Recognition and Prevention training course has been finalized and uploaded in our integrated HR system, HERO.** This course, currently available to employees, discusses the effects of heat on a person's body, outlines the risk factors for heat-related illnesses, and describes the associated treatments for each. It also explains several control measure techniques and safe work practices that can be used to prevent heat-related stress.

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<sup>3</sup> Returning employees will be provided the time necessary for them to complete the HERO training course, prior to returning to their street duties.

<sup>4</sup> For FY 2019, this period will begin April 30, instead of April 1.

## **Current Annual Obligations based on USPS Headquarters Instructions**

We have not been notified of any changes relating to HIPP training nor obligations to train subsequent to 2020. Based on the above, the following are the USPS requirements for HIPP Training.

- 1) Every single city carrier supervisor is required to annually take LMS Course Name: SAF:SS: Heat Stress Recognition and Prevention - Course Number: 10019802.
- 2) Every single city letter carrier is required to annually take LMS Course Name: SAF:SS: Heat Stress Recognition and Prevention - Course Number: 10019802.
- 3) The annual deadline (2020 and beyond) to undergo this training is April 1<sup>st</sup>.
- 4) Employees who were absent from work during the training will be provided the time necessary to take the course “...**prior to returning to their street duties...**”
- 5) Installation Heads are tasked with making certain that the above obligations are met.

I thank you for your attention to this request for your assistance.

The information gathered will be helpful for the NALC at the Area and National level in dealing with management on honest record keeping.

Separately, what you discover may prove useful to counter management claims that they trained employees on what is expected of them (M-39 §115.2 & 115.3)