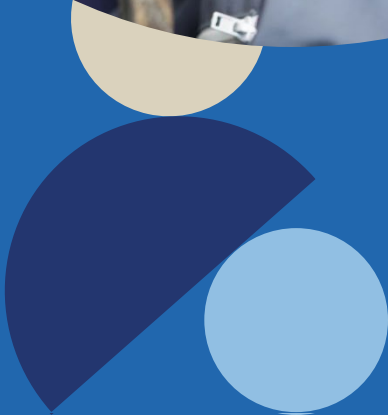


# Golf Maintenance

2024 Safety calendar





## How the calendar works

Each calendar date has a daily safety topic listed. After December there are talking points listed that correspond with the safety topic for that date. Supervisors can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every few months.

The information in the calendar is an accumulation of recommended practices. It should be of great value to your operation. Management generating safety awareness is a key practice to help control and reduce claims and related expenses.

The safety topics provided cover slip, trip, and fall prevention, powered material handling, manual material handling, cutting safety, fire extinguisher safety, sprinkler system testing, industrial rack/module safety and many other topics.

# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Let's kick off a safe new year!	<p><b>1</b></p> <p><b>Anticipate Risk:</b> A key phrase in accident prevention.</p> <p><i>New Year's Day</i></p>	<p><b>2</b></p> <p>Text messaging or talking on a cell phone while driving is classified as distracted driving.</p>	<p><b>3</b></p> <p>Are switches in electrical panels properly labeled?</p>	<p><b>4</b></p> <p>Lockout/tag out affected employees.</p>	<p><b>5</b></p> <p>All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.</p>	<p><b>6</b></p> <p>Practice a fire safety plan at home with your family.</p>
<p><b>7</b></p> <p>What is wrong with wearing open back shoes?</p>	<p><b>8</b></p> <p>Check AEDs on a regularly.</p>	<p><b>9</b></p> <p>Do you have a working fire extinguisher in your home?</p>	<p><b>10</b></p> <p>Never mix chemicals.</p>	<p><b>11</b></p> <p>Always wash your hands after using the restroom.</p>	<p><b>12</b></p> <p>In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>	<p><b>13</b></p> <p>Think about safety in all office areas.</p>
<p><b>14</b></p> <p>Hazard Communication Pictograms</p>	<p><b>15</b></p> <p>Storage rooms with electrical panels.</p> <p><i>Vispera de Año Nuevo</i></p>	<p><b>16</b></p> <p>Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p><b>17</b></p> <p>Fatigue</p>	<p><b>18</b></p> <p>Wash Hands</p>	<p><b>19</b></p> <p>Hot work - what is it and what safety precautions are required?</p>	<p><b>20</b></p> <p>Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.</p>
<p><b>21</b></p> <p>Nutrition</p>	<p><b>22</b></p> <p>Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p><b>23</b></p> <p>Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>24</b></p> <p>What is the two-person approach to slip, trip, or fall prevention?</p>	<p><b>25</b></p> <p>My hands hurt when I go home. What could be causing it?</p>	<p><b>26</b></p> <p>Do not take shortcuts!</p>	<p><b>27</b></p> <p>Always use 100% fall protection at heights of six feet or more.</p>
<p><b>28</b></p> <p>Bend at your knees; save your back.</p>	<p><b>29</b></p> <p>Report damage to ladders immediately; do not use damaged ladders.</p>	<p><b>30</b></p> <p>Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.</p>	<p><b>31</b></p> <p>What is your role in an emergency drill?</p>			

# February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted. Lent starts on the 14th</p>				<p><b>1</b> Before an incident occurs, post emergency numbers.</p>	<p><b>2</b> Are exit discharges properly maintained?</p>	<p><b>3</b> Know your responsibility in every emergency situation.</p>
<p><b>4</b> Fire extinguisher basics.</p>	<p><b>5</b> How you respond can make all the difference, when investigating accidents and injuries.</p>	<p><b>6</b> Have a <i>Wet Floor</i> sign in place before and after cleaning the floor.</p>	<p><b>7</b> What does a safe shoe look like?</p>	<p><b>8</b> Are the chemicals used in your area properly labeled?</p>	<p><b>9</b> Highlight trip hazards until they can be permanently corrected.</p>	<p><b>10</b> Why do my shoulders ache after a hard day at work?</p>
<p><b>11</b> When do I report an injury or accident to my supervisor?</p>	<p><b>12</b> An uncluttered work site shows respect for those who visit and work there.</p>	<p><b>13</b> When on a ladder, remember and practice the <i>belt buckle rule</i>.</p>	<p><b>14</b> What does <i>building a bridge</i> mean regarding back safety?</p>	<p><b>15</b> Report non-functioning lighting promptly.</p>	<p><b>16</b> Jewelry should not be worn when operating machinery.</p>	<p><b>17</b> Use mechanical aids for heavy lifting.</p>
<p><b>18</b> Good shoes are essential to preventing slips, trips, and falls.</p>	<p><b>19</b> First aid kits/First aid logs.</p>	<p><b>20</b> Become familiar with <i>SDS</i>. They contain information needed for first aid and medical treatment in an accident.</p>	<p><b>21</b> Hand washing basics.</p>	<p><b>22</b> Clean up or report all spills, leaks, and wet areas immediately.</p>	<p><b>23</b> What is the proper way to lift a carton/object?</p>	<p><b>24</b> Report damage to ladders immediately; never use damaged ladders.</p>
<p><b>25</b> Document non-functional lights and repair them ASAP.</p>	<p><b>26</b> Do not let a near miss go unreported.</p>	<p><b>27</b> Mowing safely.</p>	<p><b>28</b> Get help when lifting heavy or awkward objects.</p>	<p><b>29</b> When using a ladder always have three points of contact when climbing or descending.</p>		

*Vispera de Año Nuevo*

*President's Day*

# March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p>1 Use good judgment and take action to eliminate unsafe acts!</p>	<p>2 Reduce body stress with insoles and anti-fatigue mats.</p>
<p>3 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.</p>	<p>4 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>5 Smoking should be strictly prohibited in storage areas and around flammable materials.</p>	<p>6 Make sure your footwear is the right type and in good condition.</p>	<p>7 If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p>8 Take extra precautions when taking fire protection systems out of service.</p>	<p>9 They say hindsight is a perfect science...</p>
<p>10 Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p>11 Workers on foot must stay out of the <i>blind spots</i> of mobile equipment and vehicles.</p>	<p>12 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.</p>	<p>13 Are all fire extinguishers fully charged and easily accessible?</p>	<p>14 Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p>	<p>15 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>16 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>
<p>17 Non-employees should not be allowed to enter unless...</p>	<p>18 Get help when lifting heavy or bulky loads.</p>	<p>19 Report unlocked doors that are normally locked.</p>	<p>20 We should wear our Personal Protective Equipment (PPE).</p>	<p>21 Your safety audits/inspections are not complete until they are documented.</p>	<p>22 What is safety accountability?</p>	<p>23 Know the nature of risks within <i>your</i> working environment (insects, spiders, snakes, reptiles, and wildlife). Wear your PPE...</p>
<p><i>St. Patrick's Day</i></p>						
<p>24 Are you using the correct capacity ladder?</p>	<p>25 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>26 What Personal Protective Equipment (PPE) is essential for your job?</p>	<p>27 When you do not have time to do it safely...</p>	<p>28 Proper extension cord use is important in preventing slips, trips, and falls.</p>	<p>29 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>	<p>30 Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>
					<p><i>Good Friday</i></p>	
<p>31 Store tools properly after use.</p>						



# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p><b>1</b> Anticipate Risk: A key phrase in accident prevention.</p>	<p><b>2</b> Text messaging or talking on a cell phone while driving is classified as distracted driving.</p>	<p><b>3</b> Are switches in electrical panels properly labeled?</p>	<p><b>4</b> Lockout/tag out affected employees.</p>
<p><b>5</b> All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.</p>	<p><b>6</b> Practice a fire safety plan at home with your family.</p>	<p><b>7</b> What is wrong with wearing open back shoes?</p>	<p><b>8</b> Check AEDs on a regularly.</p>	<p><b>9</b> Do you have a working fire extinguisher in your home?</p>	<p><b>10</b> Never mix chemicals.</p>	<p><b>11</b> Always wash your hands after using the restroom.</p>
<p><b>12</b> In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p> <p><i>Mother's Day</i></p>	<p><b>13</b> Think about safety in all office areas.</p>	<p><b>14</b> Hazard Communication Pictograms</p>	<p><b>15</b> Storage rooms with electrical panels.</p>	<p><b>16</b> Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p><b>17</b> Fatigue</p>	<p><b>18</b> Wash Hands</p>
<p><b>19</b> Hot work - what is it and what safety precautions are required?</p>	<p><b>20</b> Fire extinguisher basics: use the PASS system to put out the fire.</p>	<p><b>21</b> Nutrition</p>	<p><b>22</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p><b>23</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>24</b> What is the two-person approach to slip, trip, or fall prevention?</p>	<p><b>25</b> My hands hurt when I go home. What could be causing it?</p>
<p><b>26</b> Do not take shortcuts!</p>	<p><b>27</b> Always use 100% fall protection at heights of six feet or more.</p> <p><i>Memorial Day</i></p>	<p><b>28</b> Bend at your knees; save your back.</p>	<p><b>29</b> Report damage to ladders immediately; do not use damaged ladders.</p>	<p><b>30</b> Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.</p>	<p><b>31</b> What is your role in an emergency drill?</p>	

# June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <p>Before an incident occurs, post emergency numbers.</p>
<p>2</p> <p>Are exit discharges properly maintained?</p>	<p>3</p> <p>Know your responsibility in every emergency situation.</p>	<p>4</p> <p>Fire extinguisher basics.</p>	<p>5</p> <p>How you respond can make all the difference, when investigating accidents and injuries.</p>	<p>6</p> <p>Have a <i>Wet Floor</i> sign in place before and after cleaning the floor.</p>	<p>7</p> <p>What does a safe shoe look like?</p>	<p>8</p> <p>Are the chemicals used in your area properly labeled?</p>
<p>9</p> <p>Highlight trip hazards until they can be permanently corrected.</p>	<p>10</p> <p>Why do my shoulders ache after a hard day at work?</p>	<p>11</p> <p>When do I report an injury or accident to my supervisor?</p>	<p>12</p> <p>An uncluttered work site shows respect for those who visit and work there.</p>	<p>13</p> <p>When on a ladder, remember and practice the <i>belt buckle rule</i>.</p>	<p>14</p> <p>What does <i>building a bridge</i> mean regarding back safety?</p>	<p>15</p> <p>Report non-functioning lighting promptly.</p>
<p>16</p> <p>Jewelry should not be worn when operating machinery.</p> <p><i>Vispera de Año Nuevo</i></p>	<p>17</p> <p>Use mechanical aids for heavy lifting.</p>	<p>18</p> <p>Good shoes are essential to preventing slips, trips, and falls.</p>	<p>19</p> <p>First aid kits/First aid logs.</p> <p><i>Juneteenth</i></p>	<p>20</p> <p>Become familiar with <i>SDS</i>. They contain information needed for first aid and medical treatment in an accident.</p>	<p>21</p> <p>Hand washing basics.</p>	<p>22</p> <p>Clean up or report all spills, leaks, and wet areas immediately.</p>
<p>23</p> <p>What is the proper way to lift a carton/object?</p>	<p>24</p> <p>Report damage to ladders immediately; never use damaged ladders.</p>	<p>25</p> <p>Document non-functional lights and repair them ASAP.</p>	<p>26</p> <p>Do not let a near miss go unreported.</p>	<p>27</p> <p>Mowing safely.</p>	<p>28</p> <p>Get help when lifting heavy or awkward objects.</p>	<p>29</p> <p>When using a ladder always have three points of contact when climbing or descending.</p>
<p>30</p> <p>Use respirators when required.</p>						



# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b></p> <p>Use good judgment and take action to eliminate unsafe acts!</p>	<p><b>2</b></p> <p>Reduce body stress with insoles and anti-fatigue mats.</p>	<p><b>3</b></p> <p>Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.</p>	<p><b>4</b></p> <p>Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p><b>5</b></p> <p>Smoking should be strictly prohibited in storage areas and around flammable materials.</p>	<p><b>6</b></p> <p>Make sure your footwear is the right type and in good condition.</p>
				<p><i>Independence Day</i></p>		
<p><b>7</b></p> <p>If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p><b>8</b></p> <p>Take extra precautions when taking fire protection systems out of service.</p>	<p><b>9</b></p> <p>They say hindsight is a perfect science...</p>	<p><b>10</b></p> <p>Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p><b>11</b></p> <p>Workers on foot must stay out of the <i>blind spots</i> of mobile equipment and vehicles.</p>	<p><b>12</b></p> <p>Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.</p>	<p><b>13</b></p> <p>Are all fire extinguishers fully charged and easily accessible?</p>
<p><b>14</b></p> <p>Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p>	<p><b>15</b></p> <p>A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p><b>16</b></p> <p>Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>17</b></p> <p>Non-employees should not be allowed to enter unless...</p>	<p><b>18</b></p> <p>Get help when lifting heavy or bulky loads.</p>	<p><b>19</b></p> <p>Report unlocked doors that are normally locked.</p>	<p><b>20</b></p> <p>We should wear our Personal Protective Equipment (PPE).</p>
<p><b>21</b></p> <p>Your safety audits/inspections are not complete until they are documented.</p>	<p><b>22</b></p> <p>What is safety accountability?</p>	<p><b>23</b></p> <p>Know the nature of risks within <i>your</i> working environment (insects, spiders, snakes, reptiles, and wildlife). Wear your PPE...</p>	<p><b>24</b></p> <p>Are you using the correct capacity ladder?</p>	<p><b>25</b></p> <p>When you have an object to lift that is too heavy or bulky, get help!</p>	<p><b>26</b></p> <p>What Personal Protective Equipment (PPE) is essential for your job?</p>	<p><b>27</b></p> <p>When you do not have time to do it safely...</p>
<p><b>28</b></p> <p>Proper extension cord use is important in preventing slips, trips, and falls.</p>	<p><b>29</b></p> <p>Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>	<p><b>30</b></p> <p>Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>	<p><b>31</b></p> <p>Store tools properly after use.</p>			

# August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The new school year is coming, watch for buses!				1 Extension cord use	2 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	3 Smoke and carbon monoxide detectors save lives.
4 Practice infection control 24/7.	5 When you work with chemicals, you have a right to know...	6 Pallets should be maintained in good, safe operating condition.	7 Safety inspections are incomplete until they are documented.	8 Practice good personal cleanliness.	9 Use a severe weather warning system.	10 Do you know what an 'SDS' is?
11 If you are sick, stay home!	12 Confirm sprinkler systems are tested.	13 My hearing protection is uncomfortable.	14 Keep storage away from electrical panels.	15 The shop grinder should not be used to grind soft materials that may load the wheel.	16 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.	17 Do not store heavy and bulky objects up high.
18 Eye guards and tool rests missing from the shop grinder should be replaced before use.	19 Buckle up when traveling to and from work.	20 De-escalation to prevent workplace violence.	21 Stretch and flex to prevent accidents.	22 Do not exit vehicles or equipment by jumping.	23 Never defeat a safety device	24 Pesticide storage areas should be secured when not in use.
25 Do you know where the closest fire extinguisher is located and how to use it?	26 Take regular breaks.	27 Extreme temperatures can be dangerous.	28 Before you begin to lift an object...	29 Corryalls and utility vehicles are to be checked at the beginning of each shift (brakes, horns, steering, and other controls) for proper operation.	30 Flammable and combustible materials should be minimized.	31 Practice safe storage in all areas.

# September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p><b>Anticipate Risk:</b> A key phrase in accident prevention.</p>	<p>2</p> <p>Text messaging or talking on a cell phone while driving is classified as distracted driving.</p> <p><i>Labor Day</i></p>	<p>3</p> <p>Are switches in electrical panels properly labeled?</p>	<p>4</p> <p>Lockout/tag out affected employees.</p>	<p>5</p> <p>All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.</p>	<p>6</p> <p>Practice a fire safety plan at home with your family.</p>	<p>7</p> <p>What is wrong with wearing open back shoes?</p>
<p>8</p> <p>Check AEDs on a regularly.</p>	<p>9</p> <p>Do you have a working fire extinguisher in your home?</p>	<p>10</p> <p>Never mix chemicals.</p>	<p>11</p> <p>Always wash your hands after using the restroom.</p>	<p>12</p> <p>In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>	<p>13</p> <p>Think about safety in all office areas.</p>	<p>14</p> <p>Hazard Communication Pictograms</p>
<p>15</p> <p>Storage rooms with electrical panels.</p>	<p>16</p> <p>Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>17</p> <p>Fatigue</p>	<p>18</p> <p>Wash Hands</p>	<p>19</p> <p>Hot work - what is it and what safety precautions are required?</p>	<p>20</p> <p>Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.</p>	<p>21</p> <p>Nutrition</p>
<p>22</p> <p>Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p>23</p> <p>Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>24</p> <p>What is the two-person approach to slip, trip, or fall prevention?</p>	<p>25</p> <p>My hands hurt when I go home. What could be causing it?</p>	<p>26</p> <p>Do not take shortcuts!</p>	<p>27</p> <p>Always use 100% fall protection at heights of six feet or more.</p>	<p>28</p> <p>Bend at your knees; save your back.</p>
<p>29</p> <p>Report damage to ladders immediately; do not use damaged ladders.</p>	<p>30</p> <p>Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.</p>					

# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b> Before an incident occurs, post emergency numbers.</p>	<p><b>2</b> Are exit discharges properly maintained?</p>	<p><b>3</b> Know your responsibility in every emergency situation.</p>	<p><b>4</b> Fire extinguisher basics.</p>	<p><b>5</b> How you respond can make all the difference, when investigating accidents and injuries.</p>
<p><b>6</b> Have a <i>Wet Floor</i> sign in place before and after cleaning the floor.</p>	<p><b>7</b> What does a safe shoe look like?</p>	<p><b>8</b> Are the chemicals used in your area properly labeled?</p>	<p><b>9</b> Highlight trip hazards until they can be permanently corrected.</p>	<p><b>10</b> Why do my shoulders ache after a hard day at work?</p>	<p><b>11</b> When do I report an injury or accident to my supervisor?</p>	<p><b>12</b> An uncluttered work site shows respect for those who visit and work there.</p> <p><i>Yom Kippur</i></p>
<p><b>13</b> When on a ladder, remember and practice the <i>belt buckle rule</i>.</p>	<p><b>14</b> What does <i>building a bridge</i> mean regarding back safety?</p> <p><i>Columbus Day</i></p>	<p><b>15</b> Report non-functioning lighting promptly.</p>	<p><b>16</b> Jewelry should not be worn when operating machinery.</p>	<p><b>17</b> Use mechanical aids for heavy lifting.</p>	<p><b>18</b> Good shoes are essential to preventing slips, trips, and falls.</p>	<p><b>19</b> First aid kits/First aid logs.</p>
<p><b>20</b> Become familiar with <i>SDS</i>. They contain information needed for first aid and medical treatment in an accident.</p>	<p><b>21</b> Hand washing basics.</p> <p><i>Rosh Hashanah</i></p>	<p><b>22</b> Clean up or report all spills, leaks, and wet areas immediately.</p>	<p><b>23</b> What is the proper way to lift a carton/object?</p>	<p><b>24</b> Report damage to ladders immediately; never use damaged ladders.</p>	<p><b>25</b> Document non-functional lights and repair them ASAP.</p>	<p><b>26</b> Do not let a near miss go unreported.</p>
<p><b>27</b> Mowing safely.</p>	<p><b>28</b> Get help when lifting heavy or awkward objects.</p>	<p><b>29</b> When using a ladder always have three points of contact when climbing or descending.</p>	<p><b>30</b> Use respirators when required.</p>	<p><b>31</b> Maintain machine safeguards.</p> <p><i>Halloween</i></p>		

# November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p>1 Use good judgment and take action to eliminate unsafe acts!</p>	<p>2 Reduce body stress with insoles and anti-fatigue mats.</p>
<p>3 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.</p>	<p>4 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>5 Smoking should be strictly prohibited in storage areas and around flammable materials.</p>	<p>6 Make sure your footwear is the right type and in good condition.</p>	<p>7 If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p>8 Take extra precautions when taking fire protection systems out of service.</p>	<p>9 They say hindsight is a perfect science...</p>
<p>10 Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p>11 Workers on foot must stay out of the <i>blind spots</i> of mobile equipment and vehicles.</p> <p>Veterans Day</p>	<p>12 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.</p>	<p>13 Are all fire extinguishers fully charged and easily accessible?</p>	<p>14 Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p>	<p>15 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>16 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>
<p>17 Non-employees should not be allowed to enter unless...</p>	<p>18 Get help when lifting heavy or bulky loads.</p>	<p>19 Report unlocked doors that are normally locked.</p>	<p>20 We should wear our Personal Protective Equipment (PPE).</p>	<p>21 Your safety audits/inspections are not complete until they are documented.</p>	<p>22 What is safety accountability?</p>	<p>23 Know the nature of risks within <i>your</i> working environment (insects, spiders, snakes, reptiles, and wildlife). Wear your PPE...</p>
<p>24 Are you using the correct capacity ladder?</p>	<p>25 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>26 What Personal Protective Equipment (PPE) is essential for your job?</p>	<p>27 When you do not have time to do it safely...</p>	<p>28 Proper extension cord use is important in preventing slips, trips, and falls.</p> <p>Thanksgiving</p>	<p>29 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>	<p>30 Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>

# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b> Extension cord use</p> <p><i>Advent Starts</i></p>	<p><b>2</b> Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.</p>	<p><b>3</b> Smoke and carbon monoxide detectors save lives.</p>	<p><b>4</b> Practice infection control 24/7.</p>	<p><b>5</b> When you work with chemicals, you have a right to know...</p>	<p><b>6</b> Pallets should be maintained in good, safe operating condition.</p>	<p><b>7</b> Safety inspections are incomplete until they are documented.</p>
<p><b>8</b> Practice good personal cleanliness.</p>	<p><b>9</b> Use a severe weather warning system.</p>	<p><b>10</b> Do you know what an 'SDS' is?</p>	<p><b>11</b> If you are sick, stay home!</p>	<p><b>12</b> Confirm sprinkler systems are tested.</p>	<p><b>13</b> My hearing protection is uncomfortable.</p>	<p><b>14</b> Keep storage away from electrical panels.</p>
<p><b>15</b> The shop grinder should not be used to grind soft materials that may load the wheel.</p>	<p><b>16</b> A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p><b>17</b> Do not store heavy and bulky objects up high.</p>	<p><b>18</b> Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>	<p><b>19</b> Buckle up when traveling to and from work.</p>	<p><b>20</b> De-escalation to prevent workplace violence.</p>	<p><b>21</b> Stretch and flex to prevent accidents.</p>
<p><b>22</b> Do not exit vehicles or equipment by jumping.</p>	<p><b>23</b> Never defeat a safety device</p>	<p><b>24</b> Pesticide storage areas should be secured when not in use.</p>	<p><b>25</b> Do you know where the closest fire extinguisher is located and how to use it?</p> <p><i>Christmas</i></p>	<p><b>26</b> Take regular breaks.</p> <p><i>Hanukkah Starts</i></p>	<p><b>27</b> Extreme temperatures can be dangerous.</p>	<p><b>28</b> Before you begin to lift an object...</p>
<p><b>29</b> Carryalls and utility vehicles are to be checked at the beginning of each shift (brakes, horns, steering, and other controls) for proper operation.</p>	<p><b>30</b> Flammable and combustible materials should be minimized.</p>	<p><b>31</b> Practice safe storage in all areas.</p> <p><i>New Year's Eve</i></p>				

# Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at morning or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management may help verify the correct response to daily conditions by regularly training workers on these topics.

Not every possible scenario is listed on the calendar. The situations that are listed are those we know may commonly occur that might affect the safety and security of associates and the general public. These topics repeat every few months.

*January | May | September*

Day	Statement	Response
1	<b>Anticipate Risk:</b> A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
2	Text messaging or talking on a cell phone while driving is classified as distracted driving.	Text messaging or talking on a cell phone while driving is classified as distracted driving and illegal in most states. Many accidents, including fatal ones, occur each day because drivers are texting or talking on a cell phone. Avoid these two potentially deadly distractions while driving. While hands-free phone use may be better than holding the phone, it still takes your mind off the driving task, which could result in a crash.
3	Are switches in electrical panels properly labeled?	Circuit breaker switches in electrical panels should be labeled to indicate the area each switch controls so they can be quickly identified in the event of an emergency.  Electrical panels should also be inspected to confirm there are no open holes where circuit breakers have been removed. Open circuit breaker holes create exposure to electrical shock and should be reported to management immediately for resolution.
4	Lockout/tag out affected employees.	Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need to know that it is locked out. Inform affected employees of the activity being performed. Verify that those affected employees are trained in lockout/tag out procedures and that they know not to remove the lock or tag that has been applied.
5	All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	Exposed electrical wiring can often be damaged, expose the conductor inside the insulation and create shock and fire hazards.
6	Practice a fire safety plan at home with your family.	Develop a fire safety plan with your family and other members of your household. Update your plan, if needed, as your household changes.  Practice your plan: <ul style="list-style-type: none"> <li>* At least twice a year</li> <li>* When anything changes in your household</li> </ul>
7	What is wrong with wearing open back shoes?	Follow company footwear policy and make sure your shoes are in good condition.
8	Check AEDs on a regularly.	Make sure your AED program is working. Several designated employees should have current certifications, and defibrillators should be tested monthly to assure the batteries are charged.

*January | May | September*

Day	Statement	Response
9	Do you have a working fire extinguisher in your home?	<p>Include a working fire extinguisher in your disaster preparedness plans at home.</p> <p>Like all fire extinguishers, regularly inspect it to guarantee you have full charge when you need it.</p>
10	Never mix chemicals.	Mixing chemicals is potentially deadly. Most of us are not chemists, so we never know what the result will be or what the hazards associated with mixing certain chemicals.
11	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
12	In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	If any equipment is to be considered reliable, it must be inspected to be sure there has been no tampering or breakage of vital components.
13	Think about safety in all office areas.	<p>Keep office areas free of clutter and walkways free of cords.</p> <p>For employees who regularly enter data into the computer, workstations should be adjusted for comfort and good ergonomic posture.</p>
14	Hazard Communication Pictograms	OSHA's Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram is determined by the chemical hazard classification. A fact sheet listing the various pictograms can be found on the OSHA website. A key practice is to print and laminate the label and attach it to the container using a ty-wrap.
15	Storage rooms with electrical panels.	The areas directly in front of electrical panels should never be blocked. This poses a fire risk and may limit access if there is a need to get into the breaker box in an emergency.
16	Trip hazards should be repaired ASAP to reduce the potential for accidents.	Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.
17	Fatigue	<p>Fatigue is defined as mental or physical exhaustion and extreme tiredness or weariness resulting from physical or mental activity. Fatigue can be a symptom of a medical condition, but more commonly, it is a normal physiological reaction to exertion, lack of sleep (per the National Safety Council, 1 in 3 American workers is sleep deprived), boredom, changes of sleep-wake schedules or stress. How many of these do you think can affect your performance at work or ability to work or drive safely? Here are some fatigue warning signs related to driving:</p> <ul style="list-style-type: none"> <li>* Unable to stop yawning.</li> <li>* Trouble keeping your eyes open and focused, especially at stop lights.</li> <li>* Driving becomes sloppy and you weave between lanes, tailgate or miss traffic signals.</li> <li>* Finding yourself hitting the grooves or rumble strips on the side of the road.</li> <li>* Finding yourself opening a window or turning up the radio to say alert.</li> <li>* Driving aggressively to get to your next destination faster.</li> </ul> <p>Fatigue counter measures include obtaining a minimum number of hours of restful sleep, employing napping strategies, taking sufficient rest breaks from driving, and paying attention to variations in mood, motivation, and performance. With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving. Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family, and enjoying your hobbies and other fun and important parts of life.</p>



January | May | September

Day	Statement	Response
18	Wash Hands	<p>Frequent hand washing helps to prevent the spread of colds, flu, and other communicable diseases. The US Centers for Disease Control suggests following these five steps every time:</p> <ol style="list-style-type: none"> <li>1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.</li> <li>2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</li> <li>3. Scrub your hands for at least 20 seconds. (Need a timer? Hum the <i>Happy Birthday</i> song from beginning to end twice.)</li> <li>4. Rinse your hands well under clean, running water.</li> <li>5. Dry your hands using a clean towel or air dry them.</li> </ol>
19	Hot work - what is it and what safety precautions are required?	<p><b>Hot work</b> applies to cutting, welding, brazing, soldering, grinding, pipe thawing, or torch-applied roofing operations. A hot work permit should be required before hot work is allowed and issued only once the necessary safety precautions are implemented. It should be signed by the supervisor who issued it. A pre-work evaluation must be performed to adequately access the operation and to identify the required controls. Fire protection must be provided, and a fire watch should stand by during the hot work to extinguish sparks that could ignite combustibles, to adjust the positions of protective shields or tarps, and if necessary, to sound an alarm if a fire occurs. Hot work permits should be posted at the work site and should expire no later than the end of the supervisor's shift who issued the permit. The supervisor should inspect the work site 30 minutes after work is complete (60 minutes for torch-applied roofing work).</p>
20	Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.	<p>Pull the pin.</p> <p>Aim the extinguisher nozzle at the base of the fire.</p> <p>Squeeze or press the handle.</p> <p>Sweep from side to side slowly at the base of the fire until it goes out.</p> <p>Remember to never endanger yourself. If the fire is too large to put out, sound the alarm immediately, and follow evacuation protocols.</p>
21	Nutrition	<p>Did you know that half of your plate for each meal should be fruit and vegetables? Healthy diets rich in fruits and vegetables may reduce the risk of cancer and other chronic diseases. Fruits and vegetables also provide essential vitamins, minerals, fiber, and other substances that are important for good health. Most fruits and vegetables are naturally low in fat and calories and are filling.</p> <p>Source <a href="https://www.cdc.gov/healthyweight/healthy_eating/fruits_vegetables.html">https://www.cdc.gov/healthyweight/healthy_eating/fruits_vegetables.html</a></p>
22	Fire extinguishers, sprinkler risers, and fire alarm equipment.	<p>Fire extinguishers, sprinkler risers, and fire alarm equipment should be readily accessible. A general rule would be to keep storage 36 inches away from this equipment.</p>
23	Exit signs with arrows should correctly reflect the direction of travel to exit the building.	<p>There have been several deaths in fires because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter.</p>
24	What is the two-person approach to slip, trip, or fall prevention?	<p>Many times, a spill or trip hazard will be observed that cannot be immediately corrected. With a two-person approach, one associate stays in an unsafe condition while the other obtains the proper assistance, cleanup materials, caution signs, or barriers to keep visitors or associates away from the hazard.</p>

### January | May | September

Day	Statement	Response
25	My hands hurt when I go home. What could be causing it?	Seek advice from your health nurse about possible causes for hand pain. Do you work all day in repetitive work, or perform activity that requires you to hold your hands still for long periods of time? Although you may not be able to vary your work duties, there may be ways to prevent injury, such as taking mini breaks to vary your routine, stretching, and ergonomic tools and equipment.
26	Do not take shortcuts!	If you are injured, the minute you saved may cost you days, weeks, or months of recovery time.
27	Always use 100% fall protection at heights of six feet or more.	Falls are the leading cause of construction-related fatalities. Each employee on a walking/working surface (horizontal and vertical) with an unprotected side or edge that is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems. If you are working in an industrial setting governed by 1910 standards, OSHA requires fall protection at 4 feet and above.
28	Bend at your knees; save your back.	This old familiar message is still important.
29	Report damage to ladders immediately; do not use damaged ladders.	Using damaged ladders is a sure recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Portable ladders must be inspected before the first use on each shift. An inspection tag on each ladder is a good way to ensure this is done.
30	Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	The explosive power of gasoline fumes is tremendous. Even small containers of gasoline should be stored in an outside storage building or an approved cabinet.
31	What is your role in an emergency drill?	Your role in a drill is most likely your role in the event of an emergency. Be familiar with what your responsibilities are by fully understanding your emergency preparedness program.

### February | July | October

Day	Statement	Response
1	Before an incident occurs, post emergency numbers.	<p>Remember that:</p> <ul style="list-style-type: none"> <li>* Not all communities are covered by a 911 service, so do not assume that dialing 911 will reach the emergency service provider.</li> <li>* Many business phone systems require dialing a leading digit (often '9') to get an outside line - dialing only 9-1-1 will get no response.</li> <li>* In larger facilities it may be necessary to call for help through Security so that the officers can meet the responders and lead them to the correct location.</li> </ul> <p>Train all managers and associates on communication protocols and emergency response.</p>
2	Are exit discharges properly maintained?	Seldom-used doors may be critical exits in case of fire or another emergency. All exits should lead to safe areas of refuge and be maintained in a serviceable condition. In the winter, ice and snow must be removed. In the summer, grass must be mowed. Solid walkways should be available in all weather conditions.

## February | July | October

Day	Statement	Response
3	Know your responsibility in every emergency situation.	<p>What would you do in the event of a</p> <ul style="list-style-type: none"> <li>* Fire?</li> <li>* Bomb threat?</li> <li>* Active shooter?</li> <li>* Weather event (flood, tornado, etc.)?</li> <li>* Power outage?</li> <li>* Serious employee accident?</li> </ul> <p>These may vary with different facilities.</p>
4	Fire extinguisher basics.	<p>Use a fire extinguisher only if it is completely safe to do so. Make sure you have a clear path to the exit in case the extinguisher is not effective.</p> <p>If there is any danger at all from fire, smoke, fumes, or extreme heat, leave the area immediately and follow emergency protocols for a fire.</p>
5	How you respond can make all the difference, when investigating accidents and injuries.	<p>When investigating accidents and injuries:</p> <ul style="list-style-type: none"> <li>* Respond in a timely manner to the scene.</li> <li>* Treat everyone fairly and with respect.</li> <li>* Do not move the injured person unless it is safe to do so, or the person's life is in danger.</li> <li>* If there is any doubt, management should call emergency services or 911.</li> <li>* Follow established protocols.</li> <li>* Provide injured workers and visitors with necessary post-accident information.</li> <li>* Accident reports are confidential documents and copies should not be provided to unauthorized persons.</li> <li>* Do not make inappropriate comments or place blame on anyone at the accident scene.</li> </ul>
6	Have a <i>Wet Floor</i> sign in place before and after cleaning the floor.	Alert associates and guests to slippery conditions to prevent slips and falls.
7	What does a safe shoe look like?	<p>Safety shoes are not ugly anymore! There are a wide variety of styles available at affordable prices today. Look for the box label designating the shoes as 'slip resistant' before you purchase.</p> <p>Also, look at the tread on a regular basis. A worn shoe sole will not provide the same amount of protection as when it was new.</p> <p>Not all soles are created equal!</p>
8	Are the chemicals used in your area properly labeled?	Containers should include the name of the chemical and appropriate hazard warnings per OSHA requirements. Never use unlabeled containers that are left from the prior shift.
9	Highlight trip hazards until they can be permanently corrected.	Hazards should be eliminated as soon as possible. In the interim, highlighting a hazard can prevent many accidents.
10	Why do my shoulders ache after a hard day at work?	<p>Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor.</p> <p>Consider the value of daily stretching as a key component of injury prevention.</p>
11	When do I report an injury or accident to my supervisor?	Report all incidents immediately to your supervisor and staffing company representative (if applicable).

## February | July | October

Day	Statement	Response
12	An uncluttered work site shows respect for those who visit and work there.	Make sure all personnel are trained to never walk by an unsafe condition. If it is out of place, pick it up!
13	When on a ladder, remember and practice the <i>belt buckle rule</i> .	Never lean further than the center of your body or where a belt buckle is normally located when on a ladder. If you need to reach further, climb down, and move the ladder as needed to eliminate the risk of the ladder sliding and a serious fall occurring. Never stand on the top step of a ladder and never straddle one. Contact a Zurich risk engineer for a risk topic on this subject.
14	What does <i>building a bridge</i> mean regarding back safety?	<p>You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to <i>build a bridge</i>. This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back.</p> <p>In many industries, strains and over exertion injuries remain one of the top workers' compensation causes of loss.</p>
15	Report non-functioning lighting promptly.	Even though it may not be your job to change a burnt-out light bulb, it is everyone's job to report the outages to the department responsible promptly so that visibility and safety can be restored.
16	Jewelry should not be worn when operating machinery.	Fingers, hands, and other body parts can be pulled into the machinery.
17	Use mechanical aids for heavy lifting.	Heavy objects such as mower reels should be lifted with mechanical aids such as overhead cranes, hydraulic lifts, etc.
18	Good shoes are essential to preventing slips, trips, and falls.	Shoes should be slip resistant and in good condition. Sports shoes are not all slip resistant. When you walk, your heel hits the ground first, so watch for wear and tear in the heel areas.
19	First aid kits/First aid logs.	<p>First aid kits should be supplied based on the number of employees working at the location. The kit or kits should contain an adequate supply of first aid supplies that are routinely audited to verify kits are clean and adequately stocked. Bulk tubes of first aid creams, bottles of hydrogen peroxide or used eyewash bottles should not be part of the kit as they can become contaminated after one use. Use only single packet cut cleaners, antibiotic packets, etc. Confirm there are no medications in the kits.</p> <p>Utilize a First Aid Log to document first aid kit use. In the event a minor cut or injury requires a doctor's visit, the log can be referred to when filling out a claim report.</p>
20	Become familiar with <i>SDS</i> . They contain information needed for first aid and medical treatment in an accident.	The SDS contains the first-aid information should an associate be exposed to a chemical. Exposure can occur in the eyes, mouth, nose, etc., and SDS contains instructions for dealing with various types of exposure. Hotels also frequently add chemicals to their inventory, and the associates need to be familiar with the hazards associated with the product.

February | July | October

Day	Statement	Response
21	Hand washing basics.	<p>When washing your hands:</p> <ul style="list-style-type: none"> <li>* Place hands together under water (preferably warm).</li> <li>* Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds.</li> <li>* Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs, and under the fingernails.</li> <li>* Clean dirt from under your fingernails.</li> <li>* Rinse the soap from your hands.</li> <li>* Use a towel to turn off the faucet.</li> <li>* Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands.</li> <li>* Pat your skin rather than rub to avoid chapping and cracking.</li> <li>* Avoid turning off the water with your clean hands. Use your paper towel or elbow. Then use your towel to open any doors before towel disposal.</li> </ul>
22	Clean up or report all spills, leaks, and wet areas immediately.	<p>Immediately attend to wet spots to prevent trip and fall injuries to yourself, other associates and guests.</p> <p>If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible person.</p>
23	What is the proper way to lift a carton/object?	<p>When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees.</p>
24	Report damage to ladders immediately; never use damaged ladders.	<p>Using damaged ladders is a recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Before use, inspect ladders for cracks, bent or missing rungs, etc. Do not load ladders beyond their maximum manufacturer's rated capacity, which includes the total weight of the climber, tools, supplies, and other objects placed upon the ladder. When purchasing a ladder for work or home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> <li>* Special Duty (Type I-AA): 375 pounds</li> <li>* Extra Heavy Duty (Type I-A): 300 pounds</li> <li>* Heavy Duty (Type I): 250 pounds</li> <li>* Medium Duty (Type II): 225 pounds</li> <li>* Light Duty (Type III): 200 pounds</li> </ul> <p>Type I-A and I-AA ladders are recommended for home use.</p> <p>If purchasing a one, two or three-step stepladder, ensure the ladder has a protective railing on the front to prevent falls due to loss of balance.</p>
25	Document non-functional lights and repair them ASAP.	<p>Lights that are not working properly can be a safety and security liability and should be restored as soon as practical. Even though it is not always practical to re-lamp or repair lights immediately, management needs to be aware of them.</p>
26	Do not let a near miss go unreported.	<p>Failure to report a near miss provides an opportunity for a serious accident to occur. A near miss is an incident in which someone could have gotten hurt. Management and associates need to evaluate or investigate the incident and put a plan in place to make certain another near miss or actual loss does not occur.</p>

*February | July | October*

Day	Statement	Response
27	Mowing safely.	Take a moment to discuss safe mowing techniques on a course. PPE should be provided including a hard hat if mowing during playing times. Watch hills and avoid tip-over exposures. Stay away from waterways with riding mowers.
28	Get help when lifting heavy or awkward objects.	This is a frequent cause of back injuries, trip, and fall accidents and damage to objects being dropped. Get help from a fellow worker or a piece of equipment such as a dolly or cart and plan your move to ensure a clear path.
29	When using a ladder always have three points of contact when climbing or descending.	Assure 3 of the 4 body parts (feet and hands) are contact of ladder rungs when climbing. This will prevent accident falls.
30	Use respirators when required.	The chemicals (e.g., pesticide, herbicides, etc.) may require the use of a respirator. A respirator program may be required. Read the use SDS to determine the proper PPE for handling these chemicals.
31	Maintain machine safeguards.	If a guard on a machine (fixed guard, interlock, light curtain, adjustable guard, etc.) is not in place or broken, do not operate the machine. Report the defect to your supervisor.

*March | July | November*

Day	Statement	Response
1	Use good judgment and take action to eliminate unsafe acts!	Most injuries are the result of an unsafe act instead of an unsafe condition. Your actions can help to minimize unsafe acts, which can help prevent you from being injured.  For example, use good judgment and if an item is too heavy to lift, use a mechanical assist or co-worker to help lift it.
2	Reduce body stress with insoles and anti-fatigue mats.	Excessive standing/moving can create strain on the back. Gel insoles and anti-fatigue mats can minimize stress.
3	Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	Wherever electrical appliances can come into contact with water or excessive moisture, the electrical circuit supplying the appliance should be protected with a GFCI.
4	Know where the emergency eyewash stations/drenching facilities are located and how to use them.	In any area where chemicals are located, where a splash to the eyes or on the body could occur, emergency eyewash stations and drenching facilities need to be located within 10 seconds access time. Know where they are located, confirm they are accessible and make sure you know how to use them. Remember, you will need to flush for a minimum of 15 minutes or until the burning stops. For eye splashes, make sure you know how to hold your eyes open under flowing water.
5	Smoking should be strictly prohibited in storage areas and around flammable materials.	Where there's smoke, there's fire. Fire and flammable liquids, which emit heavier-than-air fumes, do not mix well.  Carelessly discarded cigarette butts can also ignite ordinary combustibles such as paper and linens.
6	Make sure your footwear is the right type and in good condition.	Know the proper footwear for your department pertaining to steel-toe, slip resistant, etc. Inspect the heels of the outer soles and replace them if worn.

March | July | November

Day	Statement	Response
7	If I wear slip resistant shoes, will it fully protect me from slipping and falling?	Slip resistant footwear, while a very important component of any fall prevention program, is only part of a successful program. Proper flooring for the circumstance, good drainage, and strong cleaning and maintenance of the floors are also essential. Make sure your shoes are in good condition and fit well.
8	Take extra precautions when taking fire protection systems out of service.	<p>Notify the proper authorities to avoid a delayed alarm. Notify the alarm company, fire department, insurance carrier, and corporate safety department or other designated corporate representative before taking the system out of service.</p> <p>Minimizing hazards and delaying hazardous operations (hot work, etc.) while the fire alarm or sprinkler system is out of service, makes good sense.</p> <p>Maintain a fire watch until the fire protection system has been restored. Call all parties back when the system has been put back in service.</p>
9	They say hindsight is a perfect science...	However, having foresight can prevent incidents. Do your part in reporting hazards promptly.
10	Covers on pool drains should be secured with each retaining screw in its proper location.	There have been horrible accidents where hair and body parts have been caught in drains. Having drain covers in place can help prevent these accidents.
11	Workers on foot must stay out of the <i>blind spots</i> of mobile equipment and vehicles.	Walking or working in a piece of mobile equipment or vehicle's blind spot increases the possibility of the worker on foot being struck and/or run over. Stay out of blind spots because the operator cannot see you and may not know you are there. The size of the blind spot varies for each piece of equipment and vehicle. A pre-task plan can be used to identify the size of the blind spot so that workers and the operator can be trained accordingly. Some newer pieces of mobile equipment are now equipped with <i>proximity detectors</i> that sound an alarm in the cab warning the operator that someone is within a preset radius around the machine.
12	Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	Gas bottles containing helium, CO <sub>2</sub> , oxygen, and acetylene are heavy and can easily crush the bones in a foot. They also have the potential to become rockets if the valve is broken off accidentally. Some cylinders have well over 1,000 psi of stored pressure in them.
13	Are all fire extinguishers fully charged and easily accessible?	Inspect fire extinguishers monthly, at least, to determine if they are fully charged, properly mounted, easily accessible, and clearly marked in the event of a fire. Each fire extinguisher should have an inspection tag attached indicating it has been inspected by a licensed fire extinguisher company in the past year.
14	Perform a monthly test of the smoke and carbon monoxide detectors in your home.	Safety experts recommend that smoke and carbon monoxide detectors be tested monthly in the home and batteries should be replaced annually. Do you also check the smoke and carbon monoxide detectors of your parents and grandparents? Other relatives?
15	A minimum width of 36 inches must be maintained in all exit pathways.	To ensure adequate exit pathways, 36 inches of walking space is a bare minimum. Keep storage out of the pathways.
16	Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.	<p>Personal Protective Equipment (PPE) protects the skin, eyes, and respiratory system whenever chemicals may be splashed, sprayed, or dripped onto a person. PPE includes:</p> <ul style="list-style-type: none"> <li>* Splash-proof goggles</li> <li>* Gloves</li> <li>* Masks</li> <li>* Aprons</li> </ul>



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Day	Statement	Response
17	Non-employees should not be allowed to enter unless...	They have been properly identified, given a safety briefing, and provided with an escort if needed. Unauthorized individuals attempting to enter the facility must be reported to management immediately.
18	Get help when lifting heavy or bulky loads.	Get help when doing things like putting a new milk box in the dispenser, moving a keg of beer, or relocating a bag of potatoes. Your back will thank you.
19	Report unlocked doors that are normally locked.	Remote exit doors and storage rooms are usually kept locked. If you discover such a door unlocked, ask. Check to be sure that the electronic locks on exit doors are working properly.
20	We should wear our Personal Protective Equipment (PPE).	Personal Protective Equipment (PPE) should be worn anytime there is a risk of injury, including when working around the home. For example: <ul style="list-style-type: none"> <li>* Mowing the lawn</li> <li>* Using power tools</li> <li>* Sharpening blades</li> <li>* Etc.</li> </ul>
21	Your safety audits/inspections are not complete until they are documented.	Documentation is proof that you did something. You should document safety audits/inspections, safety meetings, safety warnings given to others, weather conditions, etc. Remember DDDD: <i>Did not document, did not do.</i>
22	What is safety accountability?	Safety accountability is a culture in which everyone, management, and associates, is accountable for safety - their own and their coworkers'. Do not ignore an unsafe act or an unsafe condition. With either issue, notify the appropriate manager, or correct or eliminate the unsafe condition.
23	Know the nature of risks within <i>your</i> working environment (insects, spiders, snakes, reptiles, and wildlife). Wear your PPE...	Educate employees on the various types of poisonous spiders and snakes. Provide PPE for employees working in areas that have a high risk of encountering these dangerous insects and reptiles. Discuss First Aid and emergency requirements. Call American Association of Poison Control Centers: (800) 222-1222 24/7 in case of an emergency.
24	Are you using the correct capacity ladder?	Ladders are rated by the manufacturer as to their weight capacity. On most construction sites, you should use a Type I or Type I-A. A Type I is rated at 250 pounds and a Type I-A is rated at 300 pounds. Remember, the weight rating includes the weight of the worker plus their tools/equipment. Never use an aluminum ladder on a construction site and never use a ladder that is not equipped with the manufacturer's weight ratings.
25	When you have an object to lift that is too heavy or bulky, get help!	Ask a co-worker for assistance. Remember, two backs are stronger than one!
26	What Personal Protective Equipment (PPE) is essential for your job?	Personal Protective Equipment, often called PPE, is required by many healthcare positions. It is one effective way to help protect you from illnesses and injuries. PPE may include gloves, facial masks, and other equipment. Your company has assessed where PPE is needed as part of an OSHA requirement. During a pandemic, additional PPE may be required.
27	When you do not have time to do it safely...	If you do not take time to do an action safely, you may need to take time to recuperate from an on-the-job injury. What is more important?



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Day	Statement	Response
28	Proper extension cord use is important in preventing slips, trips, and falls.	The Consumer Product Safety Commission estimates that each year, about 4,000 injuries associated with electric extension cords are treated in hospital emergency rooms. Half the injuries involve fractures, lacerations, contusions, or sprains from people tripping over extension cords. Thirteen percent involve children under five years of age; electrical burns to the mouth accounted for half the injuries to young children. They estimate 3,300 residential fires originate in extension cords each year, killing 50 people and injuring about 270 others. The most frequent causes of such fires are short circuits, overloading, damage, and/or misuse of extension cords. Be sure to read the attached disclaimer tag next time you use an extension cord.
29	Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	Inoperable security equipment is a liability and should be repaired immediately. If the equipment cannot be repaired, it should be replaced or removed.
30	Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.	Eyes are one of the most delicate organs; sight is one of our most valued senses. Protect your eyes from damage due to chemical exposure. Protect your hands also; replacement skin is not readily available.
31	Store tools properly after use.	Someone might inadvertently lean against an improperly stored tool and receive an injury.

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Day	Statement	Response
1	Extension cord use	Unsafe use of extension cords can lead to fractures, cuts, contusions, and sprains, usually the result of a person tripping over them. Unsafe use can also result in fires from short circuits, overloading, and misuse. Extension cords should only be used in approved areas. They should always be in good condition and never be placed where someone may trip over them.
2	Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	Flammable liquids and aerosols contain a high concentration of BTUs per pound and therefore have an increased fire hazard potential. Aerosols may become flaming rockets during a fire.
3	Smoke and carbon monoxide detectors save lives.	<p>Replace household smoke and carbon monoxide detector batteries annually and test them regularly to ensure they work in the event of a fire or carbon monoxide exposure.</p> <p>Replace household:</p> <ul style="list-style-type: none"> <li>* Smoke detector units every eight to 10 years, or as recommended by the manufacturer.</li> <li>* Carbon monoxide detectors every five years, or as directed by the manufacturer.</li> </ul>
4	Practice infection control 24/7.	<p>Remember that communicable diseases can be passed by you to others when you leave work. Controlling contamination of others by containing your cough or sneeze and not working when you have a communicable illness is essential. Make sure your vaccinations are current, wash hands frequently, and practice cough/sneeze etiquette.</p> <p>Report any illness or symptoms, or whether you have been exposed to disease, promptly to your supervisor.</p>

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Day	Statement	Response
5	When you work with chemicals, you have a right to know...	For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe.  If you have any questions about a product you work with, you should review the Safety Data Sheet (SDS).
6	Pallets should be maintained in good, safe operating condition.	Poorly maintained and damaged pallets could lead to materials falling off the racks and causing property damage and serious or fatal injuries. Ensure a plan is in place to monitor pallet storage frequently during the day. The unsafe conditions noted should be corrected immediately.
7	Safety inspections are incomplete until they are documented.	If inspection results are not written down, it is difficult to follow up with corrective actions. Historical records also help in identifying problem areas that may need additional attention.
8	Practice good personal cleanliness.	Avoid touching your eyes, face, and mouth with gloves or hands that are dirty. Wash well and use barrier creams when necessary. Most industrial illnesses and skin rashes are the result of poor hygiene practices.
9	Use a severe weather warning system.	Lightning detection/prediction and notification systems should be installed and maintained. Adhere to severe weather and move to shelter when appropriate.
10	Do you know what an 'SDS' is?	SDS (Safety Data Sheets) explain the hazards of the chemicals you work with, the necessary precautions to take when using them, and as first aid procedures when exposure occurs. SDS for chemicals should be readily available to all personnel in work areas where the chemicals are present. Information on SDS use is part of the company's Hazard Communication program, an OSHA requirement. Remember, never use a chemical unless you understand possible hazards of use and ensure the container is properly labeled.
11	If you are sick, stay home!	Germs and diseases spread quickly and cause sickness and productivity losses. You can reduce the spread of germs in your workplace by staying home when you are sick. And do not forget basic bathroom and eating hygiene like washing hands after using the restroom and before eating. Make sure eating and restroom areas are kept clean and report unsanitary conditions.
12	Confirm sprinkler systems are tested.	Sprinkler systems can be very intimidating to untrained personnel. Those not trained should rely on licensed fire protection representatives to perform required testing. Additional information can be found in the NFPA 25 standard and from your Zurich Risk Engineer.
13	My hearing protection is uncomfortable.	Employees resist hearing protection more than any other type of PPE. One reason is that they do not think they really need it. Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. Another reason for not wearing hearing protection is that it can feel uncomfortable. Sometimes workers <i>spring</i> the muffs (radio headsets do not qualify as hearing protection) so they do not seal properly against the head or snip off the inner portion of ear plugs leaving only the outer end to fool their supervisor. If you feel the need to do this, see your supervisor about obtaining a different type/style that fits correctly and comfortably.
14	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency.
15	The shop grinder should not be used to grind soft materials that may load the wheel.	Grinding wheels are designed for ferrous metals (steel and iron), which are worn away while wearing away the wheel. Aluminum, brass, copper, and other soft metals adhere to the wheels and have potential for collecting heat and causing the wheel to explode.

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Day	Statement	Response
16	A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.	Eye protection is one of the most critical Personal Protective Equipment (PPE) devices that you can wear at work or at home. Safety glasses should be worn any time there is a risk of injury to your eyes.
17	Do not store heavy and bulky objects up high.	When heavy items are stored in high places, strains, and other injuries, such as being struck in the face or head by a mishandled object, can occur. Store heavy and bulky items in the <i>safety strike zone</i> , which is the area between mid-chest and the knees in height.
18	Eye guards and tool rests missing from the shop grinder should be replaced before use.	There are no replacements for your eyes. Protect them at all times. Properly adjusted tool rests help prevent accidents. Tools can become trapped between the grinder wheel and tool rest and the torque of the wheel throws the tools off the rest.
19	Buckle up when traveling to and from work.	<p>It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by vehicle. In fact, motor vehicle accidents are the leading cause of accidental death for individuals aged 1 to 34. Seat belts provide the greatest protection against occupant ejection.</p> <ul style="list-style-type: none"> <li>* Ejection from a vehicle generally causes the most severe injuries in a crash.</li> <li>* 75% of the occupants who are ejected from vehicles are killed (NHTSA).</li> <li>* Seat belts need to be used even if the vehicle is equipped with air bags. An air bag inflates and deflates in a matter of seconds. If there is a secondary crash, you have no restraint protection.</li> <li>* Seat belts lessen the impact of air bags on vehicle occupants.</li> </ul>
20	De-escalation to prevent workplace violence.	<p>Workplace injuries can occur because of the aggressive actions of customers, family members, friends, or fellow employees. It is important to be able to recognize any clues leading up to a violent act and know how to react so that the developing situation de-escalates.</p> <p>If you need refresher training, never be afraid to ask for it.</p>
21	Stretch and flex to prevent accidents.	Whether stretching and flexing is part of your requirements to perform at work or something you should do regularly after hours in order to maintain your overall fitness, both are important components of work injury prevention.
22	Do not exit vehicles or equipment by jumping.	Improper exiting can result in serious injuries. Use the three-point contact system when climbing into or exiting vehicles or equipment. This means three limbs (combination of hands and feet) must always be in contact with the vehicle or climbing apparatus, preferably on a handhold, and step or rung. This gives the driver or operator better stability, and they are less likely to slip or fall. Use the entire hand to grip the handholds. Face the equipment and look at the ground before exiting to identify any potential obstacles or uneven surfaces. Contact your Zurich risk engineer for a risk topic on this subject.
23	Never defeat a safety device	<p>Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to increased risk of serious injury.</p> <p>Report violations of this nature to management for investigation.</p>
24	Pesticide storage areas should be secured when not in use.	Securing chemical areas is important for employee safety and inventory management. All pesticide storage rooms should be secured with locking devices.
25	Do you know where the closest fire extinguisher is located and how to use it?	Fire extinguishers should be clearly visible to all personnel. Employees should understand how to operate an extinguisher effectively, unless the company policy dictates only designated personnel are authorized to use them. What does your policy say?

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Day	Statement	Response
26	Take regular breaks.	Incidents at work often occur because a worker is tired, resulting in lack of attention to the job. Taking regular breaks helps you maintain your 'edge.' Try to schedule more difficult tasks early in the shift when your concentration is best.
27	Extreme temperatures can be dangerous.	Extreme cold can cause cold burns (frostbite) and hypothermia. Extreme heat can cause heat cramps, heat exhaustion, or heat stroke. Hypothermia and heat stroke are life-threatening conditions. Take appropriate precautions to protect yourself from extreme temperatures.
28	Before you begin to lift an object...	First, ask yourself if it is safe to perform a lifting task without help. If you answer is yes, stand close to the object, bend down at the knees, straddle it, get a good grip, and lift with your legs while keeping your back straight. If the item appears too heavy or bulky, use a mechanical device (e.g., hand cart, pallet jack) or ask a co-worker to help you lift the item.
29	Carryalls and utility vehicles are to be checked at the beginning of each shift (brakes, horns, steering, and other controls) for proper operation.	Any golf service vehicle, which needs repair, <b>MUST</b> be taken out of operation and properly repaired.
30	Flammable and combustible materials should be minimized.	Reducing the amount of flammable and combustible materials minimizes the potential fire hazard presented by these materials. The fewer the better.
31	Practice safe storage in all areas.	To help in strain prevention, a good rule of thumb is to store items you use most frequently on middle shelving, lightweight items on top shelving, and those boxes with multiple items you will pick out as needed on bottom shelving.  Use a step stool or ladder to lessen overhead stretching.

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