

# Healthcare safety

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>You only have one back, so take care of it!</p> <p>Consider using mechanical lifting devices if you need to transfer a resident/resident or move an awkward item.</p>	<p><b>3</b></p> <p>Misuse of chemicals or cleaning agents can be dangerous.</p>	<p><b>4</b></p> <p>If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p><b>5</b></p> <p>Know your responsibility in every emergency situation.</p>	<p><b>6</b></p> <p>What is safety accountability?</p>
<p><b>7</b></p> <p>Never defeat a safety device</p>	<p><b>8</b></p> <p>What does a safe shoe look like?</p>	<p><b>9</b></p> <p>Cuts and punctures come from many sources.</p>	<p><b>10</b></p> <p>Extension cord use</p>	<p><b>11</b></p> <p>Hand hygiene is a priority.</p>	<p><b>12</b></p> <p>Never rush a lift. Take time to plan and execute the lift.</p>	<p><b>13</b></p> <p>What Personal Protective Equipment (PPE) is essential for your job?</p>
<p><b>14</b></p> <p>Always keep travel paths and exit ways clear.</p>	<p><b>15</b></p> <p>Report damaged equipment.</p> <p><i>Vispera de Año Nuevo</i></p>	<p><b>16</b></p> <p>What does Teamwork &amp; Technology (T&amp;T) mean in healthcare facilities?</p>	<p><b>17</b></p> <p>Safety during the evening and night.</p>	<p><b>18</b></p> <p>Avoiding elevator falls</p>	<p><b>19</b></p> <p>Are you prepared to act in an emergency?</p>	<p><b>20</b></p> <p>Use good judgment and take action to eliminate unsafe acts!</p>
<p><b>21</b></p> <p>Drinking and driving leads to trouble.</p>	<p><b>22</b></p> <p>Will I get in trouble if I report that safety violation?</p>	<p><b>23</b></p> <p>Why do my shoulders ache after a hard day at work?</p>	<p><b>24</b></p> <p>Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>25</b></p> <p>Ladder and step stool safety.</p>	<p><b>26</b></p> <p>Reporting your injury promptly is important.</p>	<p><b>27</b></p> <p>Smoke and carbon monoxide detectors save lives.</p>
<p><b>28</b></p> <p>Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>29</b></p> <p>Do we need a mat over there?</p>	<p><b>30</b></p> <p>All accidents must be reported immediately!</p>	<p><b>31</b></p> <p>Practice good personal cleanliness.</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>1 Good shoes are essential to a good safety program.</p>	<p>2 Pedestrian safety.</p>	<p>3 Know your responsibility when you have an injury.</p>
<p>4 Are you wearing slip resistant shoes today?</p>	<p>5 Practice safe storage in all areas.</p>	<p>6 Good shoes are essential to preventing slips, trips, and falls.</p>	<p>7 A neat and clean workplace is necessary for safety.</p>	<p>8 When should you report an incidence of workplace violence?</p>	<p>9 You receive a bomb threat. What do you do?</p>	<p>10 Do you know how to properly clean up a blood or body fluid spill?</p>
<p>11 Stretch and flex to prevent accidents.</p>	<p>12 Are all entrance mats in good condition?</p>	<p>13 Please use the handrails when using stairs and steps</p>	<p>14 Does it matter where we place entrance mats?</p>	<p>15 Reporting patient or resident injuries.</p>	<p>16 I do not have time to get help from someone so, I will just do it myself.</p>	<p>17 Are the chemicals used in your area properly labeled?</p>
<p>18 Proper extension cord use is important in preventing slips, trips, and falls.</p>	<p>19 What is the two-person approach to slip, trip, or fall prevention?</p>	<p>20 Storage rooms with electrical panels.</p>	<p>21 Why do I have headaches at work?</p>	<p>22 Pushing versus pulling.</p>	<p>23 Equipment grounding.</p>	<p>24 'Wet Floor' signage should be used regularly and properly.</p>
<p>25 Think about safety in all office areas.</p>	<p>26 De-escalation to prevent workplace violence.</p>	<p>27 Did you move that mat?</p>	<p>28 Taking shortcuts can lead to accidents.</p>	<p>29 Respect speed limits and drive safely on company property.</p>		

*Vispera de Año Nuevo*

*President's Day*

# March

Sunday

Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1  
Help! I cannot find anything to help me lift this!

If you have had a recent back injury or have back pain, always ask for help.

2 What does <i>building a bridge</i> mean regarding back safety?	3 When lifting use equipment instead of your back.	4 Needle stick injury prevention: is not just for nursing?	5 Who is responsible for safety?
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6 They say hindsight is a perfect science...	7 Housekeeping reminders.	8 Do you know where to find the materials to clean up spilled liquids?	9 Oh, my aching back!	10 Understanding security measures for your department.	11 Bloodborne pathogens: what are <i>Universal Precautions</i> ?	12 Before you begin to lift an object...
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13 Text messaging or talking on a cell phone while driving is classified as distracted driving.	14 Why can we not all just get along?	15 Report non-functioning lighting promptly.	16 Slow down when walking from carpet to tile.	17 I cannot see the computer screen. Do I need glasses?  <i>St. Patrick's Day</i>	18 Know where to access policies on safety and security	19 Watch those disabled ramps and speed bumps!
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20 Watch where you are going and walk, do not run, from one place to another.	21 How can you prevent falls in your work area?	22 Do you know where to find the supplies to clean up spilled liquids?	23 Understand your department's security measures.	24 Practice infection control 24/7.	25 Take care of yourself so you can take care of others.	26 When you work with chemicals, you have a right to know...
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27 My hands hurt when I go home. What could be causing it?	28 Positive reinforcement works.	29 When should you report workplace violence?	30 Do you know how to report a visitor injury?	31 Posting 'Wet Floor' signage.		
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Good Friday

# April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
At the end of the month, take down and file the OSHA 300A summary log with your permanent records.	<p><b>1</b></p> <p><b>Anticipate Risk:</b> A key phrase in accident prevention.</p> <p><i>Easter</i></p>	<p><b>2</b></p> <p>You only have one back, so take care of it! Consider using mechanical lifting devices if you need to transfer a resident/resident or move an awkward item.</p>	<p><b>3</b></p> <p>Misuse of chemicals or cleaning agents can be dangerous.</p>	<p><b>4</b></p> <p>If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p><b>5</b></p> <p>Know your responsibility in every emergency situation.</p>	<p><b>6</b></p> <p>What is safety accountability?</p>
<p><b>7</b></p> <p>Never defeat a safety device</p>	<p><b>8</b></p> <p>What does a safe shoe look like?</p>	<p><b>9</b></p> <p>Cuts and punctures come from many sources.</p>	<p><b>10</b></p> <p>Extension cord use</p>	<p><b>11</b></p> <p>Hand hygiene is a priority.</p>	<p><b>12</b></p> <p>Never rush a lift. Take time to plan and execute the lift.</p>	<p><b>13</b></p> <p>What Personal Protective Equipment (PPE) is essential for your job?</p>
<p><b>14</b></p> <p>Always keep travel paths and exit ways clear.</p>	<p><b>15</b></p> <p>Report damaged equipment.</p>	<p><b>16</b></p> <p>What does Teamwork &amp; Technology (T&amp;T) mean in healthcare facilities?</p>	<p><b>17</b></p> <p>Safety during the evening and night.</p>	<p><b>18</b></p> <p>Avoiding elevator falls</p>	<p><b>19</b></p> <p>Are you prepared to act in an emergency?</p>	<p><b>20</b></p> <p>Use good judgment and take action to eliminate unsafe acts!</p>
<p><b>21</b></p> <p>Drinking and driving leads to trouble.</p>	<p><b>22</b></p> <p>Will I get in trouble if I report that safety violation?</p>	<p><b>23</b></p> <p>Why do my shoulders ache after a hard day at work?</p>	<p><b>24</b></p> <p>Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>25</b></p> <p>Ladder and step stool safety.</p>	<p><b>26</b></p> <p>Reporting your injury promptly is important.</p>	<p><b>27</b></p> <p>Smoke and carbon monoxide detectors save lives.</p>
<p><b>28</b></p> <p>Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>29</b></p> <p>Do we need a mat over there?</p>	<p><b>30</b></p> <p>All accidents must be reported immediately!</p>				

# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p><b>1</b> Good shoes are essential to a good safety program.</p>	<p><b>2</b> Pedestrian safety.</p>	<p><b>3</b> Know your responsibility when you have an injury.</p>	<p><b>4</b> Are you wearing slip resistant shoes today?</p>
<p><b>5</b> Practice safe storage in all areas.</p>	<p><b>6</b> Good shoes are essential to preventing slips, trips, and falls.</p>	<p><b>7</b> A neat and clean workplace is necessary for safety.</p>	<p><b>8</b> When should you report an incidence of workplace violence?</p>	<p><b>9</b> You receive a bomb threat. What do you do?</p>	<p><b>10</b> Do you know how to properly clean up a blood or body fluid spill?</p>	<p><b>11</b> Stretch and flex to prevent accidents.</p>
<p><b>12</b> Are all entrance mats in good condition?</p> <p><i>Mother's Day</i></p>	<p><b>13</b> Please use the handrails when using stairs and steps</p>	<p><b>14</b> Does it matter where we place entrance mats?</p>	<p><b>15</b> Reporting patient or resident injuries.</p>	<p><b>16</b> I do not have time to get help from someone so, I will just do it myself.</p>	<p><b>17</b> Are the chemicals used in your area properly labeled?</p>	<p><b>18</b> Proper extension cord use is important in preventing slips, trips, and falls.</p>
<p><b>19</b> What is the two-person approach to slip, trip, or fall prevention?</p>	<p><b>20</b> Storage rooms with electrical panels.</p>	<p><b>21</b> Why do I have headaches at work?</p>	<p><b>22</b> Pushing versus pulling.</p>	<p><b>23</b> Equipment grounding.</p>	<p><b>24</b> 'Wet Floor' signage should be used regularly and properly.</p>	<p><b>25</b> Think about safety in all office areas.</p>
<p><b>26</b> De-escalation to prevent workplace violence.</p>	<p><b>27</b> Did you move that mat?</p> <p><i>Memorial Day</i></p>	<p><b>28</b> Taking shortcuts can lead to accidents.</p>	<p><b>29</b> Respect speed limits and drive safely on company property.</p>	<p><b>30</b> Report burnt-out exit signs.</p>	<p><b>31</b> Bend at your knees; save your back.</p>	

# June

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

						<p>1</p> <p>Help! I cannot find anything to help me lift this!</p>
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If you have had a recent back injury or have back pain, always ask for help.

<p>2</p> <p>What does <i>building a bridge</i> mean regarding back safety?</p>	<p>3</p> <p>When lifting use equipment instead of your back.</p>	<p>4</p> <p>Needle stick injury prevention: is not just for nursing?</p>	<p>5</p> <p>Who is responsible for safety?</p>
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<p>6</p> <p>They say hindsight is a perfect science...</p>	<p>7</p> <p>Housekeeping reminders.</p>	<p>8</p> <p>Do you know where to find the materials to clean up spilled liquids?</p>	<p>9</p> <p>Oh, my aching back!</p>	<p>10</p> <p>Understanding security measures for your department.</p>	<p>11</p> <p>Bloodborne pathogens: what are <i>Universal Precautions</i>?</p>	<p>12</p> <p>Before you begin to lift an object...</p>
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<p>13</p> <p>Text messaging or talking on a cell phone while driving is classified as distracted driving.</p>	<p>14</p> <p>Why can we not all just get along?</p>	<p>15</p> <p>Report non-functioning lighting promptly.</p>	<p>16</p> <p>Slow down when walking from carpet to tile.</p> <p><i>Vispera de Año Nuevo</i></p>	<p>17</p> <p>I cannot see the computer screen. Do I need glasses?</p>	<p>18</p> <p>Know where to access policies on safety and security</p>	<p>19</p> <p>Watch those disabled ramps and speed bumps!</p> <p><i>Juneteenth</i></p>
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<p>20</p> <p>Watch where you are going and walk, do not run, from one place to another.</p>	<p>21</p> <p>How can you prevent falls in your work area?</p>	<p>22</p> <p>Do you know where to find the supplies to clean up spilled liquids?</p>	<p>23</p> <p>Understand your department's security measures.</p>	<p>24</p> <p>Practice infection control 24/7.</p>	<p>25</p> <p>Take care of yourself so you can take care of others.</p>	<p>26</p> <p>When you work with chemicals, you have a right to know...</p>
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<p>27</p> <p>My hands hurt when I go home. What could be causing it?</p>	<p>28</p> <p>Positive reinforcement works.</p>	<p>29</p> <p>When should you report workplace violence?</p>	<p>30</p> <p>Do you know how to report a visitor injury?</p>			
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# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b> Anticipate Risk: A key phrase in accident prevention.</p>	<p><b>2</b> You only have one back, so take care of it! Consider using mechanical lifting devices if you need to transfer a resident/resident or move an awkward item.</p>	<p><b>3</b> Misuse of chemicals or cleaning agents can be dangerous.</p>	<p><b>4</b> If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p> <p><i>Independence Day</i></p>	<p><b>5</b> Know your responsibility in every emergency situation.</p>	<p><b>6</b> What is safety accountability?</p>
<p><b>7</b> Never defeat a safety device</p>	<p><b>8</b> What does a safe shoe look like?</p>	<p><b>9</b> Cuts and punctures come from many sources.</p>	<p><b>10</b> Extension cord use</p>	<p><b>11</b> Hand hygiene is a priority.</p>	<p><b>12</b> Never rush a lift. Take time to plan and execute the lift.</p>	<p><b>13</b> What Personal Protective Equipment (PPE) is essential for your job?</p>
<p><b>14</b> Always keep travel paths and exit ways clear.</p>	<p><b>15</b> Report damaged equipment.</p>	<p><b>16</b> What does Teamwork &amp; Technology (T&amp;T) mean in healthcare facilities?</p>	<p><b>17</b> Safety during the evening and night.</p>	<p><b>18</b> Avoiding elevator falls</p>	<p><b>19</b> Are you prepared to act in an emergency?</p>	<p><b>20</b> Use good judgment and take action to eliminate unsafe acts!</p>
<p><b>21</b> Drinking and driving leads to trouble.</p>	<p><b>22</b> Will I get in trouble if I report that safety violation?</p>	<p><b>23</b> Why do my shoulders ache after a hard day at work?</p>	<p><b>24</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>25</b> Ladder and step stool safety.</p>	<p><b>26</b> Reporting your injury promptly is important.</p>	<p><b>27</b> Smoke and carbon monoxide detectors save lives.</p>
<p><b>28</b> Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>29</b> Do we need a mat over there?</p>	<p><b>30</b> All accidents must be reported immediately!</p>	<p><b>31</b> Practice good personal cleanliness.</p>			

# August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The new school year is coming, watch for buses!				1 Good shoes are essential to a good safety program.	2 Pedestrian safety.	3 Know your responsibility when you have an injury.
4 Are you wearing slip resistant shoes today?	5 Practice safe storage in all areas.	6 Good shoes are essential to preventing slips, trips, and falls.	7 A neat and clean workplace is necessary for safety.	8 When should you report an incidence of workplace violence?	9 You receive a bomb threat. What do you do?	10 Do you know how to properly clean up a blood or body fluid spill?
11 Stretch and flex to prevent accidents.	12 Are all entrance mats in good condition?	13 Please use the handrails when using stairs and steps	14 Does it matter where we place entrance mats?	15 Reporting patient or resident injuries.	16 I do not have time to get help from someone so, I will just do it myself.	17 Are the chemicals used in your area properly labeled?
18 Proper extension cord use is important in preventing slips, trips, and falls.	19 What is the two-person approach to slip, trip, or fall prevention?	20 Storage rooms with electrical panels.	21 Why do I have headaches at work?	22 Pushing versus pulling.	23 Equipment grounding.	24 'Wet Floor' signage should be used regularly and properly.
25 Think about safety in all office areas.	26 De-escalation to prevent workplace violence.	27 Did you move that mat?	28 Taking shortcuts can lead to accidents.	29 Respect speed limits and drive safely on company property.	30 Report burnt-out exit signs.	31 Bend at your knees; save your back.

# September

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

1  
Help! I cannot find anything to help me lift this!

If you have had a recent back injury or have back pain, always ask for help.

2  
What does *building a bridge* mean regarding back safety?

Labor Day

3  
When lifting use equipment instead of your back.

4  
Needle stick injury prevention: is not just for nursing?

5  
Who is responsible for safety?

6  
They say hindsight is a perfect science...

7  
Housekeeping reminders.

8  
Do you know where to find the materials to clean up spilled liquids?

9  
Oh, my aching back!

10  
Understanding security measures for your department.

11  
Bloodborne pathogens: what are *Universal Precautions*?

12  
Before you begin to lift an object...

13  
Text messaging or talking on a cell phone while driving is classified as distracted driving.

14  
Why can we not all just get along?

15  
Report non-functioning lighting promptly.

16  
Slow down when walking from carpet to tile.

17  
I cannot see the computer screen. Do I need glasses?

18  
Know where to access policies on safety and security

19  
Watch those disabled ramps and speed bumps!

20  
Watch where you are going and walk, do not run, from one place to another.

21  
How can you prevent falls in your work area?

22  
Do you know where to find the supplies to clean up spilled liquids?

23  
Understand your department's security measures.

24  
Practice infection control 24/7.

25  
Take care of yourself so you can take care of others.

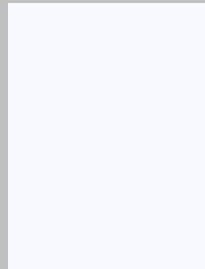
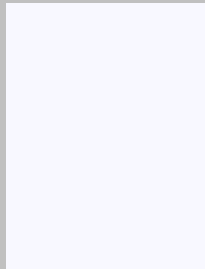
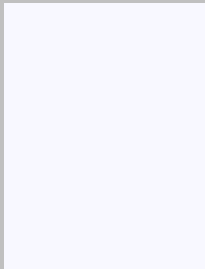
26  
When you work with chemicals, you have a right to know...

27  
My hands hurt when I go home. What could be causing it?

28  
Positive reinforcement works.

29  
When should you report workplace violence?

30  
Do you know how to report a visitor injury?



# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b>  <b>Anticipate Risk:</b> A key phrase in accident prevention.</p>	<p><b>2</b>                      You only have one back, so take care of it!                      Consider using mechanical lifting devices if you need to transfer a resident/resident or move an awkward item.</p>	<p><b>3</b>                      Misuse of chemicals or cleaning agents can be dangerous.</p>	<p><b>4</b>                      If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p><b>5</b>                      Know your responsibility in every emergency situation.</p>
<p><b>6</b>                      What is safety accountability?</p>	<p><b>7</b>                      Never defeat a safety device</p>	<p><b>8</b>                      What does a safe shoe look like?</p>	<p><b>9</b>                      Cuts and punctures come from many sources.</p>	<p><b>10</b>                      Extension cord use</p>	<p><b>11</b>                      Hand hygiene is a priority.</p>	<p><b>12</b>                      Never rush a lift. Take time to plan and execute the lift.</p>
<p><b>13</b>                      What Personal Protective Equipment (PPE) is essential for your job?</p>	<p><b>14</b>                      Always keep travel paths and exit ways clear.</p> <p><i>Columbus Day</i></p>	<p><b>15</b>                      Report damaged equipment.</p>	<p><b>16</b>                      What does Teamwork &amp; Technology (T&amp;T) mean in healthcare facilities?</p>	<p><b>17</b>                      Safety during the evening and night.</p>	<p><b>18</b>                      Avoiding elevator falls</p>	<p><b>19</b>                      Are you prepared to act in an emergency?</p> <p><i>Yom Kippur</i></p>
<p><b>20</b>                      Use good judgment and take action to eliminate unsafe acts!</p>	<p><b>21</b>                      Drinking and driving leads to trouble.</p> <p><i>Columbus Day</i></p>	<p><b>22</b>                      Will I get in trouble if I report that safety violation?</p> <p><i>Rosh Hashanah</i></p>	<p><b>23</b>                      Why do my shoulders ache after a hard day at work?</p>	<p><b>24</b>                      Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>25</b>                      Ladder and step stool safety.</p>	<p><b>26</b>                      Reporting your injury promptly is important.</p>
<p><b>27</b>                      Smoke and carbon monoxide detectors save lives.</p>	<p><b>28</b>                      Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>29</b>                      Do we need a mat over there?</p>	<p><b>30</b>                      All accidents must be reported immediately!</p>	<p><b>31</b>                      Practice good personal cleanliness.</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 Good shoes are essential to a good safety program.</p>	<p>2 Pedestrian safety.</p>
<p>3 Know your responsibility when you have an injury.</p>	<p>4 Are you wearing slip resistant shoes today?</p>	<p>5 Practice safe storage in all areas.</p>	<p>6 Good shoes are essential to preventing slips, trips, and falls.</p>	<p>7 A neat and clean workplace is necessary for safety.</p>	<p>8 When should you report an incidence of workplace violence?</p>	<p>9 You receive a bomb threat. What do you do?</p>
<p>10 Do you know how to properly clean up a blood or body fluid spill?</p>	<p>11 Stretch and flex to prevent accidents.</p> <p>Veterans Day</p>	<p>12 Are all entrance mats in good condition?</p>	<p>13 Please use the handrails when using stairs and steps</p>	<p>14 Does it matter where we place entrance mats?</p>	<p>15 Reporting patient or resident injuries.</p>	<p>16 I do not have time to get help from someone so, I will just do it myself.</p>
<p>17 Are the chemicals used in your area properly labeled?</p>	<p>18 Proper extension cord use is important in preventing slips, trips, and falls.</p>	<p>19 What is the two-person approach to slip, trip, or fall prevention?</p>	<p>20 Storage rooms with electrical panels.</p>	<p>21 Why do I have headaches at work?</p>	<p>22 Pushing versus pulling.</p>	<p>23 Equipment grounding.</p>
<p>24 'Wet Floor' signage should be used regularly and properly.</p>	<p>25 Think about safety in all office areas.</p>	<p>26 De-escalation to prevent workplace violence.</p>	<p>27 Did you move that mat?</p>	<p>28 Taking shortcuts can lead to accidents.</p> <p>Thanksgiving</p>	<p>29 Respect speed limits and drive safely on company property.</p>	<p>30 Report burnt-out exit signs.</p>

# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Help! I cannot find anything to help me lift this!</p>	<p>If you have had a recent back injury or have back pain, always ask for help.</p> <p><i>Advent Starts</i></p>			<p>2</p> <p>What does <i>building a bridge</i> mean regarding back safety?</p>	<p>3</p> <p>When lifting use equipment instead of your back.</p>	<p>4</p> <p>Needle stick injury prevention: is not just for nursing?</p>
<p>5</p> <p>Who is responsible for safety?</p>	<p>6</p> <p>They say hindsight is a perfect science...</p>	<p>7</p> <p>Housekeeping reminders.</p>	<p>8</p> <p>Do you know where to find the materials to clean up spilled liquids?</p>	<p>9</p> <p>Oh, my aching back!</p>	<p>10</p> <p>Understanding security measures for your department.</p>	<p>11</p> <p>Bloodborne pathogens: what are <i>Universal Precautions</i>?</p>
<p>12</p> <p>Before you begin to lift an object...</p>	<p>13</p> <p>Text messaging or talking on a cell phone while driving is classified as distracted driving.</p>	<p>14</p> <p>Why can we not all just get along?</p>	<p>15</p> <p>Report non-functioning lighting promptly.</p>	<p>16</p> <p>Slow down when walking from carpet to tile.</p>	<p>17</p> <p>I cannot see the computer screen. Do I need glasses?</p>	<p>18</p> <p>Know where to access policies on safety and security</p>
<p>19</p> <p>Watch those disabled ramps and speed bumps!</p>	<p>20</p> <p>Watch where you are going and walk, do not run, from one place to another.</p>	<p>21</p> <p>How can you prevent falls in your work area?</p>	<p>22</p> <p>Do you know where to find the supplies to clean up spilled liquids?</p>	<p>23</p> <p>Understand your department's security measures.</p>	<p>24</p> <p>Practice infection control 24/7.</p>	<p>25</p> <p>Take care of yourself so you can take care of others.</p>
<p>26</p> <p>When you work with chemicals, you have a right to know...</p>	<p>27</p> <p>My hands hurt when I go home. What could be causing it?</p>	<p>28</p> <p>Positive reinforcement works.</p>	<p>29</p> <p>When should you report workplace violence?</p>	<p>30</p> <p>Do you know how to report a visitor injury?</p>	<p>31</p> <p>Posting 'Wet Floor' signage.</p>	<p><i>Christmas</i></p>
<p><i>Hanukkah Starts</i></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 | April | July | October

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	You only have one back, so take care of it!  Consider using mechanical lifting devices if you need to transfer a resident/resident or move an awkward item.	Use lifting/handling devices and get help when assisting patients/residents or moving materials/supplies.
3	Misuse of chemicals or cleaning agents can be dangerous.	The World Health Organization (WHO) says:  <i>Chemicals are part of our daily life. All living and inanimate matter is made up of chemicals, and virtually every manufactured product involves the use of chemicals. Many chemicals can, when properly used, significantly contribute to the improvement of our quality of life, health, and well-being. But other chemicals are highly hazardous and can negatively affect our health and environment when improperly managed.</i>  Pay attention to your Hazard Communication training: <ul style="list-style-type: none"> <li>* Wear your PPE.</li> <li>* Make sure chemicals are properly stored and labeled.</li> </ul>
4	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.
5	Know your responsibility in every emergency situation.	What would you do in the event of a <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> These may vary with different facilities.

January | April | July | October

Day	Statement	Response
6	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.
7	Never defeat a safety device	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.  Report violations of this nature to management for investigation.
8	What does a safe shoe look like?	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.  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.  Not all soles are created equal!
9	Cuts and punctures come from many sources.	In a healthcare facility, cuts can be as minor as a paper cut and as serious as a major laceration or exposure to a serious infection. Cuts are usually one of the top five injury types for healthcare operations.  What is the potential for cut or puncture in your area and what efforts have been taken to minimize this exposure.
10	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.
11	Hand hygiene is a priority.	Good hand hygiene is essential in a healthcare environment to control disease transmission.  Wash regularly with soap and water. Use wall mounted alcohol-based hand rubs when water and soap is not available. Wash after eating, drinking, coughing/sneezing, patient/resident contact, applying makeup or contacts, handling trash, and after using the restroom.
12	Never rush a lift. Take time to plan and execute the lift.	Take the time to get a patient/resident lift, gait belt, repositioning sheet, cart ,or other device. Understand the safe use of all equipment or get a team member to help you. Your back will appreciate your efforts!
13	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.
14	Always keep travel paths and exit ways clear.	During an emergency, clear exits and travel paths are essential to everyone's safety. All employees should watch for blocked exits and hallways, correct the situation themselves or seek assistance.
15	Report damaged equipment.	Using damaged medical equipment, including wheelchairs and equipment carts, can result in serious accidents. Employees should promptly report any piece of damaged equipment and ensure it is placed out of use until it can be repaired.



January | April | July | October

Day	Statement	Response
16	What does Teamwork & Technology (T&T) mean in healthcare facilities?	Teamwork and technology in a healthcare facility refers to asking for help from our team and using available technology, such as safe lifting and mobility devices to lift, transfer, reposition, and transport patients/residents. Working safely is no more than doing the job the right way, every day.
17	Safety during the evening and night.	Most healthcare facilities operate 24/7. This necessitates some employees to be on site after dark. It is important for those employees to take particular care, to walk in well-lit areas, and ask for an escort to the parking lot, when necessary.
18	Avoiding elevator falls	Watch for elevators that do not stop evenly with the floor. They may result in you tripping and falling. If you notice this situation, report the situation to facilities management, who may need to contact the elevator contractor for repair or adjustment.
19	Are you prepared to act in an emergency?	Weather events, civil unrest, and other unexpected negative events can affect you at work and at home. Be prepared and responsible.
20	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.
21	Drinking and driving leads to trouble.	Even a small amount of alcohol can impair a person's ability to drive safely. Arrange for an alternative driver to transport company equipment/supplies, residents or patients if you have been drinking prior to going to work. Drinking at work should never be tolerated.
22	Will I get in trouble if I report that safety violation?	If your company practices a positive safety culture, reporting unsafe conditions and acts should be rewarded, not punished. Using this calendar as a daily reminder of your safety responsibilities shows that your company is acknowledging their commitment to safety.
23	Why do my shoulders ache after a hard day at work?	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.  Consider the value of daily stretching as a key component of injury prevention.
24	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?
25	Ladder and step stool safety.	While ladders in a healthcare facility are usually used by facilities management only, many departments may have step stools available for reaching items on overhead shelving. Both ladders and stools should have rubber caps on the end of each leg and only equipment that is in good condition should be used by employees.
26	Reporting your injury promptly is important.	When you are injured at work, it is very important to report the injury promptly. A decision can be made whether immediate medical attention is needed, and the incident can be investigated so that it does not happen to someone else.

January | April | July | October

Day	Statement	Response
27	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>
28	Remember to use your Personal Protective Equipment (PPE).	Company policy dictates what Personal Protective Equipment (PPE) is required in what area, who is required to use it, and under what circumstances. Under some circumstances, such as a pandemic, the PPE requirement may change, so be alert for additional requirements. Do you know where to locate your PPE when you need it?
29	Do we need a mat over there?	Is there an area where people have <i>almost</i> fallen? Does water accumulate below an ice machine? These and other areas may need a mat to enhance the safety of the area. Reporting these concerns to your supervisor or safety office will allow them to investigate and evaluate if adding a mat to that area will control slips or falls.
30	All accidents must be reported immediately!	All employees should be reminded of the company requirement to report claims to their supervisor or manager immediately.
31	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.

February | May | August | November

Day	Statement	Response
1	Good shoes are essential to a good safety program.	<p>Shoes should be closed toe and appropriate for the floor surfaces in your establishment.</p> <p>Slip-resistant soles can be beneficial on some floor service types and operations. Depending on the job, steel toes may be required before starting work.</p>
2	Pedestrian safety.	Watch out for others when driving on company property. Outside the healthcare facility, you may encounter distracted families, disabled individuals, and elderly persons who take longer to walk across the street than anticipated.
3	Know your responsibility when you have an injury.	<p>Promptly report employee injuries to the supervisor or designated person regardless of whether medical treatment is required.</p> <p>Minor injuries may be handled by a designated clinical professional onsite or you may be directed to seek care offsite.</p>
4	Are you wearing slip resistant shoes today?	<p>Wearing slip resistant footwear is an essential part of any fall prevention program. Shoes marked as slip resistant have been evaluated for their ability to create traction when walking on floor surfaces.</p> <p>Watch the soles of your footwear for wear, particularly on the heel areas, as this is a good sign of the need to replace your shoes.</p>

## February | May | August | November

Day	Statement	Response
5	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.
6	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.
7	A neat and clean workplace is necessary for safety.	Maintaining good housekeeping is an integral part of every healthcare job. All employees must do their part to keep the entire operation clean and orderly.
8	When should you report an incidence of workplace violence?	Healthcare workers have endured aggressive actions (biting, spitting, hitting, verbal abuse, etc.) from patients/residents, family members, and visitors for so long that it sometimes feels like it is <i>part of the job</i> . It is not! Incivility should not be tolerated.  Report all incidents to supervisors promptly for your safety and the safety of others.
9	You receive a bomb threat. What do you do?	Know your procedures and responsibilities for all emergency events!
10	Do you know how to properly clean up a blood or body fluid spill?	Your company policy should address blood-borne pathogens, outlining the proper method to clean up a blood or body fluid spill. This is a very different process from cleaning up spilled foods or drinks from the floor. Be sure to know the difference between these two methods and where you can find materials to use in cleaning up blood or body fluids.
11	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.
12	Are all entrance mats in good condition?	Mats with curled edges or waves are a safety hazard and should be destroyed or returned to the vendor, if leased.  Place entrance mats tightly against the door threshold and tightly against each other to maximize your slip reduction efforts.
13	Please use the handrails when using stairs and steps	When climbing or descending steps or stairs, be sure to use handrails. In the event you trip or step on a foreign object or substance, the grip of the rail could prevent you from falling and seriously injuring yourself.
14	Does it matter where we place entrance mats?	Entrance mats should be placed tightly against the door threshold and tightly against each other to provide customers with as much opportunity as possible to rid their shoes of moisture and debris. Mats should extend 12 to 16 feet into the building.  Check door threshold height before ordering mats to avoid having to place quality mats three feet beyond the door entrance due to the mat being too thick.
15	Reporting patient or resident injuries.	Patient or resident injuries that occur on company property may be particularly concerning to management. While it may open your company to legal liability issues, it also is just bad form for a patient or resident who has come to you for care to be injured on your property.  When an injury is witnessed, offer assistance, and make sure the incident is reported to your supervisor promptly, even if the person refused medical attention.

## February | May | August | November

Day	Statement	Response
16	I do not have time to get help from someone so, I will just do it myself.	Do you have time to take off work for an on-the-job injury that could occur if you do not take the time to get help? Practice teamwork instead. On the clinical side, it is particularly important to seek team help (teamwork) and properly use patient/resident safe lifting and mobility devices (technology).
17	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.
18	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.
19	What is the two-person approach to slip, trip, or fall prevention?	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.
20	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.
21	Why do I have headaches at work?	There are many reasons you may have occasional headaches that occur at work. Some may be related to activities after work or the overall stress in your life.  If you cannot recognize the cause of your continual headaches (while at work, or after work due to a non-work-related factor), speak with your supervisor or health nurse who can help you in evaluate any work-related conditions or factors that may be causing your headaches.  See your physician as appropriate.
22	Pushing versus pulling.	When moving carts with supplies or transporting patients/residents, it is generally safer for your back, and easier for you to see what is ahead, if you push rather than pull.
23	Equipment grounding.	Electrical cords with three prongs instead of two include a grounding mechanism. This third prong should never be broken off so that the device can be easier to plug in. In addition, some equipment has built-in grounding devices, particularly when the equipment may be around water. Never sidestep any grounding safety device. It is there for a reason and could be a <i>shocking experience</i> for all, if missing.
24	'Wet Floor' signage should be used regularly and properly.	'Wet Floor' signs are for wet floors. They should be placed in the area to alert others before they step into the wet area. When the cleaned floor has dried or the spill has been cleaned up, they should be promptly taken away.
25	Think about safety in all office areas.	Keep office areas free of clutter and walkways free of cords.  For employees who regularly enter data into the computer, workstations should be adjusted for comfort and good ergonomic posture.

## February | May | August | November

Day	Statement	Response
26	De-escalation to prevent workplace violence.	Workplace injuries can occur because of the aggressive actions of patients/residents, 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. If you need refresher training, never be afraid to ask for it.
27	Did you move that mat?	Mats slide around on floors under some conditions and may need to be replaced to prevent falls. Mats placed at doorways should be against the door threshold.  If you observe a mat that continually moves, discuss it with facilities management. Perhaps a different type of mat needs to be used or something can be done to eliminate the need for even having a mat in the area.
28	Taking shortcuts can lead to accidents.	Disregarding safe practices is not going to save enough time to make a significant difference. However, any accident or injury is guaranteed to have an effect.
29	Respect speed limits and drive safely on company property.	Defensive driving is not just for public roads and shopping center parking lots! You must abide by any posted speed limits on company property, avoid texting or talking on your cell phone, and practice safe driving at all times.
30	Report burnt-out exit signs.	Exit signs are illuminated so they can be seen through the smoke of a fire. Without a properly functioning exit sign, an exit may not be visible during a fire.
31	Bend at your knees; save your back.	This old familiar message is still important.

## March | June | September | December

Day	Statement	Response
1	Help! I cannot find anything to help me lift this! If you have had a recent back injury or have back pain, always ask for help.	Use Teamwork and Technology (T&T). Ask co-workers for help and use available lifting, transporting, repositioning, or transferring equipment. Make sure all equipment is in good condition and easily assessable accessible.
2	What does <i>building a bridge</i> mean regarding back safety?	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.  In many industries, strains and over exertion injuries remain one of the top workers' compensation causes of loss.
3	When lifting use equipment instead of your back.	When lifting aids are available to handle equipment and supplies, they should be used. Use of such devices, while it may be more time consuming, is much safer than manual lifting.  The time to retrieve the equipment is negligible in comparison to having an injury from not using the equipment.

## March | June | September | December

Day	Statement	Response
4	Needle stick injury prevention: is not just for nursing?	In the healthcare environment, food service workers may come in contact with needles left on food trays and workers in housekeeping may be exposed if needles are left in linens. Even office workers may be exposed to needles if used by others in public restrooms. While some employees have a higher probability of exposure to a needle and a resulting needle stick, all employees should be aware of their surroundings and take care when an unsecured needle syringe is observed. Never attempt to recap a syringe.
5	Who is responsible for safety?	You are! Every single healthcare employee is accountable for the safety of their area and even those areas you may walk through to get to your department.  If you see an unsafe act or condition, fix it yourself or report it promptly to your supervisor.
6	They say hindsight is a perfect science...	However, having foresight can prevent incidents. Do your part in reporting hazards promptly.
7	Housekeeping reminders.	Housekeeping is not just the responsibility of employees who regularly clean your area. Housekeeping is everyone's responsibility. It means cleaning up after yourself and keeping your work area safe and orderly.
8	Do you know where to find the materials to clean up spilled liquids?	Unexpected spills of food and drinks can occur anywhere. It is important to have wet floor signage readily available for marking a spill until it can be cleaned up. Wipes and cleaning agents should be close at hand for prompt removal to prevent falls. Inventory your area weekly to ensure materials are properly stocked.  Remember the cleaning up of blood and body fluid spills is different than normal spilled liquids.
9	Oh, my aching back!	If you go home each night with a backache, it is up to you to ask what might be causing it. Are you lifting too much weight? Are you putting yourself in awkward positions? There are many possible causes of back pain, both work-related and non-work-related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.
10	Understanding security measures for your department.	Does your department have unique exposures that require special security measures beyond the norm? If so, what is your role and responsibility? Not being familiar with these measures could result in serious consequences. During civil unrest, your responsibilities may change so keep abreast of any additional measures for your area. Do you know the basics of verbal de-escalation?
11	Bloodborne pathogens: what are <i>Universal Precautions</i> ?	The term <i>Universal Precautions</i> means you assume that (regarding bloodborne pathogens) everything is potentially contaminated. Always take proper precautions and follow the bloodborne pathogen safety guidance when treating or handling an injured worker.
12	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.
13	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.

## March | June | September | December

Day	Statement	Response
14	Why can we not all just get along?	Understanding how to safely manage stressful situations with peers, visitors, and patients/residents is of particular importance in the healthcare industry. Understanding how to best read the body language of others and how to project the appropriate body language yourself can significantly impact stressful situations. Get help before a situation from a disgruntled, angry, confused, or aggressive person attacks you. Understanding how to de-escalate a situation using empathy and other learned skills are important for all employees, so do not hesitate to ask for training in this area.
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	Slow down when walking from carpet to tile.	Just like while in a car, you can wipe out when going too fast for conditions. Foreign substances, wet floor conditions, uneven floor surfaces, or not wearing slip resistant shoes can also increase your chances of slipping and falling. Be particularly careful when walking off wet carpet onto a hard surface as unexpected moisture may be present.
17	I cannot see the computer screen. Do I need glasses?	If you use a computer screen daily for extended amounts of time without resting your eyes, you may experience some eye discomfort. Although it is important to have your eyes regularly examined, you should also practice looking away from the screen periodically whenever long periods of computer use is required.
18	Know where to access policies on safety and security	Know where your safety policies and procedures are stored and do not wait until the next skills fair or training session to get answers to your questions.
19	Watch those disabled ramps and speed bumps!	Being alert to your surroundings while walking outside on company property is essential. Avoid distracting behaviors like talking on phones, texting, and reading while walking. Inattentiveness may lead to falls over curbs and speed bumps or stumbling when there is a change in walking surface grade or slant due to disabled ramping onto sidewalks.
20	Watch where you are going and walk, do not run, from one place to another.	Look ahead, down, and around, focus on where you are going. Avoid slippery areas or obstructions in your path.
21	How can you prevent falls in your work area?	Understand what kinds of falls have occurred in your area. Take responsibility for correcting hazards you notice. If you notice something beyond your control, promptly tell your supervisor to prevent a slip, trip, or fall.
22	Do you know where to find the supplies to clean up spilled liquids?	Unexpected spills of food and drinks can occur anywhere. It is important to have wet floor signage readily available for marking a spill until it can be cleaned up. Wipes and cleaning agents should also be close at hand for prompt removal to prevent falls. Inventory your area weekly to ensure supplies are properly stocked.  Remember the cleaning up of blood and body fluid spills is different than normal spilled liquids.
23	Understand your department's security measures.	Does your department have unique exposures that require special security measures beyond the norm? If so, what is your role and responsibility? Not being familiar with these measures could result in serious consequences.  During civil unrest, your responsibilities may change. Keep abreast of any additional measures for your area.  Do you know the basics of verbal de-escalation?



March | June | September | December

Day	Statement	Response
24	Practice infection control 24/7.	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.  Report any illness or symptoms, or whether you have been exposed to disease, promptly to your supervisor.
25	Take care of yourself so you can take care of others.	By virtue of working in the service industry, particularly healthcare, you most likely want to make others' lives easier. In the process, many healthcare workers neglect themselves. If this is an issue for you, consider how to make some changes so you are also taking care of yourself. Your Human Resources Wellness and EAP programs may assist you in making important changes.
26	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).
27	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.
28	Positive reinforcement works.	When you see an employee doing the job correctly and safely acknowledge the employee. Positive reinforcement is an effective safety tool.
29	When should you report workplace violence?	Many healthcare workers think aggressive actions in the workplace from patients are part of the job and hesitate to report what they feel are minor occurrences. Remember, the next incident might not be so minor.  Report all incidents to supervisors promptly for your safety and the safety of others.
30	Do you know how to report a visitor injury?	Any witnessed visitor injury should be promptly reported according to company policy. In addition, offer assistance and seek advice from management if the injured visitor requests medical attention.
31	Posting 'Wet Floor' signage.	'Wet Floor' signage should be posted whenever a spill cannot be immediately cleaned up and when floors are wet from cleaning or polishing. 'Wet Floor' signs should be posted in the area immediately before the actual wet floor, not in the middle of the area. Your intent is to warn people before they start walking in the area. Lastly, when the floor is dry, remove the signage and store it in the appropriate area.



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The Zurich Services Corporation  
Zurich Resilience Solutions | Risk Engineering  
1299 Zurich Way, Schaumburg Illinois 60196-1056  
800 982 5964  
[www.zurichna.com](http://www.zurichna.com)

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