

Daily Safety Tips for Distribution Centers Manager

Meet tomorrow prepared





How the Daily Safety Tips program works:

The Daily Safety Tips program is designed as a comprehensive checklist that provides management with daily safety topics to communicate effectively throughout the year. Each tip is accompanied by a corresponding message that safety managers can use to implement and incorporate as a talking point. These talking points are useful for safety huddles, shift change meetings, and helping employees understand the importance of safety measures. Additionally, the checklist can be repurposed to meet specific business needs.

Manager's Role:

Managers play a crucial role in the Daily Safety Tips program. They must ensure that the Daily Safety Tip Checklist and Talking Points are incorporated and utilized by lead safety personnel to help:

- Generate safety awareness
- Take control, and reduce claims and related expenses, adding significant value to operations

Benefits:

Daily Safety Topics & Tips with Talking Points:

Each day of the month is assigned a specific and essential safety topic, with corresponding messaging of a rotating schedule. Revisiting the safety topics throughout the year will help:

- Reinforce safety compliance and a safety mindset
- Help employees understand its importance keeping it top of mind
- Empower safety accountability
- Promote and heighten safety awareness
- Build a consistent and safer work environment year-round

Wide range of essential topics covered include:

- Slip, trip and fall
- Fall prevention
- Manual material handling and Cutting safety
- Fire extinguisher safety
- Sprinkler system testing
- Industrial rack/module safety
- And many other essential safety topics

Daily Safety Tips Checklist

The safety tips checklist offers daily safety topics with related Talking Points to enhance corresponding messaging for safety management to incorporate into morning or shift change meetings. The primary objective is to provide repetitive training and continue reinforcing safe practices and accountability among the workers, year-round.

Key Points

- **Repetitive Training:** Regularly revisit safety topics to help reinforce safe practices and accountability, fostering a culture of awareness and prevention
- **Familiar and New Topics:** The checklist includes a mix of well-known and new safety topics and insights to provide comprehensive safety education.
- **Scenarios Covered:** Although not exhaustive, the topics cover various scenarios that impact the safety and security of employees and the public, ensuring a broad understanding of potential hazards.

Safety is NO accident, and everyone's responsibility all day, every day.

It's essential for management to:

- Schedule safety meetings regularly (e.g., daily, weekly, bi-weekly, or monthly).
- Ensure all employees are informed about the schedule and encouraged to attend.
- Review recent incidents, near-misses, and lessons learned.
- Discuss potential hazards in the workplace and verify appropriate responses to daily conditions.
- Outline and reinforce appropriate safety measures.

By doing so, employees are kept well informed about potential hazards and the appropriate measures to take will contribute to a safer and more productive work environment.

Daily safety tips are grouped by month to help keep safety awareness ongoing throughout the year. Below is an example of the Daily Safety Tip Checklist with reference to how it can be used during safety discussions.

| Tips designed to repeat for each grouping of months: (January/ May/ September) | | |
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| Day | Safety Tips | Response: Talking Points |
| | Tip of the Day (Start-up Conversation) | Response: Incorporate Talking Points: into a start-up conversation. Below is an example based on the topic of Fire Safety. |
| | 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 | Safety Tips | Response: Talking Points |
| | 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. |
| 2 | 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"> • Ejection from a vehicle generally causes the most severe injuries in a crash. • 75% of the occupants who are ejected from vehicles are killed (NHTSA). • 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. • Seat belts lessen the impact of air bags on vehicle occupants. |
| 3 | All accidents must be reported within 24 hours. | All associates and temporary workers should have received training regarding the company requirement to report claims to their supervisor or the senior manager on duty immediately. |
| 4 | What is the proper way to lift a carton/object? | 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. |

January/ April/ July/ October

| Day | Safety Tips | Response: Talking Points |
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| 5 | Non-DC employees should not be allowed to enter unless... | <p>They have been issued a temporary contractor or visitor badge and/or escorted by an employee.</p> <p>Unauthorized individuals attempting to enter the DC must be reported to management immediately.</p> |
| 6 | Are all stairwells clear and free of obstruction? | Inspect emergency stairwells to make certain they are clear and passable in the event of an evacuation. Fire stairwells should be free of storage and properly illuminated. |
| 7 | Lacerations by box cutters are common in many industries | <p>Getting a cut from a box cutter is usually the result of an unsafe act. Following certain actions may reduce the frequency of box cutter related injuries.</p> <ul style="list-style-type: none"> • Use an appropriate box cutter with safety features. • Always make sure the box you are cutting is stable. • Make certain your opposite hand is not in the cutting area. • Always cut away from yourself and others with any cutting tool. • In some situations, the use of cut-resistant gloves may be a safe option to reduce lacerations. |
| 8 | When beginning work on order pickers (aka cherry pickers) and related high reach/lift equipment... | Operators must always secure their safety harnesses and tethers. To avoid serious injury, operators should never disconnect their fall protection while operating an order picker. Serious injuries and fatalities occur when order pickers fail to use their fall protection or disconnect their fall protection when working at different levels. Only when the unit has been turned off and no longer in operation should an order picker disconnect their fall protection. |
| 9 | They say hindsight is a perfect science... | However, having foresight can prevent incidents. Do your part in reporting hazards promptly. |

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| 10 | 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. |
| 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). |
| 12 | Before you begin to lift an object... | <p>First, ask yourself if it is safe to perform a lifting task without help. If you answer 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.</p> <p>If the item appears too heavy or bulky, use a mechanical device (e.g., hand cart, pallet jack) ask a co-worker to help you lift the item.</p> |
| 13 | Do all electrical outlets have secure face plates? | Electrical outlets should have covers in place to prevent associates or visitors from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately. |
| 14 | 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. |
| 15 | Make sure to keep working areas clean to prevent slips, trips, and falls. | In order to prevent slips, trips and falls, everyone should do their part to keep all walking and working surfaces safe. If you see a slip, trip, or fall exposure, take action as necessary to correct the exposure, if possible, or report the issue to your supervisor. |
| 16 | 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> |

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| Day | Safety Tips | Response: Talking Points |
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| 17 | Forklifts, and other powered material handling equipment, must be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation). | <p>Powered material handling equipment (forklifts, high-reach lifts, etc.) should be inspected at the beginning of each shift using a Daily Vehicle Inspection Report (DVIR).</p> <p>Any forklift that needs repaired must be taken out of operation until the repair is completed.</p> |
| 18 | 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"> • Special Duty (Type I-AA): 375 pounds • Extra Heavy Duty (Type I-A): 300 pounds • Heavy Duty (Type I): 250 pounds • Medium Duty (Type II): 225 pounds • Light Duty (Type III): 200 pounds <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> |
| 19 | Your company has a emergency plan. | Periodically review your emergency plan with management and associates and be aware of what steps to follow in an emergency. Remind them that some of these plans are also applicable when not at work (e.g., know two ways to get out of your home, a theater, a restaurant, etc. if there is a fire, active shooter, etc.) |

January/ April/ July/ October

| Day | Safety Tips | Response: Talking Points |
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| 20 | 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. |
| 21 | Protect your hearing, always. | Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. If your hearing protection is uncomfortable see your supervisor about other types of protection that fits you correctly and comfortably. |
| 22 | Forklift safety fact | Never leave a forklift unattended on dock plate/boards, a trailer or in the aisle in the building. |
| 23 | 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 ask a co-worker for help to lift the item. |
| 24 | Document non-functional lights and repair ASAP! | Lights that are not functional can be a safety and security liability and should be restored as soon as possible. Lights include emergency exit lights, battery-powered emergency evacuation lights, and any light inside or outside of the building. Emergency evacuation lights should be tested monthly (hold the test button for 30 seconds) and annually (disconnect the light from the power supply for 90 minutes) to verify the batteries are still holding a charge. |
| 25 | Good shoes are essential to a good safety program. | Shoes should be closed toe and appropriate for the floor surfaces in you establishment. Slip-resistant soles can be beneficial on some floor surface types and operations. Depending on the job, steel toes may be required before starting work. |

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| 26 | Report missing fire extinguishers. | A missing fire extinguisher may be the exact one needed during a fire. |
| 27 | Why wear safety shoes? | Safety shoes can prevent serious injuries at very little cost compared to similar non-protective footwear. For essentially pennies a day over the life of the average safety shoe, an employee is protected from a variety of workplace hazards. |
| 28 | Do not take shortcuts! | If you are injured, the minute you saved may cost you days, weeks, or months of recovery time. |
| 29 | Fire extinguishers, sprinkler risers, and fire alarm equipment. | 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. |
| 30 | 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. |
| 31 | Are switches in electrical panels properly labeled? | <p>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.</p> <p>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.</p> |

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| | Inspections are not complete until they are properly documented. | In the event of an accident, a fire or other emergency, part of the defense of the hotel's response is the documentation of preventative maintenance and inspections related to the safety of equipment. If you document it, you can prove you did it. |
| 2 | The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted. | We do not want to give anyone the ability to turn the lights off and commit assaults or other crimes in public restrooms, exercise rooms, guest laundry rooms, etc. |
| 3 | What is the proper way to lift a carton/object? | 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. |
| 4 | Mixing pool chemicals can have deadly results. | Mixing chemicals of any kind is discouraged. The chemicals used to keep a swimming pool or spa ready for use are very reactive to each other and can release deadly gases when mixed. |
| 5 | 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 DODD: Did not document, did not do. |
| 6 | Snow, ice and wet surfaces control. | <p>Reasonable care should be taken to ensure walking surfaces are properly cleaned and salted during and after a snowfall.</p> <p>Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned, and salt or other abrasives added as needed.</p> <ul style="list-style-type: none"> • Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted. • Parking lots, sidewalks and other exterior walking surfaces should be monitored for black ice and the exposure reported, protected, and/or treated with salt/abrasives. • *Entrance mats or runners should extend 15 feet into the building to permit customers and employees to rid their shoes of moisture. • Entrances should be closely monitored during inclement weather and water noted and cleaned up immediately to reduce slip-and-fall incidents. • Wet floor signs should be utilized to give customers and employees notice that the walking surface may be wet. Signs should be placed to the side of main walking aisles to prevent them from becoming a trip hazard. <p>Please be sure to use handrails when climbing or descending steps or stairs. In the event you trip or step on a foreign object or substance, the grip of the rail could reduce your exposure to falling.</p> |

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| 7 | Equipment powered by air, gas, electricity, or other energy sources should be locked out and/or tagged out before work on that equipment begins. | What is the Energy Control Procedure? This OSHA standard, sometimes referred to as Lockout/Tagout, covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy; could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy. OSHA Standard 1910.147 |
| 8 | Cardboard baler safety | Many fatalities with balers are the result of employees climbing into the plunger area. With some units, the additional weight of the employee causes the plunger to automatically activate when the power is not shut off and the equipment is not properly locked out. |
| 9 | Keep storage away from electrical panels. | A small fire can shut down large sections of the building if the fire affects the electrical panel. Do not store items within 36 inches of the panel(s). |
| 10 | 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. |
| 11 | Correct or report slip, trip, and fall hazards. | Slips, trips, and falls are the most common accidents in America. Every effort should be made to eliminate these hazards. Correct or report poor housekeeping situations immediately. Contact a Zurich risk engineer for a RiskTopic on this subject. |

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| 12 | Powered material handling equipment and industrial vehicles require caution for operators and pedestrians. | <p>When operating forklifts and material handling equipment, always pay attention to your surroundings to avoid hitting pedestrians (co-workers, visitors), other equipment operators, and property (e.g., storage racks).</p> <p>While pedestrians should walk in designated areas and never approach a driver unless it is safe to do so, this does not always occur, and you should watch out for these types of actions.</p> <p>Always exercise extreme caution when operating forklifts and material handling equipment. Pedestrians should walk in designated areas and never approach a driver unless it is safe to do so.</p> |
| 13 | Before an incident occurs, post emergency numbers. | <p>Remember that</p> <p>Not all communities are covered by a 911 service, so do not assume that dialing 911 will reach the emergency service provider.</p> <p>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.</p> <p>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.</p> <p>Train all managers and associates on communication protocols and emergency response.</p> |
| 14 | Ensure adequate clearance (at least 18 inches) for materials stored near sprinkler heads to permit proper functioning of the system. | <p>There should not be any storage within 18 inches of sprinkler heads in the warehouse. If storage is blocking sprinkler heads and a fire starts, it will take a great deal longer for the heads to activate, which will allow the fire to grow. This may hinder visitors and employees from safely evacuating a given area of the building.</p> <p>Sprinkler heads that are inadvertently painted should also be identified and replaced by a licensed fire protection professional.</p> <p>Certain commodities and special sprinkler heads may require additional clearance. For example, 36 inches of clearance from sprinkler heads is required for rubber tire storage. The authority having jurisdiction may also set more demanding standards.</p> <p>NFPA 13, has more details regarding sprinkler head clearance.</p> |
| 15 | 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! |

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| Day | Safety Tips | Response: Talking Points |
| 16 | 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. |
| 17 | DC Safety inspections are not complete until they are documented. | In the event of an accident, fire or other emergency, part of the defense of the DC's actions is the documentation of training, preventative maintenance, and inspections related to safety; if you 'document it', you can prove you did it. |
| 18 | Misuse of chemicals or cleaning agents can be dangerous. | <p>The World Health Organization (WHO) says:</p> <p>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.</p> <p>Pay attention to your Hazard Communication training:</p> <p>Wear your PPE.</p> <p>Make sure chemicals are properly stored and labeled.</p> |
| 19 | When you work with chemicals, you have a right to know... | <p>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.</p> <p>If you have any questions about a product you work with, you should review the Safety Data Sheet (SOS).</p> |

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| Day | Safety Tips | Response: Talking Points |
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| 20 | Do you know where materials are located to clean up spills or debris? | Be familiar with the location of materials to clean up spills. If Spill Response Stations are not utilized, train associates to be aware of the location of materials such as paper towels, absorbent materials, window cleaner and a broom and dustpan, should there be a need to clean up spills or debris that may have fallen on the floor. Inventory Spill Response Stations or other spill cleanup materials weekly to make certain that your location is properly stocked. |
| 21 | Exit signs with arrows should correctly reflect the direction of travel to exit the building. | There have been several deaths in fires because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter. |
| 22 | Fire extinguisher basics. | 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. 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. |
| 23 | 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. |
| 24 | Do not jump out of or climb through dock doors. | Use designated employee stairways to enter or exit the building to avoid injury. |
| 25 | Are all electrical panels properly covered? | Serviced electrical panels are sometimes not restored to a safe condition by the service representative. Inspect electrical panels at least monthly to make certain the covers and all protective pieces to the panels have been properly placed back on the equipment. Confirm all electrical circuitry is covered. The unsafe conditions noted should be corrected immediately by a licensed electrician. |
| 26 | 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. |

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| Day | Safety Tips | Response: Talking Points |
| 27 | 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> |
| 28 | Why do we have safety meetings? | Safety meetings are a perfect opportunity for you to communicate any safety ideas or concerns that you may have. Participate in your safety meetings. If you do not participate, your ideas will not be heard. |
| 29 | Never climb racking or step onto elevated racking. | Warehouse racks are not designed for or intended to be used as climbing, walking, or working surface. Do not allow order picker operators to step on rack supports or wire mesh decking. Serious fall injuries can occur. |
| 30 | We should wear our Personal Protective Equipment (PPE). | <p>Personal Protective Equipment (PPE) should be worn anytime there is a risk of injury, including when working around the home. For example:</p> <ul style="list-style-type: none"> • Mowing the lawn • Using power tools • Sharpening blades • Etc. |
| 31 | Be aware of skylights on roofs so that you do not fall through them. | Every year falls through skylights occur in the United States. Skylights on roofs are not constructed to hold a significant amount of weight and should be covered with gridding that can withstand 200 pounds of weight or force when tested. Signing and standard guardrails can be added to skylight areas in place of gridding to prevent these serious and normally fatal falls. Contractors and employees should be advised not to walk or sit on skylights. Snow removal crews should be made aware of any skylights they may encounter during the snow removal process. Additional information on this topic can be obtained by searching NIOSH and Skylights. |

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| Day | Safety Tips | Response: Talking Points |
| | 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. |
| 2 | Are you prepared for emergencies? | <p>Real life emergencies can be a reality. A good start is to train management and associates annually (and during orientation) on the company emergency action plan.</p> <p>Employee training should always include what to do in the event of an emergency, such as a fire, weather, or workplace violence.</p> |
| 3 | 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. |
| 4 | What does building a bridge 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 build a bridge. 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> |
| 5 | Bloodborne pathogens: what are Universal Precautions? | <p>The term Universal Precautions means you assume that (regarding bloodborne pathogens) everything is potentially contaminated.</p> <p>Always take proper precautions and follow the bloodborne pathogen safety guidance when treating or handling an injured worker.</p> |

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| Day | Safety Tips | Response: Talking Points |
| 6 | Use proper Personal Protective Equipment (PPE) when watering forklift or industrial truck batteries. | When changing forklift or truck batteries, protective aprons, gloves, goggles, and face shields are required for filling forklift batteries. |
| 7 | AEDs - what do you know about them? | According to the American Heart Association Facts on Sudden Cardiac Arrest published in December 2009, there are more than 295,000 occurrences of sudden cardiac arrest (SCA) each year and most of them are fatal. A victim's chances of survival are reduced 7-10% for every minute that passes without treatment. According to medical experts, the key to survival is timely initiation of a chain of survival, including CPR and early defibrillation. The availability of a working Automated External Defibrillator (AED) and a trained person to use it could be very valuable in helping save lives. Contact a Zurich risk engineer for a risk topic on this subject. |
| 8 | 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. |
| 9 | Do you know what an 'SOS' is? | <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 build a bridge. 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> |

March/ June/ September / December

| Day | Safety Tips | Response: Talking Points |
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| 10 | Check compactors to confirm all safety controls are in place. | Compactor accidents do not happen with great frequency, but they are frequently tragic. Dead-man type switches and door interlocks should be operable. Every year in the United States, workers are killed or seriously injured when using powered equipment such as compactors. Fatalities normally occur when workers attempt to service the equipment and fail to shut off the power and properly lockout and tagout the equipment. Only authorized and properly trained individuals should ever attempt to service a compactor. |
| 11 | Do not let a near miss go unreported. | 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. |
| 12 | Conveyor Safety | <p>Conveyors should never be operated unless all safeguards are in place. Employees should remember the following rules:</p> <ul style="list-style-type: none"> • Keep all body parts away from the moving conveyor. • No sitting, standing, leaning on, or riding on conveyors. • Never jump over or crawl under a conveyor. • Never wear loose clothing, jewelry, etc. that could get caught in the conveyor. • Never attempt to repair or unjam any part of the conveyor system without first stopping the conveyor. • Know the location of emergency cords or shut-off devices in an emergency or system problem. |

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| Day | Safety Tips | Response: Talking Points |
| 13 | Immediately clean up any spills on the floor that could cause someone to slip and fall. | If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible associate. |
| 14 | Lockout/tagout-affected employees. | <p>Never take shortcuts when it comes to industrial safety. Properly lockout and tagout equipment as required before performing repairs or needed servicing. Serious injuries can occur, such as amputations, de-gloving, or electrical shock.</p> <p>Inform affected workers in regard to the activity being performed. Ensure that authorized employees are trained in lockout/tagout procedures and know to not remove the lock or tag that has been applied.</p> |
| 15 | 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> |
| 16 | Keep your work area clean and orderly. | Good housekeeping is integral to a pleasant and safe place to work. All employees must do their part to keep their work area clean and orderly. During an emergency, clear exit and travel paths are essential to everyone's safety. |
| 17 | Anticipate Risk: A key phrase in accident prevention. | By anticipating what could happen, it is possible to take safety steps to prevent an accident. |

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| 18 | 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> |
| 19 | Snow, ice and wet surfaces control. | <p>Reasonable care should be taken to ensure walking surfaces are properly cleaned and salted during and after a snowfall.</p> <ul style="list-style-type: none"> • Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned and salt or other abrasives added as needed. • Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted. • Parking lots, sidewalks and other exterior walking surfaces should be monitored for black ice and the exposure reported, protected, and/or treated with salt/abrasives. • Entrance mats or runners should extend 15 feet into the building to permit customers and employees to rid their shoes of moisture. • Entrances should be closely monitored during inclement weather and water noted and cleaned up immediately to reduce slip-and-fall incidents. • Wet floor signs should be utilized to give customers and employees notice that the walking surface may be wet. Signs should be placed to the side of main walking aisles to prevent them from becoming a trip hazard. <p>Please be sure to use handrails when climbing or descending steps or stairs. In the event you trip or step on a foreign object or substance, the grip of the rail could reduce your exposure to falling.</p> |

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| Day | Safety Tips | Response: Talking Points |
| 20 | Pallet safety | Everyone should do his or her part to control unsafe pallet storage. Powered industrial truck operators should never place a defective pallet with storage in overhead racking. Employees noting unsafe storage should notify their supervisor or the appropriate manager as soon as possible to correct the unsafe condition. Routine procedures should be in place to monitor pallet storage periodically during the day. |
| 21 | Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile. | Gas cylinders (helium, oxygen, etc.) are heavy and can easily crush the bones in a foot. They also have the potential to become missiles if the valve is broken off accidentally (some have more than 1000 lbs. of stored pressure). Remember, there is no such thing as an empty cylinder. Always secure cylinders. Chains, cables, or brackets should fit snugly against the top one-third of the cylinders to prevent them from falling. |
| 22 | You receive a bomb threat. What do you do? | Know your procedures and responsibilities for all emergency events! |
| 23 | An uncluttered distribution center shows respect for those who visit and work there. | Make sure all managers and associates are trained to never walk by an unsafe act or unsafe condition. |
| 24 | The handling of empty pallets may seem like a routine job, but do not be fooled! | <p>In doing this type of work, you perform certain acts that can easily result in injuries if safety precautions are not taken.</p> <ul style="list-style-type: none"> • Never stand pallets on end. This can result in a struck-by injury. • Do not stack pallets more than 6 feet high. • Use a team lift on heavy or oversized pallets. |

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| Day | Safety Tips | Response: Talking Points |
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| 25 | Remember that there is no Smoking in the workplace. | There is a reason for no smoking in the workplace. Most states forbid smoking due to health and fire hazards. |
| 26 | 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. |
| 27 | Fire exits and aisles. | Fire exits and aisles should always be accessible and free of storage. A general rule would be to make certain the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches. The Authority Having Jurisdiction may set more demanding aisle widths. |
| 28 | When on a ladder, remember and practice the belt buckle rule. | 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 <i>move</i> 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. |
| 29 | Flammable and combustible materials should be minimized. | Reducing the amount of flammable and combustible materials m1n1m1zes the potential fire hazard presented by these materials. The fewer the better. |
| 30 | 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. |
| 31 | 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. |



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