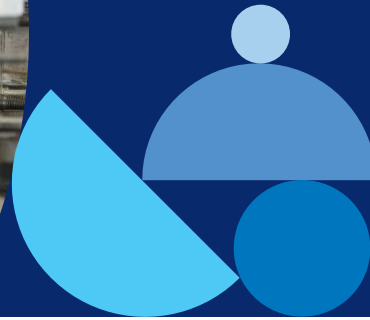


Daily Safety Tips for Golf Maintenance

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)		
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.
1	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 dictates only designated personnel are authorized to use the extinguisher. What does your policy say?

January / April / July / October		
Day	Safety Tips	Response: Talking Points
1	Anticipate Risk – A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
2	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.
3	AEDs – What do you know about them?	<p>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.</p>
4	All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	Exposed electrical wiring can often be damaged, expose the conductor inside the insulation and create shock and fire hazards.
5	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.
6	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.

January / April / July / October		
Day	Safety Tips	Response: Talking Points
7	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.
8	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.
9	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.
10	Do not exit vehicles or equipment by jumping.	Improper exiting can result in serious injuries. Use the three-point contact system when climbing into or exiting vehicles or equipment. This means three limbs (combination of hands and feet) must always be in contact with the vehicle or climbing apparatus, preferably on a handhold, and step or rung. This gives the driver or operator better stability, and they are less likely to slip or fall. Use the entire hand to grip the handholds. Face the equipment and look at the ground before exiting to identify any potential obstacles or uneven surfaces. Contact your Zurich risk engineer for a risk topic on this subject.
11	Do not take shortcuts!	If you are injured, the minute you saved may cost you days, weeks, or months of recovery time.
12	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.
13	Jewelry should not be worn when operating machinery.	Fingers, hands, and other body parts can be pulled into the machinery.

January / April / July / October		
Day	Safety Tips	Response: Talking Points
14	To whom are you responsible?	You are responsible for observing company work rules and motor vehicle laws and knowing the consequences of poor judgment, including those affecting your loved ones. Your employer relies on you completing your assignments as expected to remain a viable business, and the public relies on you not to harm others. Your family may rely on your financial support, emotional support but more importantly, they rely on you to be there for future holidays and other life events.
15	If you are sick, stay home	Germs and diseases spread quickly and cause sickness and productivity losses. You can reduce the spread of germs in your workplace by staying home when you are sick. And do not forget basic bathroom and eating hygiene like washing hands after using the restroom and before eating. Make sure eating and restroom areas are kept clean and report unsanitary conditions.
16	What is ergonomics?	Ergonomics is the science that focuses on the relationship between workers and their work environment. When someone is making an ergonomic assessment of your work area, they are evaluating how best to fit your workplace specifically to you. This may involve office workstation adjustments, tool selection, job rotation and other factors. Be open to suggestions for improvement.
17	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.
18	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.
19	The swimming pool's chemical concentration and pH should be checked at least daily.	To maintain the quality of the swimming pool water, the pH, and chemicals should be checked daily; more frequent checks will be necessary as usage increases. Some hotels check the water three times per day.

January / April / July / October		
Day	Safety Tips	Response: Talking Points
20	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>
21	What is the proper way to lift a carton/object?	<p>When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees.</p>
22	Trip hazards should be repaired ASAP to reduce the potential for accidents.	<p>Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.</p>
23	Exit signs with arrows should correctly reflect the direction of travel to exit the building.	<p>There have been several deaths in fire because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter.</p>
24	Confirm sprinkler systems are tested.	<p>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.</p>
25	Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals	<p>Eyes are one of the most delicate organs; sight is one of our most valued senses. Protect your eyes from damage due to chemical exposure. Protect your hands also; replacement skin is not readily available.</p>

January / April / July / October		
Day	Safety Tips	Response: Talking Points
26	Proper extension cord use is important in preventing slips, trips, and falls.	<p>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.</p>
27	Fatigue	<p>Fatigue is defined as mental or physical exhaustion and extreme tiredness or weariness resulting from physical or mental activity. Fatigue can be a symptom of a medical condition, but more commonly, it is a normal physiological reaction to exertion, lack of sleep (per the National Safety Council, 1 in 3 American workers is sleep deprived), boredom, changes of sleep-wake schedules or stress. How many of these do you think can affect your performance at work or ability to work or drive safely? Here are some fatigue warning signs related to driving:</p> <ul style="list-style-type: none"> • Unable to stop yawning. • Trouble keeping our open and focused, especially at stop lights. • Driving becomes sloppy and you weave between lanes, tailgate to miss traffic signals. • Finding yourself hitting the grooves or rumble strips on the side of the road. • Finding yourself opening a window or turning up the radio to stay alert. • Driving aggressively to get to your next destination faster. <p>Fatigue counter measures include obtaining a minimum number of hours of restful sleep, employing napping strategies, taking sufficient rest breaks from driving, and paying attention to variations in mood, motivation, and performance. With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving. Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family, and enjoying your hobbies and other fun and important parts of life.</p>
28	My hands hurt when I go home. What could be causing it?	<p>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.</p>

January / April / July / October		
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29	Hot work - what is it and what safety precautions are required?	Hot work applies to cutting, welding, brazing, soldering, grinding, pipe thawing, or torch-applied roofing operations. A hot work permit should be required before hot work is allowed and issued only once the necessary safety precautions are implemented. It should be signed by the supervisor who issued it. A pre-work evaluation must be performed to adequately assess the operation and to identify the required controls. Fire protection must be provided, and a fire watch should stand by during the hot work to extinguish sparks that could ignite combustibles, to adjust the positions of protective shields or tarps, and if necessary, to sound an alarm if a fire occurs. Hot work permits should be posted at the work site and should expire no later than the end of the supervisor's shift who issued the permit. The supervisor should inspect the work site 30 minutes after work is complete (60 minutes for torch-applied roofing work).
30	Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.	<p>Pull the pin.</p> <p>Aim the extinguisher nozzle at the base of the fire.</p> <p>Squeeze or press the handle.</p> <p>Sweep from side to side slowly at the base of the fire until it goes out.</p> <p>Remember to never endanger yourself. If the fire is too large to put out, sound the alarm immediately, and follow evacuation protocols.</p>
31	In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	If any equipment is to be considered reliable, it must be inspected to be sure there has been no tampering or breakage of vital components.

February / May / August / November		
Day	Safety Tips	Response: Talking Points
1	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.
2	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
3	What does <i>building a bridge</i> mean regarding back safety?	<p>You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to 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>
4	Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals	<p>Personal Protective Equipment (PPE) protects the skin, eyes, and respiratory system whenever chemicals may be splashed, sprayed, or dripped onto a person. PPE includes:</p> <ul style="list-style-type: none"> • Splash-proof goggles • Gloves • Masks • Aprons
5	Always use 100% fall protection at heights of six feet or more.	<p>Falls are the leading cause of construction-related fatalities. Each employee on a walking/working surface (horizontal and vertical) with an unprotected side or edge that is 6 feet or more above a lower level shall be protected from falling by the use of guardrail systems, safety net systems, or personal fall arrest systems. If you are working in an industrial setting governed by 1910 standards, OSHA requires fall protection at 4 feet and above.</p> <p>Electrical</p>
6	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.

February / May / August / November		
Day	Safety Tips	Response: Talking Points
7	Leading indicators	<p>Leading indicators are positive actions or activities such as safety orientations, utilization of daily job safety or job hazard analyses (JSAs, JHAs), use of pre-task planning, safety inspections and corrections, the number of safety audit findings, worker observations, near miss reports, etc. Leading indicators focus on policies and procedures that are in place to prevent an accident or loss from happening in the first place and should be used to monitor the safety performance of a project.</p> <p>Traditionally, lagging indicators are used to measure safety performance. Lagging indicators include tracking of injuries, lost workday injuries, or OSHA recordable injuries. While easy to accomplish, they focus on events that indicate that something or someone has failed.</p> <p>Replacing lagging indicator monitoring with leading indicator monitoring is a move from a reactive to a proactive approach to workplace safety which can prevent accidents from occurring in the first place. If you see something unsafe or someone working unsafely, speak up!</p>
8	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>
9	Why do we have safety meetings?	<p>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.</p>
10	Use a severe weather warning system.	<p>Lightning detection/prediction and notification systems should be installed and maintained. Adhere to severe weather and move to shelter when appropriate.</p>
11	Have a “Wet Floor” sign in place before and after cleaning the floor.	<p>Alert associates and guests to slippery conditions to prevent slips and falls.</p>
12	Lockout/Tagout affected employees.	<p>Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need to know that it is locked out. Inform affected employees of the activity being performed. Verify that those affected employees are trained in lockout/tag out procedures and that they know not to remove the lock or tag that has been applied</p>

February / May / August / November		
Day	Safety Tips	Response: Talking Points
13	Think about safety in all office areas.	<p>Keep office areas free of clutter and walkways free of cords.</p> <p>For employees who regularly enter data into the computer, workstations should be adjusted for comfort and good ergonomic posture.</p>
14	Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	The explosive power of gasoline fumes is tremendous. Even small containers of gasoline should be stored in an outside storage building or an approved cabinet.
15	Platform ladders vs. stepladders	Many contractors are now specifying the use of platform ladders (sometimes called podium ladders) in place of step ladders on their project sites. A platform ladder is a self-supporting ladder, non-adjustable in length that has a platform provided at the highest intended standing level that serves as the top step. The top platform is surrounded on three sides by a railing that is at least 20 inches higher than the platform surface. The safety advantage is that instead of standing on a narrow ladder rung, the user has both feet planted on a platform which provides more stability.
16	Correct or report slip, trip, and fall hazards.	<p>Slips, trips, and falls are the most common accidents in America. Every effort should be made to eliminate these hazards.</p> <p>Correct or report poor housekeeping situations immediately.</p> <p>Contact a Zurich risk engineer for a RiskTopic on this subject.</p>
17	Buckle up when traveling to and from work.	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 ages 1 to 3. Seat belts provide the greatest protection against occupant ejection.

February / May / August / November

Day	Safety Tips	Response: Talking Points
18	How you respond can make all the difference, when investigating accidents and injuries.	<p>When investigating accidents and injuries:</p> <ul style="list-style-type: none"> • Respond in a timely manner to the scene. • Treat everyone fairly and with respect. • Do not move the injured person unless it is safe to do so, or the person's life is in danger. • If there is any doubt, management should call emergency services or 911. • Follow established protocols. • Provide injured workers and visitors with necessary post-accident information. • Accident reports are confidential documents and copies should not be provided to unauthorized persons. • Do not make inappropriate comments or place blame on anyone at the accident scene.
19	Report damage to ladders immediately; do not use damaged ladders.	<p>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.</p>
20	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</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>
21	Fire extinguisher basics.	<p>Use a fire extinguisher only if it is completely safe to do so. Make sure you have a clear path to the exit in case the extinguisher is not effective.</p> <p>If there is any danger at all from fire, smoke, fumes, or extreme heat, leave the area immediately and follow emergency protocols for a fire.</p>

February / May / August / November		
Day	Safety Tips	Response: Talking Points
22	Confined Space	<p>A confined space:</p> <ul style="list-style-type: none"> • Has limited or restricted means of entry or exit. • Is large enough for an employee to enter and perform assigned work. • Is not designed for continuous occupancy by the employee. <p>Confined spaces include, but are not limited to, underground vaults, tanks, storage bins, pits and diked areas, vessels, and silos.</p> <p>Employees who work in confined spaces may face increased risk of exposure to serious physical injury from hazards such as entrapment, engulfment, asphyxiating atmosphere, and hazardous equipment exposures like mixer blades, augers, etc.</p> <p>Confined spaces differ from permit-required confined spaces, which may contain a hazardous atmosphere, a material or configuration that may engulf a worker, or any additional documented safety or health hazard. Employers must ensure a competent person identifies the types and number of confined spaces before each project and the safety controls/procedures required before anyone enters (personal protective equipment required, training and rescue plans, etc.).</p>
23	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency
24	Nutrition	<p>Did you know that half of your plate for each meal should be fruit and vegetables? Healthy diets rich in fruits and vegetables may reduce the risk of cancer and other chronic diseases. Fruits and vegetables also provide essential vitamins, minerals, fiber, and other substances that are important for good health. Most fruits and vegetables are naturally low in fat and calories and are filling.</p> <p>Source</p> <p>https://www.cdc.gov/healthyweight/healthy_eating/fruits_vegetables.html</p>
25	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.

February / May / August / November		
Day	Safety Tips	Response: Talking Points
26	Always slow down before walking through a swinging door.	Two people quickly approaching a swinging door from opposite directions can cause a major accident.
27	Know your responsibility in every emergency.	<p>What would you do in the event of a</p> <ul style="list-style-type: none"> * Fire? * Bomb threat? * Active shooter? * Weather event (flood, tornado, etc.)? * Power outage? * Serious employee accident? <p>These may vary with different facilities.</p>
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 move the ladder as needed to eliminate the risk of the ladder sliding and a serious fall occurring. Never stand on the top step of a ladder and never straddle one. Contact a Zurich risk engineer for a risk topic on this subject.
29	Get help when lifting heavy or awkward objects.	This is a frequent cause of back injuries, trip, and fall accidents and damage to objects being drop ped. Get help from a fellow worker or a piece of equipment such as a dolly or cart and plan your move to ensure a clear path.
30	Examine both ends and seams of cans and press each end separately.	Reject cans if the opposite end bulges or the pressed end springs back.
31	Anticipate Risk: A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.

March / June / September / December		
Day	Safety Tips	Response: Talking Points
1	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>
2	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.
3	AEDs – What do you know about them>	<p>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.</p>
4	Mowing safely	<p>Take a moment to discuss safe mowing techniques on a course. PPE should be provided including a hard hat if mowing during playing times. Watch hills and avoid tip-over exposures. Stay away from waterways with riding mowers.</p>

March / June / September / December		
Day	Safety Tips	Response: Talking Points
5	When using a ladder always have three points of contact when climbing or descending.	Assure 3 of the 4 body parts (feet and hands) are contact of ladder rungs when climbing. This will prevent accident falls.
6	Are you using the correct capacity ladder?	Ladders are rated by the manufacturer as to their weight capacity. On most construction sites, you should use a Type I or Type I-A. A Type I is rated at 250 pounds and a Type I-A is rated at 300 pounds. Remember, the weight rating includes the weight of the worker plus their tools/equipment. Never use an aluminum ladder on a construction site and never use a ladder that is not equipped with the manufacturer's weight ratings.
7	Maintain machine safeguards.	If a guard on a machine (fixed guard, interlock, light curtain, adjustable guard, etc.) is not in place or broken, do not operate the machine. Report the defect to your supervisor.
8	Wash Hands	<p>Frequent hand washing helps to prevent the spread of colds, flu, and other communicable diseases. The US Centers for Disease Control suggests following these five steps every time:</p> <ol style="list-style-type: none"> 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. (Need a timer? Hum the Happy Birthday song from beginning to end twice.) 4. Rinse your hands well under clean, running water. 5. Dry your hands using a clean towel or air dry them.
9	Know where the emergency eye wash 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.

March / June / September / December

Day	Safety Tips	Response: Talking Points
10	Hand washing basics.	<p>When washing your hands:</p> <ul style="list-style-type: none"> • Place hands together under water (preferably warm). • Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds. • Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs., and fingernails. • Clean dirt from under your fingernails. • Rinse the soap from your hands. • Use a towel to turn off the faucet. • Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands. • Pat your skin rather than rub to avoid chapping and cracking. • Avoid turning off the water with your clean hands. Use your paper towel or elbow. • Then use your towel to open any doors before towel disposal.
11	Do not store heavy and bulky objects up high.	<p>When heavy items are stored in high places, strains, and other injuries, such as being struck in the face or head by a mishandled object, can occur. Store heavy and bulky items in the safety strike zone, which is the area between mid-chest and the knees in height.</p>
12	Get help when lifting heavy or awkward objects.	<p>This is a frequent cause of back injuries, trip, and fall accidents and damage to objects being drop ped. Get help from a fellow worker or a piece of equipment such as a dolly or cart and plan your move to ensure a clear path.</p>
13	How is your driving record?	<p>Motor Vehicle Record (MVR) checks should be performed on all employees who perform driving tasks for the club. This includes initial and annual review with guidelines in place. Do not forget those employees using personal vehicles that drive for work.</p>
14	When do I report an injury or accident to my supervisor?	<p>Report all incidents immediately to your supervisor and staffing company representative (if applicable).</p>

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15	Practice a fire safety plan at home with your family.	<p>Develop a fire safety plan with your family and other members of your household. Update your plan, if needed, as your household changes.</p> <p>Practice your plan:</p> <ul style="list-style-type: none"> • At least twice a year • * When anything changes in your household
16	Are exit discharges properly maintained?	Seldom-used doors may be critical exits in case of fire or another emergency. All exits should lead to safe areas of refuge and be maintained in a serviceable condition. In the winter, ice and snow must be removed. In the summer, grass must be mowed. Solid walkways should be available in all weather conditions.
17	What is your role in an emergency?	Your role in a drill is most likely your role in the event of an emergency. Be familiar with what your responsibilities are by fully understanding your emergency preparedness program.
18	Perform a monthly test of the smoke and carbon monoxide detectors in your home	Safety experts recommend that smoke and carbon monoxide detectors be tested monthly in the home and batteries should be replaced annually. Do you also check the smoke and carbon monoxide detectors of your parents and grandparents? Other relatives?
19	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.
20	Pallets should be maintained in good, safe operating condition.	Poorly maintained and damaged pallets could lead to materials falling off the racks and causing property damage and serious or fatal injuries. Ensure a plan is in place to monitor pallet storage frequently during the day. The unsafe conditions noted should be corrected immediately.
21	The shop grinder should not be used to grind soft materials that may load the wheel.	Grinding wheels are designed for ferrous metals (steel and iron), which are worn away while wearing away the wheel. Aluminum, brass, copper, and other soft metals adhere to the wheels and have potential for collecting heat and causing the wheel to explode.

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22	Before an accident occurs, post emergency numbers.	<p>Remember that:</p> <ul style="list-style-type: none"> • Not all communities are covered by a 911 service, so do not assume that dialing 911 will reach the emergency service provider. • 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. • 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>Train all managers and associates on communication protocols and emergency response.</p>
23	Wash Hands	<p>Frequent hand washing helps to prevent the spread of colds, flu, and other communicable diseases. The US Centers for Disease Control suggests following these five steps every time:</p> <ol style="list-style-type: none"> 1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap. 2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails. 3. Scrub your hands for at least 20 seconds. (Need a timer? Hum the Happy Birthday song from beginning to end twice.) 4. Rinse your hands well under clean, running water. 5. 5. Dry your hands using a clean towel or air dry them. 6.
24	Hazard Communication Pictograms	<p>OSHA's Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram is determined by the chemical hazard classification. A fact sheet listing the various pictograms can be found on the OSHA website. A key practice is to print and laminate the label and attach it to the container using a ty-wrap.</p>
25	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>
26	Store tools properly after use.	<p>Someone might inadvertently lean against an improperly stored tool and receive an injury.</p>

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27	My hearing protection is uncomfortable.	Employees resist hearing protection more than any other type of PPE. One reason is that they do not think they really need it. Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. Another reason for not wearing hearing protection is that it can feel uncomfortable. Sometimes workers spring the muffs (radio headsets do not qualify as hearing protection) so they do not seal properly against the head or snip off the inner portion of ear plugs leaving only the outer end to fool their supervisor. If you feel the need to do this, see your supervisor about obtaining a different type/style that fits correctly and comfortably.
28	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.
29	Practice infection control 24/7	<p>Remember that communicable diseases can be passed by you to others when you leave work. Controlling contamination of others by containing your cough or sneeze and not working when you have a communicable illness is essential. Make sure your vaccinations are current, wash hands frequently, and practice cough/sneeze etiquette.</p> <p>Report any illness or symptoms, or whether you have been exposed to disease, promptly to your supervisor.</p>
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	Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	Inoperable security equipment is a liability and should be repaired immediately. If the equipment cannot be repaired, it should be replaced or removed.



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