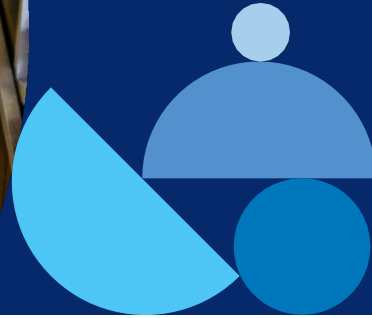


# Daily Safety Tips for Grocery Store Managers

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

### Wide range of essential topics covered include:

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

# 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
	<b>Tip of the Day (Start-up Conversation)</b>	<b>Response: Incorporate Talking Points: into a start-up conversation. Below is an example based on the topic of Fire Safety.</b>
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 policy dictates only designated personnel are authorized to use them. What does your policy say?

January / May / September		
Day	Safety Tips	Response: Talking Points
1	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.
2	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.
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	Always slow down before walking through a swinging door.	Two people quickly approaching a swinging door from opposite directions can cause a major accident.
5	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.
6	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
7	Are switches in electrical panels properly labeled?	Circuit breaker switches in electrical panels should be labeled to indicate the area each switch controls so they can be quickly identified in the event of an emergency.  Electrical panels should also be inspected to confirm there are no open holes where circuit breakers have been removed. Open circuit breaker holes create exposure to electrical shock and should be reported to management immediately for resolution.
8	Exit signs with arrows should correctly reflect the direction of travel to exit.	There have been several deaths in fires because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter.
9	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 responsibility is by fully understanding your emergency preparedness program.
10	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.



January / May / September		
Day	Safety Tips	Response: Talking Points
11	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>
12	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 danger at all from fire, smoke, fumes, or extreme heat, leave the area immediately and follow emergency protocols for a fire.</p>
13	What does a safe shoe look like?	<p>Safety shoes are not ugly anymore! There are a wide variety of styles available at affordable prices today. Look for the box label designating the shoes as 'slip resistant' before you purchase.</p> <p>Also, look at the tread on a regular basis. A worn shoe sole will not provide the same amount of protection as when it was new.</p> <p>Not all soles are created equal!</p>
14	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>
15	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> <ul style="list-style-type: none"> <li>• Wear your PPE.</li> <li>• Make sure chemicals are properly stored and labeled</li> </ul>

January / May / September		
Day	Safety Tips	Response: Talking Points
16	Proactive 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.
17	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?
18	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.
19	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
20	Before an incident occurs, post emergency numbers.	Remember that: <ul style="list-style-type: none"> <li>• Not all communities are covered by a 911 Service. So do not assume that dialing 911 will reach the emergency service provider.</li> <li>• Many business phone systems require dialing a leading digit (often '9') to get an outside line – dialing only 9-1-1 will get no response.</li> <li>• In larger facilities it may be necessary to call for help through Security so that the officers can meet the responders and lead them to the correct location.</li> </ul> Train all managers and associates on communication protocols and emergency response.
21	Good shoes are essential to a good safety program.	Shoes should be closed toe and appropriate for the floor surfaces in your establishment.  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.
22	Powered material handling equipment and industrial vehicles require caution for operators and pedestrians	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).  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.  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.
23	Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.	Equipment that is dull or not working properly requires excess force to operate and could cause an injury or laceration due to the required excess force.
24	Flammable and combustible materials should be minimized	Reducing the amount of flammable and combustible materials minimizes the potential fire hazard presented by these materials. The fewer the better.

January / May / September		
Day	Safety Tips	Response: Talking Points
25	Forklift safety fact	Never leave a forklift unattended on dock plate/boards, a trailer or in the aisle in the building.
26	Heart disease	<p>Heart disease is the leading cause of death for both men and women. According to the Centers for Disease Control (CDC) approximately 697,000 people die of heart disease in the United States every year.</p> <p>That is, one in every five deaths is caused by heart disease. To help prevent heart disease:</p> <ul style="list-style-type: none"> <li>• Eat a healthy diet.</li> <li>• Maintain a healthy weight.</li> <li>• Exercise regularly.</li> <li>• Do not smoke.</li> <li>• Limit alcohol use.</li> </ul>
27	Hand washing basics.	<p>When washing your hands: Place hands together under water (preferably warm).</p> <ul style="list-style-type: none"> <li>• Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds.</li> <li>• Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs, and under the fingernails.</li> <li>• Clean dirt from under your fingernails.</li> <li>• Rinse the soap from your hands.</li> <li>• Use a towel to turn off the faucet.</li> <li>• Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands.</li> <li>• Pat your skin rather than rub to avoid chapping and cracking.</li> <li>• Avoid turning off the water with your clean hands. Use your paper towel or elbow. Then use your towel to open any doors before towel disposal.</li> </ul>
28	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>
29	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.
30	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>
31	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>

February / July / October		
Day	Safety Tips	Response: Talking Points
1	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>
2	Wheels must be chocked, or trailer restraints engaged at all times during the loading/unloading of trailers.	All trailers must be chocked, or trailer restraints engaged during the time they are being loaded/unloaded. Copper-alloy, aluminum, or durable rubber chocks, at least 8 inches (width and length), are acceptable chocks to use in loading dock operations. Chocks must be snug against the front of the back tandems - pieces of lumber, concrete blocks, etc., are NEVER to be used as wheel chocks.
3	Use a step or rolling ladder to reach high places.	Has anyone ever used a chair as a ladder? Standing on alternate equipment such as chairs, counters, tables, cartons, etc., may result in a serious fall. Never take a shortcut when it comes to ladder safety. Locate a ladder of the appropriate size and rating for your needs. Practice ladder safety at home, also.
4	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>
5	Shopping carts and customer service.	In order to improve customer service and reduce risk, shopping carts should be recovered from the parking lot at least every 15 to 20 minutes during peak periods. This will ensure an adequate supply of carts is available and reduce damage from abandoned or unsecured carts striking customer vehicles.
6	Are you prepared for an emergency?	Weather events, civil unrest, and other unexpected negative events can affect you at work and at home. Be prepared and responsible.
7	Buckle-up when driving to and from work.	<p>It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by vehicle. In fact, motor vehicle accidents are the leading cause of accidental death for individuals aged 1 to 34. Seat belts provide the greatest protection against occupant ejection.</p> <ul style="list-style-type: none"> <li>• Ejection from a vehicle generally causes the most severe injuries in a crash.</li> <li>• 75% of the occupants who are ejected from vehicles are killed (NHTSA).</li> <li>• Seat belts need to be used even if the vehicle is equipped with air bags. An air bag inflates and deflates in a matter of seconds. If there is a secondary crash, you have no restraint protection.</li> <li>• Seat belts lessen the impact of air bags on vehicle occupants.</li> </ul>



## February / July / October

Day	Safety Tips	Response: Talking Points
8	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>
9	Your safety audits/inspections are not complete until they are documented.	Documentation is proof that you did something. You should document safety audits/inspections, safety meetings, safety warnings given to others, weather conditions, etc. Remember DDDD: Did not document, did not do.
10	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.
11	Do you know what an 'SDS' is?	SDS (Safety Data Sheets) explain the hazards of the chemicals you work with, the necessary precautions to take when using them, and as first aid procedures when exposure occurs. SDS for chemicals should be readily available to all personnel in work areas where the chemicals are present. Information on SDS use is part of the company's Hazard Communication program, an OSHA requirement. Remember, never use a chemical unless you understand possible hazards of use and ensure the container is properly labeled.
12	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.
13	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.
14	Your safety zone.	Your safety zone is the area between your waist and your chest. When lifting, keep heavy items in your safety zone and as close to your body as possible. This will reduce stress on your lower back when lifting.
15	Bend at your knees; save your back.	This old familiar message is still important.

February / July / October		
Day	Safety Tips	Response: Talking Points
16	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.
17	An uncluttered store shows respect for those who shop and work there and can help prevent injuries	Poor housekeeping can contribute to slip/trip/fall and other incidents. Make sure all managers and associates are trained to never walk by an unsafe act or unsafe condition. Associates should actively keep their areas clean and free of clutter.
18	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.
19	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>
20	Inspect fire extinguishers monthly.	<p>Fire extinguishers should be inspected at least monthly to determine that they are:</p> <ul style="list-style-type: none"> <li>• Fully charged.</li> <li>• Properly mounted.</li> <li>• Easily accessible.</li> <li>• Clearly marked.</li> </ul> <p>Each fire extinguisher should have an inspection tag attached indicating that a licensed fire extinguisher company has inspected it in the past year.</p>
21	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.
22	Why wear safety shoes?	Safety shoes can help 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.
23	Point-of-Sale (POS) PIN Pad Audits	Assure point-of-sale (POS) pin pads at the checkout areas are locked, tethered, and not tampered with. Report any issues to your manager.

## February / July / October

Day	Safety Tips	Response: Talking Points
24	Carbon monoxide; the silent killer.	<p>Carbon monoxide is known as the silent killer because it is an odorless, colorless, tasteless gas that claims about 300 lives a year and is the #1 cause of poisoning deaths in the U.S. Safety tips:</p> <ul style="list-style-type: none"> <li>• Have a CO detector on every floor of your home.</li> <li>• Do not put one too close to your furnace.</li> <li>• Watch for flu-like symptoms.</li> <li>• If the detector sounds, evacuate.</li> </ul>
25	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>
26	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 (SDS).</p>
27	Buckle up when traveling to and from work.	<p>It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by vehicle. In fact, motor vehicle accidents are the leading cause of accidental death for individuals aged 1 to 34. Seat belts provide the greatest protection against occupant ejection.</p> <ul style="list-style-type: none"> <li>• Ejection from a vehicle generally causes the most severe injuries in a crash.</li> <li>• 75% of the occupants who are ejected from vehicles are killed (NHTSA).</li> <li>• Seat belts need to be used even if the vehicle is equipped with air bags. An air bag inflates and deflates in a matter of seconds. If there is a secondary crash, you have no restraint protection.</li> <li>• Seat belts lessen the impact of air bags on vehicle occupants.</li> </ul>
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>

February / July / October		
Day	Safety Tips	Response Talking Points
29	Cut prevention	Some basic tips include storing sharp devices in designated areas, cleaning sharp items separately from other equipment, practicing safe handling during use of the sharp items, and never bypassing safety devices that are part of the devices. What exposures to cuts from equipment are there in your area?
30	Housekeeping preventing 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.
31	The handling of empty pallets may seem like a routine job, but do not be fooled!	<p>In doing this type of work, you can perform certain acts that can easily result in injuries if safety precautions are not taken.</p> <p>Never stand pallets on end. This can result in a struck-by injury.</p> <p>Do not stack pallets more than 6 feet high.</p> <p>Use a team lift on heavy or oversized pallets.</p>

March /June / November		
Day	Safety Tips	Response: Talking Points
1	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.
2	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.
3	What is your role in an emergency drill?	Your role in a drill is most likely your role in the event of an emergency. Be familiar with what your responsibilities are by fully understanding your emergency preparedness program.
4	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.
5	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.
6	Buckle up when traveling to and from work.	<p>It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by vehicle. In fact, motor vehicle accidents are the leading cause of accidental death for individuals aged 1 to 34. Seat belts provide the greatest protection against occupant ejection.</p> <ul style="list-style-type: none"> <li>• Ejection from a vehicle generally causes the most severe injuries in a crash.</li> <li>• 75% of the occupants who are ejected from vehicles are killed (NHTSA).</li> <li>• Seat belts need to be used even if the vehicle is equipped with air bags. An air bag inflates and deflates in a matter of seconds. If there is a secondary crash, you have no restraint protection.</li> <li>• Seat belts lessen the impact of air bags on vehicle occupants</li> </ul>
7	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.



March / June / November		
Day	Safety Tips	Response: Talking Points
8	When choosing a box cutter, you need the right one for the job. Always use a safety-type box cutter.	<p>Make sure employees are using box cutters that have modern safety features. For example, a safety cutter with a tape popper can cut the tape on boxes without engaging the blade, reducing the laceration exposure.</p> <p>Also, use a box cutter with a fully, automatic retractable or concealed blade to minimize exposure.</p>
9	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>
10	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> <p>At least twice a year</p> <p>When anything changes in your household</p>
11	Clean up or report all spills, leaks, and wet areas immediately.	<p>Immediately attend to wet spots to prevent trip and fall injuries to yourself, other associates and customers.</p> <p>If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible person.</p>
12	Do not take shortcuts	<p>If you are injured, the minute you saved may cost you days, weeks, or months of recovery time.</p>
13	Before you begin to lift an object...	<p>First, ask yourself if it is safe to perform a lifting task without help. If your 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.</p> <p>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.</p>
14	Document non-functional lights and repair ASAP!	<p>Lights that are not functional can be a safety and security liability and should be restored as soon as possible.</p> <p>Lights include emergency exit lights, battery-powered emergency evacuation lights, and any light inside or outside of the building.</p> <p>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.</p>

## March / June / November

Day	Safety Tips	Response: Talking Points
15	Report damage to ladders immediately; never use damaged ladders.	<p>Using damaged ladders is a recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Before use, inspect ladders for cracks, bent or missing rungs, etc. Do not load ladders beyond their maximum manufacturer's rated capacity, which includes the total weight of the climber, tools, supplies, and other objects placed upon the ladder. When purchasing a ladder for work or home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> <li>• Special Duty (Type I-AA): 375 pounds</li> <li>• Extra Heavy Duty (Type I-A): 300 pounds</li> <li>• Heavy Duty (Type I): 250 pounds</li> <li>• Medium Duty (Type II): 225 pounds</li> <li>• Light Duty (Type III): 200 pounds</li> </ul> <p>Type I-A and I-AA ladders are recommended for home use.</p> <p>If purchasing a one, two or three-step stepladder, ensure the ladder has a protective railing on the front to prevent falls due to loss of balance.</p>
16	Anti-fatigue mats	The use of anti-fatigue mats is helpful to relieve static pressure on the back. Standing on anti-fatigue mats, as compared to bare floors, may provide a noticeable improvement in comfort.
17	Repetitive tasks	In order to reduce the likelihood of injury because of repetitive tasks, employees, whenever possible, should break up those tasks with less demanding duties or job rotation using different muscle groups.
18	Use good judgment and take action to eliminate unsafe acts!	<p>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.</p> <p>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.</p>
19	Wash Hands	<p>Frequent hand washing helps to prevent the spread of colds, flu, and other communicable diseases. The US Centers for Disease Control suggests following these five steps every time:</p> <ol style="list-style-type: none"> <li>1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.</li> <li>2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</li> <li>3. Scrub your hands for at least 20 seconds. (Need a timer? Hum the Happy Birthday song from beginning to end twice.)</li> <li>4. Rinse your hands well under clean, running water.</li> <li>5. Dry your hands using a clean towel or air dry them.</li> </ol>

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20	Always use extreme caution when operating material handling equipment.	Only when trained are you allowed to operate a forklift and/or material handling equipment. Always be aware of pedestrians and move at safe speeds.
21	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> <ul style="list-style-type: none"> <li>• Replace household:</li> <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>
22	An uncluttered grocery store shows respect for those who shop and work there.	Make sure all managers and associates are trained to never walk by an unsafe act or unsafe condition.
23	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"> <li>• Never stand pallets on end. This can result in a struck-by injury.</li> <li>• Do not stack pallets more than 6 feet high.</li> <li>• Use a team lift on heavy or oversized pallets.</li> </ul>
24	A minimum width of 36 inches must be maintained in all exit pathways.	<p>To ensure adequate exit pathways, 36 inches of walking space is a bare minimum</p> <p>Keep storage out of the pathways.</p>
25	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.
26	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.
27	Always slow down before walking through a swinging door.	Two people quickly approaching a swinging door from opposite directions can cause a major accident.
28	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.
29	Are switches in electrical panels properly labeled?	Circuit breaker switches in electrical panels should be labeled to indicate the area each switch controls so they can be quickly identified in the event of an emergency.

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Day	Safety Tips	Response: Talking Points
29	Are switches in electrical panels properly labeled?	Circuit breaker switches in electrical panels should be labeled to indicate the area each switch controls so they can be quickly identified in the event of an emergency.
30	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.
31	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>

## April / August / December

Day	Safety Tips	Response: Talking Points
1	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"> <li>• Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned and salt or other abrasives added as needed.</li> <li>• Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted.</li> <li>• 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.</li> <li>• Entrance mats or runners should extend 15 feet into the building to permit customers and employees to rid their shoes of moisture.</li> <li>• Entrances should be closely monitored during inclement weather and water noted and cleaned up immediately to reduce slip-and-fall incidents.</li> <li>• <i>Wet floor</i> 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.</li> </ul> <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>
2	De-escalation to prevent workplace violence.	<p>Workplace injuries can occur because of the aggressive actions of customers, family members, friends, or fellow employees. It is important to be able to recognize any clues leading up to a violent act and know how to react so that the developing situation de-escalates.</p> <p>If you need refresher training, never be afraid to ask for it.</p>
3	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
4	Practice safe storage in all areas.	<p>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.</p> <p>Use a step stool or ladder to lessen overhead stretching.</p>
5	Child safety	<p>Falls from shopping carts are the leading cause of head injuries to small children. The Consumer Product Safety Commission advises that thousands of children each year are treated in emergency rooms because of falls from shopping carts. Remember the following rules while monitoring child safety in regard to shopping cart use:</p> <ul style="list-style-type: none"> <li>• Children placed in shopping carts should be secured via the seatbelt provided.</li> <li>• Children should be prohibited from riding in the cart basket or riding or climbing on the sides of the shopping cart.</li> <li>• Children should also be prevented from pushing one cart with another.</li> </ul>



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6	Use kneepads when stocking low shelves or kneeling for long periods.	The use of kneepads can help to reduce the risk of stress on the knees and legs.
7	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.
8	Use thermal gloves when handling frozen foods.	When handling frozen foods, one should use thermal gloves. Cold temperatures can reduce circulation, causing stress on the hands. The use of thermal gloves will permit the job to be completed in a more timely and comfortable manner.
9	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 safety checklist as a daily reminder of your safety responsibilities shows that your company is acknowledging their commitment to safety.
10	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.
11	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 fall, 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 confirm this is done.
12	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.
13	Prevent lacerations.	Use cut-resistant gloves when you trim meat produce, etc.
14	Know how to report an employee on- the-job injury	Promptly report employee injuries to the supervisor or designated person regardless of whether medical treatment is required. Minor injuries may be handled by a designated clinical professional onsite. Applicable staff should keep first aid/AED training current and first aid supplies/kits should be well stocked in non-clinical areas
15	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.
16	Please use 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 help prevent you from falling and seriously injuring yourself.
17	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.

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Day	Safety Tips	Response: Talking Points
18	Fatigue	<p>Fatigue is defined as mental or physical exhaustion and extreme tiredness or weariness resulting from physical or mental activity. Fatigue can be a symptom of a medical condition, but more commonly, it is a normal physiological reaction to exertion, lack of sleep (per the National Safety Council, 1 in 3 American workers is sleep deprived), boredom, changes of sleep-wake schedules or stress. How many of these do you think can affect your performance at work or ability to work or drive safely? Here are some fatigue warning signs related to driving:</p> <ul style="list-style-type: none"> <li>• Unable to stop yawning.</li> <li>• Trouble keeping your eyes open and focused, especially at stop lights.</li> <li>• Driving becomes sloppy and you weave between lanes, tailgate or miss traffic signals.</li> <li>• Finding yourself hitting the grooves or rumble strips on the side of the road.</li> <li>• Finding yourself opening a window or turning up the radio to stay alert.</li> <li>• Driving aggressively to get to your next destination faster.</li> </ul> <p>Fatigue counter measures include obtaining a minimum number of hours of restful sleep, employing napping strategies, taking sufficient rest breaks from driving, and paying attention to variations in mood, motivation, and performance. With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving. Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family, and enjoying your hobbies and other fun and important parts of life.</p>
19	You receive a bomb threat. What do you do?	Know your procedures and responsibilities for all emergency events!
20	How you respond can make all the difference, when investigating accidents and injuries.	<p>When investigating accidents and injuries:</p> <ul style="list-style-type: none"> <li>• Respond in a timely manner to the scene.</li> <li>• Treat everyone fairly and with respect.</li> <li>• Do not move the injured person unless it is safe to do so, or the person's life is in danger.</li> <li>• If there is any doubt, management should call emergency services or 911.</li> <li>• Follow established protocols.</li> <li>• Provide injured workers and visitors with necessary post-accident information.</li> <li>• Accident reports are confidential documents and copies should not be provided to unauthorized persons.</li> <li>• Do not make inappropriate comments or place blame on anyone at the accident scene.</li> </ul>

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21	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
22	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 shocking experience for all, if missing.
23	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.
24	Conveyor Safety	Conveyors should never be operated unless all safeguards are in place. Employees should remember the following rules: <ul style="list-style-type: none"> <li>• Keep all body parts away from the moving conveyor.</li> <li>• No sitting, standing, leaning on, or riding on conveyors.</li> <li>• Never jump over or crawl under a conveyor.</li> <li>• Never wear loose clothing, jewelry, etc. that could get caught in the conveyor.</li> <li>• Never attempt to repair or unjam any part of the conveyor system without first stopping the conveyor.</li> <li>• Know the location of emergency cords or shut-off devices in an emergency or system problem.</li> </ul>
25	They say hindsight is a perfect science...	However, having foresight can prevent incidents. Do your part in reporting hazards promptly.
26	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.
27	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.

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28	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency.
29	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
30	Use good judgment and take action to eliminate unsafe acts!	<p>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.</p> <p>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.</p>
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.







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## Contact us:

**Zurich Resilience Solutions**

**880-982-5964**

**[risk.engineering@zurichna.com](mailto:risk.engineering@zurichna.com)**

**[www.zurichna.com/risk](http://www.zurichna.com/risk)**

The Zurich Services Corporation  
Zurich Resilience Solutions | Risk Engineering  
1299 Zurich Way  
Schaumburg Illinois 60196-1056

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