

Daily Safety Tips for Manufacturing Supervisors

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.
	Do you know where the closest fire extinguisher is located and how to use it? policy say?	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

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1	Exit signs with arrows should correctly reflect the direction of travel to exit the building.	There have been several deaths in fires because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter.
2	Non-employees should not be allowed to enter unless...	They have been properly identified, given a safety briefing, and provided with an escort if needed. Unauthorized individuals attempting to enter the facility must be reported to management immediately.
3	When on a ladder, remember and practice the <i>belt buckle rule</i> .	Never lean further than the center of your body or where a belt buckle is normally located when on a ladder. If you need to reach further, climb down, and move the ladder as needed to eliminate the risk of the ladder sliding and a serious fall occurring. Never stand on the top step of a ladder and never straddle one. Contact a Zurich risk engineer for a risk topic on this subject.
4	When beginning work on warehouse order pickers (also known as cherry pickers) ...	Operators must always secure their safety harnesses and tethers. To avoid serious injury, operators should never disconnect their fall protection while operating an order picker. Serious injuries and fatalities occur when operators fail to use their fall protection or disconnect their fall protection when working at elevation. Only when the unit has been lowered and turned off may an operator disconnect their fall protection.
5	Are all electrical panels properly covered?	Serviced electrical panels are sometimes not restored to a safe condition by the service representative. Inspect electrical panels at least monthly to make certain the covers and all protective pieces to the panels have been properly placed back on the equipment. Confirm all electrical circuitry is covered. The unsafe conditions noted should be corrected immediately by a licensed electrician.
6	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 under the 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.
7	When you have an object to lift that is too heavy or bulky, get help!	Ask a co-worker for assistance. Remember, two backs are stronger than one!

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8	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.
9	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>
10	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>
11	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.
12	Buckle up when traveling to and from work.	<p>It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by vehicle. In fact, motor vehicle accidents are the leading cause of accidental death for individuals aged 1 to 34. Seat belts provide the greatest protection against occupant ejection.</p> <ul style="list-style-type: none"> • Ejection from a vehicle generally causes the most severe injuries in a crash. • 75% of the occupants who are ejected from vehicles are killed (NHTSA). • Seat belts need to be used even if the vehicle is equipped with air bags. An air bag inflates and deflates in a matter of seconds. If there is a secondary crash, you have no restraint protection. • Seat belts lessen the impact of air bags on vehicle occupants.
13	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.
14	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>
15	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency.

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16	Keep your work area clean and orderly.	Good housekeeping is integral to a pleasant and safe place to work. All employees must do their part to keep their work area clean and orderly. During an emergency, clear exit and travel paths are essential to everyone's safety.
17	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.
18	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.
19	When choosing a box cutter, you need the right one for the job. Always use a safety-type box cutter.	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. Also, use a box cutter with a fully, automatic retractable or concealed blade to minimize exposure.
20	Be prepared for heat.	Heat-related illnesses are dangerous, and sometimes fatal. And it is not just in summer--many work environments are hot and humid even in mid-winter! <ul style="list-style-type: none"> • Make sure you drink plenty of cool water. (Use sports drinks moderately; some are loaded with sugar and calories.) • Take frequent rest breaks, preferably in a shady or air-conditioned area. • Give new and returning employees the chance to gradually become used to working in hot temperatures (acclimatize). • Train employees on heat illness prevention, signs of heat illness, and how to act immediately if they or another employee appears to be suffering from a heat-related illness.
21	Know your responsibility in every emergency situation.	What would you do in the event of a <ul style="list-style-type: none"> • Fire? • Bomb threat? • Active shooter? • Weather event (flood, tornado, etc.)? • Power outage? • Serious employee accident? These may vary with different facilities.
22	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.

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23	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
24	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.
25	Confirm sprinkler systems are tested.	Sprinkler systems can be very intimidating to untrained personnel. Those not trained should rely on licensed fire protection representatives to perform required testing. Additional information can be found in the NFPA 25 standard and from your Zurich Risk Engineer.
26	Never defeat a safety device	Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to increased risk of serious injury. Report violations of this nature to management for investigation.
27	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.
28	Misuse of chemicals or cleaning agents can be dangerous.	The World Health Organization (WHO) says: <i>Chemicals are part of our daily life. All living and inanimate matter is made up of chemicals, and virtually every manufactured product involves the use of chemicals. Many chemicals can, when properly used, significantly contribute to the improvement of our quality of life, health, and well-being. But other chemicals are highly hazardous and can negatively affect our health and environment when improperly managed.</i> Pay attention to your Hazard Communication training: <ul style="list-style-type: none"> • Wear your PPE. • Make sure chemicals are properly stored and labeled.
29	Oh, my aching back!	If you go home each night with a backache, it is up to you to ask what might be causing it. Are you lifting too much weight? Are you putting yourself in awkward positions? There are many possible causes of back pain, both work- related and non-work-related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.
30	Do not jump onto or off of loading docks.	To help avoid injury, use designated employee stairways to enter or exit the building.
31	To help avoid injury, use designated employee stairways to enter or exit the building.	Falls from height are a common cause of injury in many industries and can cause serious or fatal injuries. Take the time to safely climb.

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1	Ensure adequate clearance (at least 18 inches) for materials stored near sprinkler heads to permit proper functioning of the system.	<p>There should not be any storage within 18 inches of sprinkler heads in the warehouse. If storage is blocking sprinkler heads and a fire starts, it will take a great deal longer for the heads to activate, which will allow the fire to grow. This may hinder visitors and employees from safely evacuating a given area of the building.</p> <p>Sprinkler heads that are inadvertently painted should also be identified and replaced by a licensed fire protection professional.</p> <p>Certain commodities and special sprinkler heads may require additional clearance. For example, 36 inches of clearance from sprinkler heads is required for rubber tire storage. The authority having jurisdiction may also set more demanding standards.</p> <p>NFPA 13, has more details regarding sprinkler head clearance.</p>
2	Conveyor Safety	<p>Conveyors should never be operated unless all safeguards are in place. Employees should remember the following rules:</p> <ul style="list-style-type: none"> • Keep all body parts away from the moving conveyor. • No sitting, standing, leaning on, or riding on conveyors. • Never jump over or crawl under a conveyor. • Never wear loose clothing, jewelry, etc. that could get caught in the conveyor. • Never attempt to repair or unjam any part of the conveyor system without first stopping the conveyor. • Know the location of emergency cords or shut-off devices in an emergency or system problem.
3	Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.	Falls from height are a common cause of injury in many industries and can cause serious or fatal injuries. Take the time to safely climb.
4	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.
5	Lockout/tag out affected employees.	Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need to know that it is locked out. Inform affected employees of the activity being performed. Verify that those affected employees are trained in lockout/tag out procedures and that they know not to remove the lock or tag that has been applied.
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.

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7	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>
8	Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.	<p>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.</p>
9	Powered material handling equipment and industrial vehicles require caution for operators and pedestrians.	<p>When operating forklifts and material handling equipment, always pay attention to your surroundings to avoid hitting pedestrians (co-workers, visitors), other equipment operators, and property (e.g., storage racks).</p> <p>While pedestrians should walk in designated areas and never approach a driver unless it is safe to do so, this does not always occur, and you should watch out for these types of actions.</p> <p>Always exercise extreme caution when operating forklifts and material handling equipment. Pedestrians should walk in designated areas and never approach a driver unless it is safe to do so.</p>
10	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>
11	Safety inspections are incomplete until they are documented.	<p>If inspection results are not written down, it is difficult to follow up with corrective actions. Historical records also help in identifying problem areas that may need additional attention.</p>
12	What is the two-person approach to slip, trip, or fall prevention?	<p>Many times, a spill or trip hazard will be observed that cannot be immediately corrected. With a two-person approach, one associate stays in an unsafe condition while the other obtains the proper assistance, cleanup materials, caution signs, or barriers to keep visitors or associates away from the hazard.</p>
13	Maintain machine safeguards.	<p>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.</p>

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14	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.
15	Report damage to ladders immediately; do not use damaged ladders.	Using damaged ladders is a sure recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Portable ladders must be inspected before the first use on each shift. An inspection tag on each ladder is a good way to ensure this is done.
16	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.
17	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>
18	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.
19	Your company has an emergency plan.	Periodically review your emergency plan with management and associates and be aware of what steps to follow in an emergency. Remind them that some of these plans are also applicable when not at work (e.g., know two ways to get out of your home, a theater, a restaurant, etc. if there is a fire, active shooter, etc.)
20	Do you have a working fire extinguisher in your home	<p>Include a working fire extinguisher in your disaster preparedness plans at home.</p> <p>Like all fire extinguishers, regularly inspect it to guarantee you have full charge when you need it.</p>
21	Remember that there is no smoking in the workplace.	There is a reason for no smoking in the workplace. Most states forbid smoking due to health and fire hazards.

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22	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>
23	Extreme temperatures can be dangerous.	<p>Extreme cold can cause cold burns (frostbite) and hypothermia. Extreme heat can cause heat cramps, heat exhaustion, or heat stroke. Hypothermia and heat stroke are life-threatening conditions. Take appropriate precautions to protect yourself from extreme temperatures.</p>
24	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>
25	What is an SDS and what does it contain?	<p>Safety Data Sheet (SDS).</p> <p>Every hazardous substance in the workplace should have an SDS on file, which tells you:</p> <ul style="list-style-type: none"> • What the substance is • What possible dangers you might encounter while using the product • How to properly protect yourself from the substance. <p>The SDS will list required PPE for that particular substance.</p>
26	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>
27	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>
28	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>

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29	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
30	My hearing protection is uncomfortable.	Employees resist hearing protection more than any other type of PPE. One reason is that they do not think they really need it. Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. Another reason for not wearing hearing protection is that it can feel uncomfortable. Sometimes workers <i>spring</i> the muffs (radio headsets do not qualify as hearing protection) so they do not seal properly against the head or snip off the inner portion of ear plugs leaving only the outer end to fool their supervisor. If you feel the need to do this, see your supervisor about obtaining a different type/style that fits correctly and comfortably.
31	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>

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1	Separate oxygen cylinders from fuel gas cylinders.	When in storage, oxygen cylinders must be separated from fuel gas cylinders (such as acetylene) by at least 20 feet, or by a non-combustible barrier at least 5 feet high with a half hour fire rating.
2	Use three points of contact.	Never jump off the vehicle. When climbing into or out of a truck, forklift, or other piece of equipment, face the vehicle and maintain three points of contact at all times: <ul style="list-style-type: none"> • two feet and one hand; or • one foot and two hands
3	Take regular breaks.	Incidents at work often occur because a worker is tired, resulting in a lack of attention to the job. Taking regular breaks helps you maintain your <i>edge</i> . Schedule difficult tasks early in the shift when your concentration is best.
4	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
5	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.
6	How you respond can make all the difference, when investigating accidents and injuries.	When investigating accidents and injuries: <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.
7	Pallet safety.	Broken/defective pallets should never be used. Indoor storage of idle pallets should be limited to 4 six-foot stacks per pile in buildings without sprinklers. In buildings with sprinklers, pallet storage should be according to NFPA 13. The preferred storage arrangement for idle pallets is outside, at least 50 feet away from buildings.

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8	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>
9	Clean up or report all spills, leaks, and wet areas immediately.	<p>Immediately attend to wet spots to prevent trip and fall injuries to yourself, other associates, and guests.</p> <p>If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible person.</p>
10	Attitude: Safety always applies to you	Safety is no more than doing the job the right way every day
11	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.
12	What is safety accountability?	Safety accountability is a culture in which everyone, management, and associates, is accountable for safety - their own and their coworkers'. Do not ignore an unsafe act or an unsafe condition. With either issue, notify the appropriate manager, or correct or eliminate the unsafe condition.
13	Please use the handrails when using stairs and steps	When climbing or descending steps or stairs, be sure to use handrails. In the event you trip or step on a foreign object or substance, the grip of the rail could prevent you from falling and seriously injuring yourself.
14	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.
15	Why do my shoulders ache after a hard day at work?	<p>Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor.</p> <p>Consider the value of daily stretching as a key component of injury prevention.</p>

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16	Fire exits and aisles.	<p>Fire exits and aisles should always be accessible and free of storage. A general rule would be to make certain the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches.</p> <p>The Authority Having Jurisdiction may set more demanding aisle widths.</p>
17	Bloodborne pathogens: what are <i>Universal Precautions</i> ?	<p>The term <i>Universal Precautions</i> 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>
18	Before an incident 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 dialling a leading digit (often '9') to get an outside line - dialling 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>
19	All accidents must be reported immediately!	All employees should be reminded of the company requirement to report claims to their supervisor or manager immediately.
20	Anticipate Risk: A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
21	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>
22	Know where the emergency eyewash stations and showers are located and how to use them.	<p>Plumbed emergency eyewash stations and showers need to be located within 10-seconds access time of any area where a chemical splash to the eyes or body could occur.</p> <ul style="list-style-type: none"> • Know where they are located. • Make certain they are accessible. • Know how to hold your eyes open under flowing water. • Remember to flush for a minimum of 15 minutes.
23	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.

March / June / September / December		
Day	Safety Tips	Response: Talking Points
24	Lacerations by box cutters are common within the manufacturing industry.	Getting a cut from a box cutter is usually the result of unsafe practice. Using common sense will reduce the frequency of related injuries. Always make sure the box you are cutting is stable. Make certain your opposite hand is not in the cutting area. Always cut away from yourself and others with any cutting tool. The use of cut resistant gloves will reduce lacerations.
25	Will I get in trouble if I report that safety violation?	If your company practices a positive safety culture, reporting unsafe conditions and acts should be rewarded, not punished. Using this calendar as a daily reminder of your safety responsibilities shows that your company is acknowledging their commitment to safety.
26	A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE).	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.
27	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
28	Forklift safety fact.	Never leave a forklift unattended on dock plate/boards, a trailer or in the aisle in the building.
29	What does <i>building a bridge</i> mean regarding back safety?	You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to <i>build a bridge</i> . This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back.
30	Correct or report slip, trip, and fall hazards.	Slips, trips, and falls are the most common accidents in America. Every effort should be made to eliminate these hazards. Correct or report poor housekeeping situations immediately. Contact a Zurich risk engineer for a RiskTopic on this subject.
31	There are rules for climbing ladders.	OSHA lists 3 rules for climbing ladders: 1. Always face the ladder. 2. Keep one hand in contact with the ladder while climbing. 3. Do not carry a load that can cause you to lose your balance. It is best not to carry anything while climbing - use a tool belt or backpack or hoist the load with a rope after you climb the ladder.



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