

# Grocery store manager's 2012 safety calendar





## How the calendar works:

Each calendar date has a daily safety topic listed. After the month of December 2012 or page 16 of the calendar, there are talking points listed that correspond with the safety topic for that date. Grocery store managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every three months.

The information in this calendar is an accumulation of best practices. The calendar should be of great value to your operation. Management generating safety awareness is one of the best ways of controlling and reducing claims and related expenses.

The safety topics provided cover slip, trip and fall prevention, powered material handling, manual material handling, cutting safety, fire extinguisher safety, sprinkler system testing, industrial rack/module safety and a large number of other topics.



# January 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> Grocery store safety inspections are not completed until they are documented.  <b>New Year's Day</b>	<b>2</b> What is the proper way to lift a carton?	<b>3</b> Use thermal gloves when handling frozen foods.	<b>4</b> Fire extinguisher basics - when to use?	<b>5</b> Keep storage away from electrical panels.	<b>6</b> Why do we have safety meetings?	<b>7</b> In choosing a box cutter, you need the right one for the job. Use only a "safety type" box cutter at all times.
<b>8</b> Taking shortcuts can lead to accidents.	<b>9</b> A minimum width of 36" must be maintained in all exit pathways.	<b>10</b> Fire extinguisher basics - Use the PASS system to put out the fire.	<b>11</b> What is safety accountability?	<b>12</b> Why wear safety shoes?	<b>13</b> Buckle up when traveling to and from work.	<b>14</b> The handling of empty pallets may seem like a rather routine job, but do not be fooled!
<b>15</b> Do you know where materials are located to clean up spills or debris?	<b>16</b> A key to helping reduce eye incidents is to always wear the proper PPE when required.  <b>Martin Luther King Day</b>	<b>17</b> Your safety zone	<b>18</b> Bloodborne pathogens - what do "universal precautions" mean?	<b>19</b> An uncluttered grocery store shows respect for those who shop and work there.	<b>20</b> Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.	<b>21</b> Use proper PPE when changing forklift or industrial truck batteries.
<b>22</b> Child safety	<b>23</b> Snow and ice control	<b>24</b> Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.	<b>25</b> What does the term building a bridge mean in regards to back safety?	<b>26</b> Misuse of chemicals or cleaning agents can = Danger.	<b>27</b> Shopping cart safety	<b>28</b> Report damage to ladders immediately, label and do not use damaged ladders.
<b>29</b> Cardboard baler safety	<b>30</b> Report missing fire extinguishers.	<b>31</b> Check compactors to ensure all safety controls are in place.	<b>Notes</b> ..... ..... ..... .....			

# February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Always keep travel paths and exit ways clear.	<b>2</b> Before an incident occurs - post emergency numbers (911).	<b>3</b> Know where the emergency eyewash stations/drenching facilities are located and how to use them.	<b>4</b> Do not jump out of or climb through dock doors.
<b>5</b> When is it acceptable to leave a forklift unattended on dock boards or trailers?	<b>6</b> We should wear our personal protective equipment (PPE).	<b>7</b> Never let a near miss go unreported.	<b>8</b> Always use extreme caution...	<b>9</b> When do I report an injury or accident to my supervisor?	<b>10</b> Forklifts are to be checked at the beginning of each shift (brakes, horns, steering, etc.) for proper operation.	<b>11</b> Fire extinguishers fully charged?
<b>12</b> Are switches in electrical panels properly labeled?	<b>13</b> You can't fool safety devices.	<b>14</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins. <i>Valentine's Day</i>	<b>15</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>16</b> How you respond when investigating accidents and injuries could make all the difference.	<b>17</b> When you work with chemicals, you have a right to know...	<b>18</b> Good shoes are essential to a good safety program.
<b>19</b> Extension cord use	<b>20</b> Ensure sprinkler systems are tested.  <i>President's Day</i>	<b>21</b> Shopping carts and customer service	<b>22</b> Please use handrail.	<b>23</b> Flammable and combustible materials should be minimized.	<b>24</b> Prevent lacerations	<b>25</b> Document nonfunctional lights; repair ASAP.
<b>26</b> Report slip, trip and fall hazards.	<b>27</b> When on a ladder, remember the belt buckle rule.	<b>28</b> Are you prepared to act in an emergency?	<b>29</b> Lockout/tagout-affected employees	<b>Notes:</b> ..... ..... ..... .....		

# March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> ..... ..... ..... .....				<b>1</b> Immediately clean up anything spilled on the floor that could cause someone to slip and fall.	<b>2</b> Repetitive tasks	<b>3</b> First aid kits / First aid logs
<b>4</b> Your "Right-To Know" refers to?	<b>5</b> What is an "MSDS" and what does it contain?	<b>6</b> Never climb racking or step onto elevated racking	<b>7</b> Falls through roofing skylights	<b>8</b> Hearing protection is essential when noise exposures can't be controlled at the source.	<b>9</b> All associate accidents reported within 24 hours?	<b>10</b> All stairwells are clear and free of obstruction?
<b>11</b> Anti-fatigue mats	<b>12</b> Before you begin to lift.	<b>13</b> A neat and clean workplace is necessary for Safety.	<b>14</b> Your company has an emergency action plan.	<b>15</b> Fire exits and aisles	<b>16</b> Keep manual food processing equipment (knives, slicers, etc.) sharp, and in good repair.	<b>17</b> You receive a bomb threat call - What do you do?
<b>18</b> When you have an object to lift that is too heavy or bulky, get help!	<b>19</b> Don't take shortcuts!	<b>20</b> Conveyor safety	<b>21</b> Attitude - "This safety stuff doesn't apply to me."	<b>22</b> Electrical panels properly covered?	<b>23</b> Do all electrical outlets have secure faceplates?	<b>24</b> Use a step or rolling ladder to reach high places.
<b>25</b> Use kneepads when stocking low shelves for long periods.	<b>26</b> Housekeeping: Helping reduce slips, trips and falls	<b>27</b> Fire extinguishers, sprinkler risers, fire alarm equipment	<b>28</b> 18" Clearance from all sprinkler heads permits proper functioning of the system.	<b>29</b> Pallets should be maintained in good, safe operating condition.	<b>30</b> Take extra precaution if taking fire protection systems out of service.	<b>31</b> Text messaging and talking on the cell phone while driving are classified as distracted driving.

# April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> Grocery store safety inspections are not completed until they are documented.	<b>2</b> What is the proper way to lift a carton?	<b>3</b> Use thermal gloves when handling frozen foods.	<b>4</b> Fire extinguisher basics - when to use?	<b>5</b> Keep storage away from electrical panels.	<b>6</b> Why do we have safety meetings?  Good Friday	<b>7</b> In choosing a box cutter, you need the right one for the job. Use only a "safety type" box cutter at all times.
<b>8</b> Taking shortcuts can lead to accidents.  Easter	<b>9</b> A minimum width of 36" must be maintained in all exit pathways.	<b>10</b> Fire extinguisher basics - Use the PASS system to put out the fire.	<b>11</b> What is safety accountability?	<b>12</b> Why wear safety shoes?	<b>13</b> Buckle up when traveling to and from work.	<b>14</b> The handling of empty pallets may seem like a rather routine job, but do not be fooled!
<b>15</b> Do you know where materials are located to clean up spills or debris?	<b>16</b> A key to helping reduce eye incidents is to always wear the proper PPE when required.	<b>17</b> Your safety zone	<b>18</b> Bloodborne pathogens - what do "universal precautions" mean?	<b>19</b> An uncluttered grocery store shows respect for those who shop and work there.	<b>20</b> Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.	<b>21</b> Use proper PPE when changing forklift or industrial truck batteries.
<b>22</b> Child safety	<b>23</b> Please use handrails	<b>24</b> Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.	<b>25</b> What does the term building a bridge mean in regards to back safety?	<b>26</b> Misuse of chemicals = Danger	<b>27</b> Shopping cart safety	<b>28</b> Report damage to ladders immediately, don't use damaged ladders.
<b>29</b> Cardboard baler safety	<b>30</b> Report missing fire extinguishers.	<b>Notes:</b> ..... ..... ..... .....				

# May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<b>1</b> Always keep travel paths and exit ways clear.	<b>2</b> Before an incident occurs - post emergency numbers (911).	<b>3</b> Know where the emergency eyewash stations/drenching facilities are located and how to use them.	<b>4</b> Do not jump out of or climb through dock doors.	<b>5</b> When is it acceptable to leave a forklift unattended on dock boards or trailers?
<b>6</b> We should wear our personal protective equipment (PPE).	<b>7</b> Never let a near miss go unreported.	<b>8</b> Always use extreme caution...	<b>9</b> When do I report an injury or accident to my supervisor?	<b>10</b> Forklifts are to be checked at the beginning of each shift (brakes, horns, steering, etc.) for proper operation.	<b>11</b> Fire extinguishers fully charged?	<b>12</b> Are switches in electrical panels properly labeled?
<b>13</b> You can't fool safety devices.  Mother's Day	<b>14</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.	<b>15</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>16</b> How you respond when investigating accidents and injuries could make all the difference.	<b>17</b> When you work with chemicals, you have a right to know...	<b>18</b> Good shoes are essential to a good safety program.	<b>19</b> Extension cord use
<b>20</b> Ensure sprinkler systems are tested.	<b>21</b> Shopping carts and customer service	<b>22</b> Please use handrail.	<b>23</b> Flammable and combustible materials should be minimized.	<b>24</b> Prevent lacerations.	<b>25</b> Document nonfunctional lights; repair ASAP.	<b>26</b> Report slip, trip and fall hazards.
<b>27</b> When on a ladder, remember the belt buckle rule.	<b>28</b> Are you prepared to act in an emergency?  Memorial Day	<b>29</b> Lockout/tagout-affected employees	<b>30</b> What is the two-person approach in regards to slip, trip or fall prevention?	<b>31</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.	<b>Notes</b> ..... ..... ..... .....	

# June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> ..... ..... ..... .....					<b>1</b> Immediately clean up anything spilled on the floor that could cause someone to slip and fall.	<b>2</b> Repetitive tasks
<b>3</b> First aid kits / First aid logs	<b>4</b> Your "Right-To Know" refers to?	<b>5</b> What is an MSDS and what does it contain?	<b>6</b> Never climb racking or step onto elevated racking	<b>7</b> Falls through roofing skylights	<b>8</b> Hearing protection is essential when noise exposures can't be controlled at the source.	<b>9</b> All associate accidents reported within 24 hours?
<b>10</b> All stairwells are clear and free of obstruction?	<b>11</b> Anti-fatigue mats	<b>12</b> Before you begin to lift.	<b>13</b> A neat and clean workplace is necessary for Safety.	<b>14</b> Your company has an emergency action plan.	<b>15</b> Fire exits and aisles	<b>16</b> Keep manual food processing equipment (knives, slicers, etc.) sharp, and in good repair.
<b>17</b> You receive a bomb threat call - What do you do?  Father's Day	<b>18</b> When you have an object to lift that is too heavy or bulky, get help!	<b>19</b> Don't take shortcuts!	<b>20</b> Conveyor safety	<b>21</b> Attitude - "This safety stuff doesn't apply to me."	<b>22</b> Electrical panels properly covered?	<b>23</b> Do all electrical outlets have secure faceplates?
<b>24</b> Use a step or rolling ladder to reach high places.	<b>25</b> Use kneepads when stocking low shelves for long periods.	<b>26</b> Housekeeping: Helping reduce slips, trips and falls	<b>27</b> Fire extinguishers, sprinkler risers, fire alarm equipment	<b>28</b> 18" Clearance from all sprinkler heads permits proper functioning of the system.	<b>29</b> Pallets should be maintained in good, safe operating condition	<b>30</b> Take extra precaution if taking fire protection systems out of service.

# July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b> Grocery store safety inspections are not completed until they are documented	<b>2</b> What is the proper way to lift a carton?	<b>3</b> Use thermal gloves when handling frozen foods	<b>4</b> Fire extinguisher basics - when to use?  Independence Day	<b>5</b> Keep storage away from electrical panels.	<b>6</b> Why do we have safety meetings?	<b>7</b> In choosing a box cutter, you need the right one for the job. Use a "safety type" box cutter" at all times.
<b>8</b> Taking shortcuts can lead to accidents.	<b>9</b> A minimum width of 36 inches must be maintained in all exit pathways.	<b>10</b> Fire extinguisher basics - Use the PASS system to put out the fire.	<b>11</b> What is safety accountability?	<b>12</b> Why wear safety shoes?	<b>13</b> Buckle up when traveling to and from work.	<b>14</b> The handling of empty pallets may seem like a rather routine job, but do not be fooled!
<b>15</b> Do you know where materials are located to clean up spills or debris?	<b>16</b> A key to helping reduce eye incidents is to always wear the proper PPE when required.	<b>17</b> Your safety zone	<b>18</b> Bloodborne Pathogens - what do "universal precautions" mean?	<b>19</b> An uncluttered grocery store shows respect for those who shop and work there.	<b>20</b> Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket	<b>21</b> Use proper PPE when changing forklift or industrial truck batteries.
<b>22</b> Child safety	<b>23</b> Please use handrails	<b>24</b> Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.	<b>25</b> What does the term building a bridge mean in regards to back safety?	<b>26</b> Misuse of chemicals = Danger	<b>27</b> Shopping cart safety	<b>28</b> Report damage to ladders immediately; don't use damaged ladders
<b>29</b> Cardboard baler safety	<b>30</b> Report missing fire extinguishers.	<b>31</b> Check compactors to ensure all safety controls are in place.	<b>Notes</b> ..... ..... ..... .....			

# August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes</b> ..... ..... ..... .....			<b>1</b> Always keep travel paths and exit ways clear.	<b>2</b> Before an incident occurs - post emergency numbers (911).	<b>3</b> Know where the emergency eyewash stations/drenching facilities are located and how to use them	<b>4</b> Do not jump out of or climb through dock doors.
<b>5</b> When is it acceptable to leave a forklift unattended on dock boards or trailers?	<b>6</b> We should wear our personal protective equipment (PPE).	<b>7</b> Never let a near miss go unreported.	<b>8</b> Always use extreme caution...	<b>9</b> When do I report an injury or accident to my supervisor?	<b>10</b> Forklifts are to be checked at the beginning of each shift (brakes, horns, steering, etc.) for proper operation.	<b>11</b> Fire extinguishers fully charged?
<b>12</b> Are switches in electrical panels properly labeled?	<b>13</b> You can't fool safety devices.	<b>14</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.	<b>15</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>16</b> How you respond when investigating accidents and injuries could make all the difference.	<b>17</b> When you work with chemicals, you have a right to know...	<b>18</b> Good shoes are essential to a good safety program.
<b>19</b> Extension cord use	<b>20</b> Ensure sprinkler systems are tested.	<b>21</b> Shopping carts and customer service	<b>22</b> Please use handrail	<b>23</b> Flammable and combustible materials should be minimized.	<b>24</b> Prevent lacerations	<b>25</b> Document nonfunctional lights; repair ASAP.
<b>26</b> Report slip, trip and fall hazards.	<b>27</b> When on a ladder, remember the belt buckle rule.	<b>28</b> Are you prepared to act in an emergency?	<b>29</b> Lockout/tagout-affected employees	<b>30</b> What is the two-person approach in regards to slip, trip or fall prevention?	<b>31</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.	

# September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes</b> ..... ..... ..... .....						<b>1</b> Immediately clean up anything spilled on the floor that could cause someone to slip and fall.
<b>2</b> Repetitive tasks	<b>3</b> First Aid Kits/First Aid Logs  Labor Day	<b>4</b> Your "Right-To Know" refers to?	<b>5</b> What is an MSDS and what does it contain?	<b>6</b> Never climb racking or step onto elevated racking	<b>7</b> Falls through roofing skylights	<b>8</b> Hearing protection is essential when noise exposures can't be controlled at the source.
<b>9</b> All associate accidents reported within 24 hours?	<b>10</b> All stairwells are clear and free of obstruction?	<b>11</b> Anti-fatigue mats	<b>12</b> Before you begin to lift.	<b>13</b> A neat and clean workplace is necessary for Safety.	<b>14</b> Your company has an emergency action plan.	<b>15</b> Fire exits and aisles clear and free from obstruction?
<b>16</b> Keep manual food processing equipment (knives, slicers, etc.) sharp, and in good repair.	<b>17</b> You receive a bomb threat call - What do you do?  Rosh Hashanah	<b>18</b> When you have an object to lift that is too heavy or bulky, get help!	<b>19</b> Don't take shortcuts!	<b>20</b> Conveyor safety	<b>21</b> Attitude - "This safety stuff doesn't apply to me."	<b>22</b> Electrical panels properly covered?
<b>23</b> Do all electrical outlets have secure faceplates?	<b>24</b> Use a step or rolling ladder to reach high places.	<b>25</b> Use kneepads when stocking low shelves for long periods.	<b>26</b> Housekeeping: Helping reduce slips, trips and falls	<b>27</b> Fire extinguishers, sprinkler risers, fire alarm equipment	<b>28</b> 18" Clearance from all sprinkler heads permits proper functioning of the system.	<b>29</b> Pallets should be maintained in good, safe operating condition.
<b>30</b> Take extra precautions when taking fire protection systems out of service.						

# October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Grocery store safety inspections are not completed until they are documented.	<b>2</b> What is the proper way to lift a carton?	<b>3</b> Use thermal gloves when handling frozen foods.	<b>4</b> Fire extinguisher basics - when to use?	<b>5</b> Keep storage away from electrical panels.	<b>6</b> Why do we have safety meetings?
<b>7</b> In choosing a box cutter, you need the right one for the job. Use only a "safety type" box cutter at all times.	<b>8</b> Taking shortcuts can lead to accidents.  Columbus Day	<b>9</b> A minimum width of 36" must be maintained in all exit pathways.	<b>10</b> Fire extinguisher basics - Use the PASS system to put out the fire.	<b>11</b> What is safety accountability?	<b>12</b> Why wear safety shoes?	<b>13</b> Buckle up when traveling to and from work.
<b>14</b> The handling of empty pallets may seem like a rather routine job, but do not be fooled!	<b>15</b> Do you know where materials are located to clean up spills or debris?	<b>16</b> A key to helping reduce eye incidents is to always wear the proper PPE when required.	<b>17</b> Your safety zone	<b>18</b> Bloodborne pathogens - what do "universal precautions" mean?	<b>19</b> An uncluttered grocery store shows respect for those who shop and work there.	<b>20</b> Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.
<b>21</b> Use proper PPE when changing forklift or industrial truck batteries.	<b>22</b> Child safety	<b>23</b> Winter is coming.... is your location prepared?	<b>24</b> Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.	<b>25</b> What does the term building a bridge mean in regards to back safety?	<b>26</b> Misuse of chemicals = Danger	<b>27</b> Shopping cart safety
<b>28</b> Report damage to ladders immediately, label and do not use damaged ladders.	<b>29</b> Cardboard baler safety	<b>30</b> Report missing fire extinguishers.	<b>31</b> Check compactors to ensure all safety controls are in place.  Halloween	<b>Notes</b> ..... ..... ..... .....		

# November 2012

<b>Notes:</b> ..... ..... ..... .....				<b>1</b> Always keep travel paths and exit ways clear.	<b>2</b> Before an incident occurs - post emergency numbers (911).	<b>3</b> Know where the emergency eyewash stations/drenching facilities are located and how to use them.
<b>4</b> Do not jump out of or climb through dock doors.	<b>5</b> When is it acceptable to leave a forklift unattended on dock boards or trailers?	<b>6</b> We should wear our personal protective equipment (PPE).  Election Day	<b>7</b> Letting a near miss go unreported.	<b>8</b> Always use extreme caution...	<b>9</b> When do I report an injury or accident to my supervisor?	<b>10</b> Forklifts are to be checked at the beginning of each shift (brakes, horns, steering, etc.) for proper operation.
<b>11</b> Fire extinguishers fully charged? Letting a near miss go unreported.  Veteran's Day	<b>12</b> Are switches in electrical panels properly labeled?  Veteran's Day Observed	<b>13</b> You can't fool safety devices.	<b>14</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.	<b>15</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>16</b> How you respond when investigating accidents and injuries could make all the difference.	<b>17</b> When you work with chemicals, you have a right to know...
<b>18</b> Good shoes are essential to a good safety program.	<b>19</b> Extension cord use	<b>20</b> Ensure sprinkler systems are tested.	<b>21</b> Shopping carts and customer service	<b>22</b> Please use handrail.  Thanksgiving Day	<b>23</b> Flammable and combustible materials should be minimized.	<b>24</b> Prevent lacerations
<b>25</b> Document nonfunctional lights; repair ASAP.	<b>26</b> Report slip, trip and fall hazards.	<b>27</b> When on a ladder, remember the belt buckle rule.	<b>28</b> Are you prepared to act in an emergency?	<b>29</b> Lockout/tagout-affected employees	<b>30</b> What is the two-person approach in regards to slip, trip or fall prevention?	

# December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<b>1</b> Immediately clean up anything spilled on the floor that could cause someone to slip and fall.
<b>2</b> Repetitive tasks	<b>3</b> First aid kits / First aid logs	<b>4</b> Your "Right-To Know" refers to?	<b>5</b> What is an "MSDS" and what does it contain?	<b>6</b> Never climb racking or step onto elevated racking	<b>7</b> Falls through roofing skylights	<b>8</b> Hearing protection is essential when noise exposures can't be controlled at the source.
<b>9</b> All associate accidents reported within 24 hours?	<b>10</b> All stairwells are clear and free of obstruction?	<b>11</b> Anti-fatigue mats	<b>12</b> Before you begin to lift.	<b>13</b> A neat and clean workplace is necessary for Safety.	<b>14</b> Your company has an emergency action plan.	<b>15</b> Fire exits and aisles clear and free from obstruction?
<b>16</b> Keep manual food processing equipment (knives, slicers, etc.) sharp, and in good repair.	<b>17</b> You receive a bomb threat call - What do you do?	<b>18</b> When you have an object to lift that is too heavy or bulky, get help!	<b>19</b> Don't take shortcuts!	<b>20</b> Conveyor safety	<b>21</b> Attitude - "This safety stuff doesn't apply to me."	<b>22</b> Electrical panels properly covered?
<b>23</b> Do all electrical outlets have secure faceplates?	<b>24</b> Use a step or rolling ladder to reach high places.  Christmas Eve	<b>25</b> Use kneepads when stocking low shelves for long periods.  Christmas Day	<b>26</b> Housekeeping: Helping reduce slips, trips and falls	<b>27</b> Fire extinguishers, sprinkler risers, fire alarm equipment	<b>28</b> 18" Clearance from all sprinkler heads permits proper functioning of the system.	<b>29</b> Pallets should be maintained in good, safe operating condition.
<b>30</b> Take extra precaution if taking fire protection systems out of service.	<b>31</b> Text messaging and talking on the cell phone while driving are classified as distracted driving.  New Year's Eve	<b>Notes</b> ..... ..... ..... .....				

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at grocery store morning meetings or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management can help ensure the correct response to daily conditions in the stores by regularly training staff members and hourly associates on these topics. Not every possible scenario is listed on the calendar. The situations that are listed are those we know occur from time to time that can affect the safety and security of associates, customers and the store. These topics repeat approximately every three months.

## January, April, July, October

Statement	Desired response
1. Grocery store safety inspections are not completed until they are documented.	In the event of an accident, fire or other emergency, part of the defense of the grocery store's actions is the documentation of training, preventative maintenance and inspections related to safety; if you "document it", you can prove you did it.
2. What is the proper way to lift a carton?	<ul style="list-style-type: none"> <li>• When preparing to lift, stand with your feet apart for good balance, with shoulders and hips aligned.</li> <li>• Bend your knees, not your waist.</li> <li>• Maintain the natural curve in your back.</li> <li>• When lifting, let your leg muscles do the work.</li> <li>• Keep the load you are lifting close to your body to ease the pressure on your spine.</li> <li>• Turn with your feet; do not twist the trunk of your body.</li> <li>• When you set the load down, squat down slowly by bending your knees.</li> <li>• Maintain the natural curve in your back. Do not bend over the object being lowered.</li> <li>• Use handcarts or other material handling equipment to make the job easier.</li> <li>• Get help when the load is heavy or the carton is marked "Team Lift."</li> </ul>
3. Use thermal gloves when handling frozen foods.	It is a best practice to use thermal gloves when handling frozen foods. 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.
4. Fire extinguisher basics - when to use?	Use a fire extinguisher only if it is completely safe to do so. 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.
5. Keep storage away from electrical panels.	Always maintain at least 36" clearance in case of an emergency.
6. 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 don't participate, then your ideas will not be heard.
7. In choosing a box cutter, you need the right one for the job. Use only a "safety type" box cutter at all times.	A safety cutter with a tape popper can open the tape on boxes without engaging the blade. Basically, engineering out the laceration exposure.
8. 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.
9. A minimum width of 36" must be maintained in all exit pathways.	To ensure adequate pathways, 36" is a bare minimum. The Authority Having Jurisdiction may have more demanding standards. Always keep storage out of aisles and pathways.
10. Fire extinguisher basics - Use the PASS system to put out the fire.	<p>P. Pull the pin</p> <p>A. Aim the extinguisher nozzle at the base of the fire.</p> <p>S. Squeeze or press the handle.</p> <p>S. 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>

## January, April, July, October – *continued*

Statement	Desired response
11. What is safety accountability?	Safety accountability is a culture in which everyone, management and associates, is accountable for safety. This involves specifically, never walking by an unsafe act or an unsafe condition. With either issue, the accountable manager or associate will take appropriate action to prevent an injury to another associate or visitor or they will correct or eliminate the unsafe condition.
12. Why wear safety shoes?	Safety shoes can prevent serious injuries at very little cost, compared to similar non-protective footwear. For essentially pennies a day over the life of the average safety shoe, an employee is protected from a variety of work place hazards.
13. Buckle up when coming to and from work.	It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by auto.
14. The handling of empty pallets may seem like a rather routine job, but do not be fooled	In doing this type of work, you perform certain acts that can easily result in injuries, if safety precautions are not taken. Never stand pallets on end. This can result in a struck by injury. Do not stack pallets more than six feet high. Use a team lift on heavy or oversized pallets.
15. Do you know where materials are located to clean up spills or debris?	Be familiar with the location of materials to clean up spills. If Spill Response Stations are not utilized, train associates to be aware of the location of materials such as paper towels, absorbent materials, window cleaner, a broom and dustpan, should there be a need to clean up spills or debris that may have fallen on the floor. Inventory Spill Response Stations or other spill cleanup materials weekly to ensure your location is properly stocked.
16. A key to helping reduce eye incidents is to always wear the proper PPE when required.	Eye protection is one of the most critical 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.
17. Your safety zone	Your safety zone is the area between your waist and your chest. When lifting, (cartons, watermelons, bags of potatoes, etc.), keep heavy items in your safety zone and as close to your body as possible. This will help reduce stress on your lower back when lifting.
18. Bloodborne Pathogens - what do "universal precautions" mean?	Universal precautions is a term that means; you assume that (in regards to bloodborne pathogens) everything is potentially contaminated. Always take proper precautions.
19. 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.
20. Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.	Gas bottles, helium, CO2 etc., are heavy and can easily crush the bones in a foot. They also have the potential to become rockets if the valve is broken off accidentally (some have >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.
21. Use proper PPE when changing forklift or industrial truck batteries	(1) Protective apron, gloves, goggles and face shield are required for filling forklift batteries, (2) Safety harnesses when operating order-pickers.
22. Child safety	Falls from shopping carts are the leading cause of head injuries with 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 regards to shopping cart use: <ol style="list-style-type: none"> <li>1) Children placed in shopping carts should be secured via the seatbelt provided.</li> <li>2) They should be prohibited from riding in the cart basket or riding or climbing on the sides of the shopping cart.</li> <li>3) They should also be prevented from pushing a cart with another child in it. If you see unsafe activity, please contact your manager immediately to have the unsafe activity corrected.</li> </ol>

## January, April, July, October – *continued*

Statement	Desired response
23. Snow and ice control (January). Winter is coming ... is your location prepared? (October) Please use handrails (April & July)	Reasonable care should be taken to ensure walking surfaces are properly cleaned and salted, during and after a snow fall. Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned and salt or other abrasives added as needed. Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted. Parking lots, sidewalks and other exterior walking surfaces should be monitored for black ice and the exposure reported, protected and or treated with salt/abrasives. Entrance mats or runners should extend 15 feet into the building to permit customers and employees to rid their shoes of moisture. Entrances should be closely monitored during inclement weather and water noted, cleaned up immediately to help reduce the occurrence of a slip and fall incident. Wet floor signs should be utilized to give customers and employees notice that the walking surface may be wet. Signs should be placed to the side of main walking aisles to prevent them from becoming a trip hazard. (Please use handrails. When climbing or descending steps or stairs, be sure to use the handrail. In the event you trip or step on a foreign object or substance, the grip of the rail could reduce your exposure to falling.)
24. Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.	All trailers must be chocked or trailer restraints engaged during the time they are being loaded/unloaded. Copper-alloy, aluminum or rubber durable chocks, at least 8 inches (width and length), are acceptable chocks to use in grocery 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.
25. What does the term building a bridge mean in regards to back safety?	You may occasionally bend over to pick up a piece of paper or other debris or items on the floor. When you do, be sure to “build a bridge.” This simply means support your upper body that 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.
26. Misuse of chemicals = Danger	Using chemicals properly and with precaution = Safety
27. Shopping cart safety	Shopping carts should be inspected periodically to ensure they are safe for our customers. Advise management when unsafe shopping carts are noted. A best practice would be to take defective carts out of service and store them in a secured area until properly repaired. The following shopping cart basics should be followed: Wheels should roll smoothly. Broken or damaged wheels should be replaced immediately. The basket area should be intact and free of sharp edges. The handgrip area should be free of cracks and broken coverings. Seatbelts should be attached, free of defects, easily adjustable. Seatbelt ends should click in place when tested.
28. Report damage to ladders immediately and label; don't 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.
29. 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 properly locked out.
30. Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
31. Check compactors to ensure 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.

## February, May, August, November

Statement	Desired response
1. Always keep travel paths and exit ways clear.	During an emergency, clear exit and travel paths are essential to everyone's safety.
2. Before an incident occurs - post emergency numbers (911).	Remember that not all communities are covered by a 911 service, so do not assume that dialing 911 will reach the emergency service provider. Train all managers and associates on communication protocols and emergency response.
3. Know where the emergency eyewash stations/drenching facilities are located and how to use them.	In any area chemicals are located, where a splash to the eyes or on the body could occur, plumbed emergency eyewash stations and drenching facilities need to be located within 10-seconds access time. Know where they are located, ensure they are accessible, and make sure you know how to use them. Remember, you will need to flush for a minimum of 15-minutes, or until the burning stops. For eye splashes, make sure you know how to hold your eyes open under flowing water.
4. Do not jump out of or climb through dock doors.	Use designated employee stairways to enter or exit the building to avoid injury.
5. When is it acceptable to leave a forklift unattended on dock boards or trailers?	Never!
6. We should wear our personal protective equipment (PPE).	PPE-Personal Protective Equipment should be worn anytime there is a risk of injury when using power tools or working in a noisy environment. For many of us, the risk is even greater at home. When mowing grass, using power tools, sharpening mower blades, etc., make sure to wear the appropriate PPE.
7. Letting a near miss go unreported.	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 ensure another near miss or actual loss does not occur.
8. Always exercise extreme caution...	When operating forklift and material handling equipment. Pedestrians should walk in designated areas and never approach a driver unless it is safe to do so.
9. When do I report an injury or accident to my supervisor?	Immediately!
10. Forklifts are to be checked at the beginning of each shift (brakes, horns, steering, fire extinguisher and other controls for proper operation).	Any forklift, which needs repair, MUST be taken out of operation and properly repaired.
11. Fire extinguishers fully charged? Inspections current?	Fire extinguishers should be inspected monthly to determine 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.
12. Are switches in electrical panels properly labeled?	Circuit breaker switches in electrical panels should be labeled to indicate the area the switch controls in the event of an emergency. Electrical panels should also be inspected to ensure there are no open holes where circuit breakers have been removed. Open circuit breaker holes create an exposure to electrical shock and should be reported to management immediately for resolution.
13. You can't fool safety devices.	Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to only one thing. A serious injury. Report violations of this nature to management for investigation.
14. Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work 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 start up 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.
15. How often should you inspect powered material handling equipment (i.e. forklifts)?	At the beginning of each shift - using a Daily Vehicle Inspection Report (DVIR)

## February, May, August, November – *continued*

Statement	Desired response
16. How you respond when investigating accidents and injuries could make all the difference.	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 they need. What if an associate receives a medical bill in the mail? The injured visitor has a contact number in the event they want to file a claim? Public accident reports are a confidential document. Copies should not be provided to visitors. Don't make inappropriate comments or place blame on anyone at the accident scene.
17. When you work with chemicals, you have a right to know...	For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe. If you have any questions about a product you work with, you should review its material safety data sheet.
18. Good shoes are essential to a good safety program.	Shoes should be slip-resistant and depending on the job, steel toes may be required before starting work.
19. Extension cord use	The Consumer Product Safety Commission estimates 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.
20. Ensure 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 trip testing quarterly and or annually at a minimum. Trip testing means running water out of a test drain to ensure the sprinkler system works when needed. Failure to perform at least an annual trip test has resulted in sprinkler system failure. Pounds of sediment build on top of sprinkler riser traps when not trip tested. This prohibits the system from working and the alarm activating. Additional information can be located in the NFPA 25 standard.
21. Shopping carts and customer service	In order to improve customer service, 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 to customer vehicles as a result of abandoned or unsecured carts striking into customer vehicles.
22. Please use handrail.	When climbing or descending steps or stairs be sure to use the handrail. 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.
23. Flammable and combustible materials should be minimized.	This simply minimizes the potential fire hazard presented by these materials. The fewer the better.
24. Prevent lacerations	Use cut resistant gloves when you trim meat, produce, etc.
25. Document nonfunctional lights; repair ASAP	Lights include emergency exit lights; battery powered emergency evacuation lights, as well as any light in the grocery store or exterior of the building. Emergency evacuation lights should be tested at least annually to ensure batteries are still holding a charge. Lights that are not functional can be a safety and security liability and should be restored as soon as possible.
26. 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.
27. When on a ladder, remember the belt buckle rule.	Never lean on a ladder to one side further than the center of your body or where a belt buckle is normally located. 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.

February, May, August, November – *continued*

Statement	Desired response
28. Are you prepared to act in an emergency?	Real life emergencies can be a reality. A good start is to train management and associates annually on the company emergency action plan.
29. Lockout/tagout-affected employees	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, degloving or electrical shock. Inform affected workers in regards to the activity being performing. Ensure those affected employees are trained on lockout/tagout procedures and know not to remove the lock or tag that has been applied.
30. What is the two-person approach in regards 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 with the unsafe condition while the other obtains the proper assistance, clean up materials, caution signs or barriers to keep visitors or associates away from the hazard.
31. 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.

## March, June, September, December

Statement	Desired response
1. Immediately clean up anything spilled on the floor that could cause someone to slip and fall.	If immediate clean up is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor or another responsible associate.
2. Repetitive tasks	In order to help reduce injury because of strenuous repetitive tasks, employees, whenever possible, should break up those tasks with less demanding duties. For example, butchers should avoid continuous cutting or grinding tasks during their entire shift. Less demanding duties should be mixed in with those physically demanding duties behind the meat counter.
3. First aid kits / First aid logs	Grocery stores should have first aid kits that are 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 ensure 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. Ensure there are no medications in the kits. Utilize a First Aid Log to document first aid kit use. In the event a minor cut or injury requires a doctor visit, the log can be referred to when filling out a claim report.
4. Your "Right-To Know" refers to?	Your right to know what hazardous chemicals and materials you may be exposed to in the workplace.
5. What is an "MSDS" and what does it contain?	"Material Safety Data Sheet" (MSDS). Every hazardous substance that has been identified has a MSDS, which tells you what the substance is, what possible dangers you might encounter while using the product and how to properly protect yourself from the substance. The MSDS will list any personal protective equipment required with use of that particular substance.
6. Never climb racking or step onto elevated racking	Warehouse racks are not designed or intended to be used as a 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.
7. Falls through roofing skylights	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 & Skylights.
8. Hearing protection is essential when noise exposures cannot be controlled at the source.	Both earplugs and earmuffs provide a physical barrier that reduces inner ear noise levels and prevents hearing loss from occurring.
9. All associate accidents reported within 24 hours?	All associates should have received training regarding the company requirement to report claims to their supervisor or the senior manager on duty immediately.
10. All stairwells are clear and free of obstruction?	Inspect emergency stairwells to ensure they are clear and passable in the event an evacuation is needed. Fire stairwells should be free of storage and properly illuminated.
11. Anti-fatigue mats	The use of anti-fatigue mats is helpful in relieving static pressure on the back. Standing on anti-fatigue mats, as compared to bare floors, provides a noticeable improvement in comfort.
12. Before you begin to lift	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.
13. A neat and clean workplace is necessary for safety.	Good housekeeping is an integral part of every job. In order to have a pleasant and safe place to work, all employees must do their part to keep the entire operation clean and orderly.
14. Your company has an emergency action plan.	Review it periodically with management and associates and be aware of what steps to follow in the event of an emergency.

## March, June, September, December – *continued*

Statement	Desired response
15. Fire exits and aisles	Fire exits and aisles in grocery stores should always be accessible and free of storage. A general rule would be to ensure the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches. The Authority Having Jurisdiction may set more demanding aisle widths.
16. Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.	Equipment that is dull or is not working properly requires excess force to operate and could cause an injury or laceration, due to the required excess force.
17. You receive a bomb threat call - What do you do?	Know your procedures! During an evacuation assemble 500 feet from the building.
18. When you have an object to lift that is too heavy or bulky, get help!	Ask a co-worker for their assistance. Remember, two backs are stronger than one!
19. Don't take shortcuts!	If you're injured, the minute you saved may cost you days, weeks, or months of recovery time.
20. Conveyor safety	Conveyors should never be operated unless all safe guards 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, or riding on conveyors.</li> <li>• Never jump over or crawl under a conveyor. Use a proper lift gate.</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 management involvement in stopping and locking out and tagging out the conveyor.</li> <li>• Know the location of emergency cords or shut-off devices in the event of an emergency or system problem.</li> </ul>
21. Attitude - "This safety stuff doesn't apply to me."	Safety is no more that doing the job the right way, every day.
22. Electrical panels properly covered?	Electrical panels serviced sometimes are not restored to a safe condition by the service representative. Inspect electrical panels monthly to ensure the covers and all protective pieces to the panels have been properly placed back on the equipment. Ensure all of the electrical circuitry is covered. Unsafe conditions noted should be corrected immediately by a licensed electrician.
23. Do all electrical outlets have secure faceplates?	Electrical outlets should have covers in place to help keep associates or visitors from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately.
24. 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 short cut when it comes to ladder safety. Locate a ladder of the appropriate size and rating for your needs. Practice ladder safety at home, also.
25. Use kneepads when stocking low shelves for long periods.	This reduces stress on the knees and legs when kneeling.
26. Housekeeping – Helping reduce slips, trips and falls	In order to help reduce 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.
27. Fire extinguishers, sprinkler risers, 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.

## March, June, September, December – *continued*

Statement	Desired response
28. 18" Clearance from all sprinkler heads permits proper functioning of the system	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 allows the fire to grow in size. This may hinder visitors and employees from safely evacuating a given area of the operation. Sprinkler heads that are inadvertently painted should also be identified and replaced by a licensed fire protection professional. NFPA 13, Chapter 8, sections 8.5.6.1 through 8.5.6.5, has more details regarding sprinkler head clearance. Certain commodities and special sprinkler heads may require additional clearance. For example, 36-inch clearance from sprinkler heads is required for rubber tire storage. The Authority Having Jurisdiction may also set more demanding standards.
29. Pallets should be maintained in good, safe operating condition.	Poorly maintained and damaged pallets could also 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. Unsafe conditions noted should be corrected immediately.
30. Take extra precautions when taking fire protection systems out of service.	Notify the proper authorities to avoid a false alarm. Notify the alarm company, fire department, insurance carrier, corporate safety department or other designated corporate representative before taking the system out of service. Maintain a fire watch until the fire protection system has been restored. Call all the parties back when the system has been put back in service.
31. Text messaging and talking on a cell phone while driving are classified as distracted driving.	Text messaging and talking on a cell phone while driving are classified as distracted driving and illegal in a growing number of states. Many accidents, to include fatal ones, occur each day because of driver's texting or talking on a cell phone. Avoid these two potentially deadly distractions while driving.

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