

# Retail 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. Retail 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 the calendar is an accumulation of best practices. The calendar should be of great guidance to your operation. Management generating safety awareness is one of the best ways of helping control and reduce 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
<p><b>1</b></p> <p>Text messaging and talking on a cell phone while driving is classified as distracted driving.</p> <p><i>New Year's Day</i></p>	<p><b>2</b></p> <p>Immediately clean up anything spilled on the floor that could cause someone to slip and fall.</p>	<p><b>3</b></p> <p>When choosing a ladder for your sales floor you must first know your task.</p>	<p><b>4</b></p> <p>First Aid Kits/First Aid Logs</p>	<p><b>5</b></p> <p>Your "Right-To Know" refers to?</p>	<p><b>6</b></p> <p>What is an "MSDS" and what does it contain?</p>	<p><b>7</b></p> <p>Does it matter where we place entrance mats?</p>
<p><b>8</b></p> <p>Bulk stack merchandise displays or stack outs safe?</p>	<p><b>9</b></p> <p>Smoke and Carbon Monoxide Detectors save lives</p>	<p><b>10</b></p> <p>All associate accidents reported within 24 hours?</p>	<p><b>11</b></p> <p>All stairwells are clear and free of obstruction?</p>	<p><b>12</b></p> <p>Are you mentally prepared for emergencies?</p>	<p><b>13</b></p> <p>Before you begin to lift.</p>	<p><b>14</b></p> <p>A neat and clean workplace is necessary for Safety.</p>
<p><b>15</b></p> <p>Your company has an emergency action plan.</p>	<p><b>16</b></p> <p>Fire exits and aisles in stockrooms</p> <p><i>Martin Luther King, Jr. Day</i></p>	<p><b>17</b></p> <p>Shelves, racking and merchandise secure?</p>	<p><b>18</b></p> <p>You receive a bomb threat call - What do you do?</p>	<p><b>19</b></p> <p>When you have an object to lift that is too heavy or bulky, get help!</p>	<p><b>20</b></p> <p>Customers are number one and you never get a second chance for a good first impression.</p>	<p><b>21</b></p> <p>Should entrance doors, vestibule glass and glass partitions be marked?</p>
<p><b>22</b></p> <p>Snow and ice control</p>	<p><b>23</b></p> <p>Electrical panels properly covered?</p>	<p><b>24</b></p> <p>Do all electrical outlets have secure faceplates?</p>	<p><b>25</b></p> <p>They say hindsight is a perfect science...</p>	<p><b>26</b></p> <p>Know your responsibility in every emergency situation.</p>	<p><b>27</b></p> <p>What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p><b>28</b></p> <p>Fire Extinguishers, Sprinkler Risers, Fire Alarm Equipment</p>
<p><b>29</b></p> <p>18" Clearance from all sprinkler heads permits proper functioning of the system.</p>	<p><b>30</b></p> <p>Display safety and overhead displays</p>	<p><b>31</b></p> <p>Take extra precautions when taking fire protection systems out of service.</p>	<p><b>Notes</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

# February 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p><b>1</b></p> <p>Check compactors to ensure all safety controls are in place.</p>	<p><b>2</b></p> <p>Store safety inspections are not completed until they are documented.</p>	<p><b>3</b></p> <p>What is the proper way to lift a carton?</p>	<p><b>4</b></p> <p>Remember that there is no smoking in the workplace.</p>
<p><b>5</b></p> <p>Fire extinguisher basics - when to use?</p>	<p><b>6</b></p> <p>Keep storage away from electrical panels.</p>	<p><b>7</b></p> <p>Don't drink and drive or ride with drivers who are drinking.</p>	<p><b>8</b></p> <p>In choosing a box cutter, you need the right one for the job. Use a "safety type box cutter" at all times.</p>	<p><b>9</b></p> <p>Taking shortcuts can lead to accidents.</p>	<p><b>10</b></p> <p>A minimum width of 36" must be maintained in all exit pathways.</p>	<p><b>11</b></p> <p>Fire extinguisher basics - Use the PASS system to put out the fire.</p>
<p><b>12</b></p> <p>What is safety accountability?</p>	<p><b>13</b></p> <p>Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p><b>14</b></p> <p>Buckle up when coming to and from work.</p> <p><i>Valentine's Day</i></p>	<p><b>15</b></p> <p>The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p><b>16</b></p> <p>Do you know where materials are located to clean up spills or debris?</p>	<p><b>17</b></p> <p>What is the two-person approach in regards to slip, trip or fall prevention?</p>	<p><b>18</b></p> <p>Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>
<p><b>19</b></p> <p>Bloodborne Pathogens - what do "universal precautions" mean?</p>	<p><b>20</b></p> <p>An uncluttered store shows respect for those who shop and work there.</p> <p><i>President's Day</i></p>	<p><b>21</b></p> <p>Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.</p>	<p><b>22</b></p> <p>Report lights that are not working.</p>	<p><b>23</b></p> <p>Lacerations by box cutters are common in the retail trade.</p>	<p><b>24</b></p> <p>A key word in accident prevention is "anticipate"....</p>	<p><b>25</b></p> <p>Stockroom safety should always be a top priority.</p>
<p><b>26</b></p> <p>What does the term building a bridge mean in regards to back safety?</p>	<p><b>27</b></p> <p>Misuse of chemicals = Danger</p>	<p><b>28</b></p> <p>Use good judgment and . . .</p>	<p><b>29</b></p> <p>Report damage to ladders immediately; don't use damaged ladders.</p>	<p><b>Notes:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>		

# March 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> ..... ..... ..... .....				<b>1</b> Are you prepared to act in an emergency?	<b>2</b> Always keep travel path and exit ways clear.	<b>3</b> Before an incident occurs - post emergency numbers (911).
<b>4</b> Entrance mats should always be in good repair.	<b>5</b> Are display platforms, bases or end caps properly merchandised?	<b>6</b> Are your floors free of tripping/slipping hazards?	<b>7</b> We should wear our personal protective equipment (PPE).	<b>8</b> Letting a near miss go unreported.	<b>9</b> Slow down when walking from carpet to tile.	<b>10</b> When do I report an injury or accident to my supervisor?
<b>11</b> Falls from ladders are one of the most common causes of serious injury in the retail industry.	<b>12</b> Fire extinguishers fully charged?	<b>13</b> Are switches in electrical panels properly labeled?	<b>14</b> You can't fool safety devices.	<b>15</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.	<b>16</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>17</b> How you respond when investigating accidents and injuries could make all the difference. <i>St. Patrick's Day</i>
<b>18</b> Peg hook safety	<b>19</b> Good shoes are essential to a good safety program.	<b>20</b> Extension cord use	<b>21</b> Ensure sprinkler systems are tested.	<b>22</b> Don't use extension cords or cube taps as permanent wiring devices.	<b>23</b> Please use handrail.	<b>24</b> Flammable and combustible materials should be minimized.
<b>25</b> Do not place merchandise or storage on steps.	<b>26</b> Document nonfunctional lights; repair ASAP.	<b>27</b> Report slip, trip and fall hazards.	<b>28</b> When on a ladder, remember the belt buckle rule.	<b>29</b> Do you know where materials are located to clean up spills or debris?	<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.

# April 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b></p> <p>Text messaging and talking on a cell phone while driving is classified as distracted driving.</p>	<p><b>2</b></p> <p>Immediately clean up anything spilled on the floor that could cause someone to slip and fall.</p>	<p><b>3</b></p> <p>When choosing a ladder for your sales floor you must first know your task.</p>	<p><b>4</b></p> <p>First Aid Kits/First Aid Logs</p>	<p><b>5</b></p> <p>Your "Right-To Know" refers to?</p>	<p><b>6</b></p> <p>What is an "MSDS" and what does it contain?</p> <p><i>Good Friday</i></p>	<p><b>7</b></p> <p>Does it matter where we place entrance mats?</p>
<p><b>8</b></p> <p>Bulk stack merchandise displays or stack outs safe?</p> <p><i>Easter</i></p>	<p><b>9</b></p> <p>Smoke and Carbon Monoxide Detectors save lives.</p>	<p><b>10</b></p> <p>All associate accidents reported within 24 hours?</p>	<p><b>11</b></p> <p>All stairwells are clear and free of obstruction?</p>	<p><b>12</b></p> <p>Are you mentally prepared for emergencies?</p>	<p><b>13</b></p> <p>Before you begin to lift.</p>	<p><b>14</b></p> <p>A neat and clean workplace is necessary for safety.</p>
<p><b>15</b></p> <p>Your company has an emergency action plan.</p>	<p><b>16</b></p> <p>Fire exits and aisles in stockrooms</p>	<p><b>17</b></p> <p>Shelves, racking and merchandise secure?</p>	<p><b>18</b></p> <p>You receive a bomb threat call - What do you do?</p>	<p><b>19</b></p> <p>When you have an object to lift that is too heavy or bulky, get help!</p>	<p><b>20</b></p> <p>Customers are number one and you never get a second chance for a good first impression.</p>	<p><b>21</b></p> <p>Should entrance doors, vestibule glass and glass partitions be marked?</p>
<p><b>22</b></p> <p>Please use handrail.</p>	<p><b>23</b></p> <p>Electrical panels properly covered?</p>	<p><b>24</b></p> <p>Do all electrical outlets have secure faceplates?</p>	<p><b>25</b></p> <p>They say hindsight is a perfect science...</p>	<p><b>26</b></p> <p>Know your responsibility in every emergency situation.</p>	<p><b>27</b></p> <p>What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p><b>28</b></p> <p>Fire Extinguishers, Sprinkler Risers, Fire Alarm Equipment</p>
<p><b>29</b></p> <p>18" Clearance from all sprinkler heads permits proper functioning of the system.</p>	<p><b>30</b></p> <p>Display safety and overhead displays</p>	<p><b>Notes</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>				

# May 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b></p> <p>Check compactors to ensure all safety controls are in place.</p>	<p><b>2</b></p> <p>Store safety inspections are not completed until they are documented.</p>	<p><b>3</b></p> <p>What is the proper way to lift a carton?</p>	<p><b>4</b></p> <p>Remember that there is no smoking in the workplace.</p>	<p><b>5</b></p> <p>Fire extinguisher basics - when to use?</p>
<p><b>6</b></p> <p>Keep storage away from electrical panels.</p>	<p><b>7</b></p> <p>Don't drink and drive or ride with drivers who are drinking.</p>	<p><b>8</b></p> <p>In choosing a box cutter, you need the right one for the job. Use a "safety type box.</p>	<p><b>9</b></p> <p>Taking shortcuts can lead to accidents.</p>	<p><b>10</b></p> <p>A minimum width of 36" must be maintained in all exit pathways.</p>	<p><b>11</b></p> <p>Fire extinguisher basics - Use the PASS system to put out the fire.</p>	<p><b>12</b></p> <p>What is safety accountability?</p>
<p><b>13</b></p> <p>Trip hazards should be repaired ASAP to reduce the potential for accidents.</p> <p><i>Mother's Day</i></p>	<p><b>14</b></p> <p>Buckle up when coming to and from work.</p>	<p><b>15</b></p> <p>The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p><b>16</b></p> <p>Do you know where materials are located to clean up spills or debris?</p>	<p><b>17</b></p> <p>What is the two-person approach in regards to slip, trip or fall prevention?</p>	<p><b>18</b></p> <p>Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>19</b></p> <p>Bloodborne Pathogens - what do "universal precautions" mean?</p>
<p><b>20</b></p> <p>An uncluttered store shows respect for those who shop and work there.</p>	<p><b>21</b></p> <p>Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.</p>	<p><b>22</b></p> <p>Report lights that are not working.</p>	<p><b>23</b></p> <p>Lacerations by box cutters are common in the retail trade.</p>	<p><b>24</b></p> <p>A key word in accident prevention is "anticipate" . . .</p>	<p><b>25</b></p> <p>Stockroom safety should always be a top priority.</p>	<p><b>26</b></p> <p>What does the term building a bridge mean in regards to back safety?</p>
<p><b>27</b></p> <p>Misuse of chemicals = Danger</p>	<p><b>28</b></p> <p>Use good judgment and . . .</p> <p><i>Memorial Day</i></p>	<p><b>29</b></p> <p>Report damage to ladders immediately; don't use damaged ladders.</p>	<p><b>30</b></p> <p>Cardboard Baler Safety</p>	<p><b>31</b></p> <p>Report missing fire extinguishers.</p>	<p><b>Notes</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

# June 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes:</b> ..... ..... ..... .....					<b>1</b> Are you prepared to act in an emergency?	<b>2</b> Always keep travel path and exit ways clear.
<b>3</b> Before an incident occurs - post emergency numbers (911).	<b>4</b> Entrance mats should always be in good repair.	<b>5</b> Are display platforms, bases or end caps properly merchandised?	<b>6</b> Are your floors free of tripping/slipping hazards?	<b>7</b> We should wear our personal protective equipment (PPE).	<b>8</b> Letting a near miss go unreported.	<b>9</b> Slow down when walking from carpet to tile.
<b>10</b> When do I report an injury or accident to my supervisor?	<b>11</b> Falls from ladders are one of the most common causes of serious injury in the retail industry.	<b>12</b> Fire extinguishers fully charged?	<b>13</b> Are switches in electrical panels properly labeled?	<b>14</b> You can't fool safety devices.	<b>15</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.	<b>16</b> How often should you inspect powered material handling equipment (i.e. forklifts)?
<b>17</b> How you respond when investigating accidents and injuries could make all the difference. <i>Father's Day</i>	<b>18</b> Peg hook safety	<b>19</b> Good shoes are essential to a good safety program.	<b>20</b> Extension cord use	<b>21</b> Ensure sprinkler systems are tested.	<b>22</b> Don't use extension cords or cube taps as permanent wiring devices.	<b>23</b> Please use handrail.
<b>24</b> Flammable and combustible materials should be minimized.	<b>25</b> Do not place merchandise or storage on steps.	<b>26</b> Document nonfunctional lights; repair ASAP.	<b>27</b> Report slip, trip and fall hazards.	<b>28</b> When on a ladder, remember the belt buckle rule.	<b>29</b> Do you know where materials are located to clean up spills or debris?	<b>30</b> What is the two-person approach in regards to slip, trip or fall prevention?

# July 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b></p> <p>Text messaging and talking on a cell phone while driving is classified as distracted driving.</p>	<p><b>2</b></p> <p>Immediately clean up anything spilled on the floor that could cause someone to slip and fall.</p>	<p><b>3</b></p> <p>When choosing a ladder for your sales floor you must first know your task.</p>	<p><b>4</b></p> <p>First Aid Kits/First Aid Logs</p> <p><i>Independence Day</i></p>	<p><b>5</b></p> <p>Your "Right-To Know" refers to?</p>	<p><b>6</b></p> <p>What is an "MSDS" and what does it contain?</p>	<p><b>7</b></p> <p>Does it matter where we place entrance mats?</p>
<p><b>8</b></p> <p>Bulk stack merchandise displays or stack outs safe?</p>	<p><b>9</b></p> <p>Smoke and Carbon Monoxide Detectors save lives.</p>	<p><b>10</b></p> <p>All associate accidents reported within 24 hours?</p>	<p><b>11</b></p> <p>All stairwells are clear and free of obstruction?</p>	<p><b>12</b></p> <p>Are you mentally prepared for emergencies?</p>	<p><b>13</b></p> <p>Before you begin to lift.</p>	<p><b>14</b></p> <p>A neat and clean workplace is necessary for safety.</p>
<p><b>15</b></p> <p>Your company has an emergency action plan.</p>	<p><b>16</b></p> <p>Fire exits and aisles in stockrooms</p>	<p><b>17</b></p> <p>Shelves, racking and merchandise secure?</p>	<p><b>18</b></p> <p>You receive a bomb threat call - What do you do?</p>	<p><b>19</b></p> <p>When you have an object to lift that is too heavy or bulky, get help!</p>	<p><b>20</b></p> <p>Customers are number one and you never get a second chance for a good first impression.</p>	<p><b>21</b></p> <p>Should entrance doors, vestibule glass and glass partitions be marked?</p>
<p><b>22</b></p> <p>Please use handrail.</p>	<p><b>23</b></p> <p>Electrical panels properly covered?</p>	<p><b>24</b></p> <p>Do all electrical outlets have secure faceplates?</p>	<p><b>25</b></p> <p>They say hindsight is a perfect science...</p>	<p><b>26</b></p> <p>Know your responsibility in every emergency situation.</p>	<p><b>27</b></p> <p>What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p><b>28</b></p> <p>Fire Extinguishers, Sprinkler Risers, Fire Alarm Equipment</p>
<p><b>29</b></p> <p>18" Clearance from all sprinkler heads permits proper functioning of the system.</p>	<p><b>30</b></p> <p>Display safety and overhead displays</p>	<p><b>31</b></p> <p>Take extra precautions when taking fire protection systems out of service.</p>	<p><b>Notes</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>			

# August 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<b>1</b> Check compactors to ensure all safety controls are in place.	<b>2</b> Store safety inspections are not completed until they are documented.	<b>3</b> What is the proper way to lift a carton?	<b>4</b> Remember that there is no smoking in the workplace.
<b>5</b> Fire extinguisher basics - when to use?	<b>6</b> Keep storage away from electrical panels.	<b>7</b> Don't drink and drive or ride with drivers who are drinking.	<b>8</b> In choosing a box cutter, you need the right one for the job. Use a "safety type box cutter" at all times.	<b>9</b> Taking shortcuts can lead to accidents.	<b>10</b> A minimum width of 36" must be maintained in all exit pathways.	<b>11</b> Fire extinguisher basics - Use the PASS system to put out the fire.
<b>12</b> What is safety accountability?	<b>13</b> Trip hazards should be repaired ASAP to reduce the potential for accidents.	<b>14</b> Buckle up when coming to and from work.	<b>15</b> The handling of empty pallets may seem like a rather routine job, but do not be fooled!	<b>16</b> Do you know where materials are located to clean up spills or debris?	<b>17</b> What is the two-person approach in regards to slip, trip or fall prevention?	<b>18</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.
<b>19</b> Bloodborne Pathogens - what do "universal precautions" mean?	<b>20</b> An uncluttered store shows respect for those who shop and work there.	<b>21</b> Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.	<b>22</b> Report lights that are not working.	<b>23</b> Lacerations by box cutters are common in the retail trade.	<b>24</b> A key word in accident prevention is "anticipate"....	<b>25</b> Stockroom safety should always be a top priority.
<b>26</b> What does the term building a bridge mean in regards to back safety?	<b>27</b> Misuse of chemicals = Danger	<b>28</b> Use good judgment and . . .	<b>29</b> Report damage to ladders immediately; don't use damaged ladders.	<b>30</b> Cardboard Baler Safety	<b>31</b> Report missing fire extinguishers.	

# September 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes</b> ..... ..... ..... .....						<b>1</b> Are you prepared to act in an emergency?
<b>2</b> Always keep travel path and exit ways clear.	<b>3</b> Before an incident occurs - post emergency numbers (911). <i>Labor Day</i>	<b>4</b> Entrance mats should always be in good repair.	<b>5</b> Are display platforms, bases or end caps properly merchandised?	<b>6</b> Are your floors free of tripping/slipping hazards?	<b>7</b> We should wear our personal protective equipment (PPE).	<b>8</b> Letting a near miss go unreported.
<b>9</b> Slow down when walking from carpet to tile.	<b>10</b> When do I report an injury or accident to my supervisor?	<b>11</b> Falls from ladders are one of the most common causes of serious injury in the retail industry.	<b>12</b> Fire extinguishers fully charged?	<b>13</b> Are switches in electrical panels properly labeled?	<b>14</b> You can't fool safety devices.	<b>15</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.
<b>16</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>17</b> How you respond when investigating accidents and injuries could make all the difference.	<b>18</b> Peg hook safety	<b>19</b> Good shoes are essential to a good safety program.	<b>20</b> Extension cord use	<b>21</b> Ensure sprinkler systems are tested.	<b>22</b> Don't use extension cords or cube taps as permanent wiring devices.
<b>23</b> Please use handrail.	<b>24</b> Flammable and combustible materials should be minimized.	<b>25</b> Do not place merchandise or storage on steps.	<b>26</b> Document nonfunctional lights; repair ASAP.	<b>27</b> Report slip, trip and fall hazards.	<b>28</b> When on a ladder, remember the belt buckle rule.	<b>29</b> Do you know where materials are located to clean up spills or debris?
<b>30</b> What is the two-person approach in regards to slip, trip or fall prevention?						

# October 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> Text messaging and talking on a cell phone while driving is classified as distracted driving.	<b>2</b> Immediately clean up anything spilled on the floor that could cause someone to slip and fall.	<b>3</b> When choosing a ladder for your sales floor you must first know your task.	<b>4</b> First Aid Kits/First Aid Logs	<b>5</b> Your "Right-To Know" refers to?	<b>6</b> What is an "MSDS" and what does it contain?
<b>7</b> Does it matter where we place entrance mats?	<b>8</b> Bulk stack merchandise displays or stack outs safe?  <i>Columbus Day</i>	<b>9</b> Smoke and Carbon Monoxide Detectors save lives.	<b>10</b> All associate accidents reported within 24 hours?	<b>11</b> All stairwells are clear and free of obstruction?	<b>12</b> Are you mentally prepared for emergencies?	<b>13</b> Before you begin to lift.
<b>14</b> A neat and clean workplace is necessary for safety.	<b>15</b> Your company has an emergency action plan.	<b>16</b> Fire exits and aisles in stockrooms	<b>17</b> Shelves, racking and merchandise secure?	<b>18</b> You receive a bomb threat call - What do you do?	<b>19</b> When you have an object to lift that is too heavy or bulky, get help!	<b>20</b> Customers are number one and you never get a second chance for a good first impression.
<b>21</b> Should entrance doors, vestibule glass and glass partitions be marked?	<b>22</b> Winter is coming.... is your location prepared?	<b>23</b> Electrical panels properly covered?	<b>24</b> Do all electrical outlets have secure faceplates?	<b>25</b> They say hindsight is a perfect science...	<b>26</b> Know your responsibility in every emergency situation.	<b>27</b> What would you do if you saw a customer attempting to climb a fixture or ladder?
<b>28</b> Fire Extinguishers, Sprinkler Risers, Fire Alarm Equipment	<b>29</b> 18" Clearance from all sprinkler heads permits proper functioning of the system.	<b>30</b> Display safety and overhead displays	<b>31</b> Take extra precautions when taking fire protection systems out of service.  <i>Halloween</i>	<b>Notes</b> ..... ..... ..... .....		

# November 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Notes: ..... ..... ..... .....				<b>1</b> Check compactors to ensure all safety controls are in place.	<b>2</b> Store safety inspections are not completed until they are documented.	<b>3</b> What is the proper way to lift a carton?
<b>4</b> Remember that there is no smoking in the workplace.	<b>5</b> Fire extinguisher basics - when to use?	<b>6</b> Keep storage away from electrical panels. <i>Election Day</i>	<b>7</b> Don't drink and drive or ride with drivers who are drinking.	<b>8</b> In choosing a box cutter, you need the right one for the job. Use a "safety type box cutter" at all times.	<b>9</b> Taking shortcuts can lead to accidents.	<b>10</b> A minimum width of 36" must be maintained in all exit pathways.
<b>11</b> Fire extinguisher basics - Use the PASS system to put out the fire. <i>Veteran's Day</i>	<b>12</b> What is safety accountability? <i>Veteran's Day Observed</i>	<b>13</b> Trip hazards should be repaired ASAP to reduce the potential for accidents.	<b>14</b> Buckle up when coming to and from work.	<b>15</b> The handling of empty pallets may seem like a rather routine job, but do not be fooled!	<b>16</b> Do you know where materials are located to clean up spills or debris?	<b>17</b> What is the two-person approach in regards to slip, trip or fall prevention?
<b>18</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.	<b>19</b> Bloodborne Pathogens - what do "universal precautions" mean?	<b>20</b> An uncluttered store shows respect for those who shop and work there.	<b>21</b> Secure compressed gas cylinders to prevent them from falling over, injuring people and possibly becoming a rocket.	<b>22</b> Report lights that are not working. <i>Thanksgiving</i>	<b>23</b> Lacerations by box cutters are common in the retail trade.	<b>24</b> A key word in accident prevention is "anticipate" . . .
<b>25</b> Stockroom safety should always be a top priority.	<b>26</b> What does the term building a bridge mean in regards to back safety?	<b>27</b> Misuse of chemicals = Danger	<b>28</b> Use good judgment and . . .	<b>29</b> Report damage to ladders immediately; don't use damaged ladders.	<b>30</b> Cardboard Baler Safety	

# December 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Notes</b> ..... ..... ..... .....						<b>1</b> Are you prepared to act in an emergency?
<b>2</b> Always keep travel path and exit ways clear.	<b>3</b> Before an incident occurs - post emergency numbers (911). <i>Labor Day</i>	<b>4</b> Entrance mats should always be in good repair.	<b>5</b> Are display platforms, bases or end caps properly merchandised?	<b>6</b> Are your floors free of tripping/slipping hazards?	<b>7</b> We should wear our personal protective equipment (PPE).	<b>8</b> Letting a near miss go unreported.
<b>9</b> Slow down when walking from carpet to tile.	<b>10</b> When do I report an injury or accident to my supervisor?	<b>11</b> Falls from ladders are one of the most common causes of serious injury in the retail industry.	<b>12</b> Fire extinguishers fully charged?	<b>13</b> Are switches in electrical panels properly labeled?	<b>14</b> You can't fool safety devices.	<b>15</b> Equipment powered by air, gas, electricity or other energy sources should be locked out and or tagged out before work begins.
<b>16</b> How often should you inspect powered material handling equipment (i.e. forklifts)?	<b>17</b> How you respond when investigating accidents and injuries could make all the difference.	<b>18</b> Peg hook safety	<b>19</b> Good shoes are essential to a good safety program.	<b>20</b> Extension cord use	<b>21</b> Ensure sprinkler systems are tested.	<b>22</b> Don't use extension cords or cube taps as permanent wiring devices.
<b>23</b> Please use handrail.	<b>24</b> Flammable and combustible materials should be minimized. <i>Christmas Eve</i>	<b>25</b> Do not place merchandise or storage on steps. <i>Christmas Day</i>	<b>26</b> Document nonfunctional lights; repair ASAP.	<b>27</b> Report slip, trip and fall hazards.	<b>28</b> When on a ladder, remember the belt buckle rule.	<b>29</b> Do you know where materials are located to clean up spills or debris?
<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. <i>New Year's Eve</i>					

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at 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, vendors and the store. These topics repeat approximately every three months.

### January, April, July, October

Statement	Desired response
1. 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 drivers texting or talking on a cell phone. Avoid these two potentially deadly distractions while driving.
2. 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.
3. When choosing a ladder for your sales floor you must first know your task.	Consider the following: Load capacity; height of the ladder; the accent/decent angle of the ladder and the material the ladder is made of.
4. First Aid Kits/First Aid Logs	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.
5. Your "Right-To Know" refers to?	Your right to know what hazardous chemicals and materials you may be exposed to at the workplace.
6. 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.
7. Does it matter where we place entrance mats?	Entrance mats should be placed tight against the door threshold and tight against each other in order to provide customers with as much opportunity as possible to rid their shoes of moisture. Mats should extend 12 to 16 feet into the building. Check door threshold height before ordering mats to avoid having to place quality mats three feet beyond the door entrance, due to the mat being too thick.
8. Bulk stack merchandise displays or stack outs safe?	Carton merchandise that is stacked along or adjacent to main aisles should be displayed at a height of three feet so as not to create a trip hazard for customers. Single cartons should not be left on the floor after store opening as the cartons create a trip hazard for customers and associates.
9. Smoke and Carbon Monoxide Detectors save lives	As a general rule, household smoke and carbon monoxide detector batteries should be replaced annually and tested to ensure they work in the event of a fire or carbon monoxide exposure. Smoke detector units themselves should be replaced every eight to ten years or as recommended by the manufacturer. Household CO detectors should be replaced every five years or as directed by the manufacturer.

## January, April, July, October - continued

Statement	Desired response
10. 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.
11. 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.
12. Are you mentally prepared for emergencies?	Would you know what to do if an emergency occurred while you were on the job? Do you know what actions to take if a co-worker was seriously injured, a fire ignited, or a customer had a bad slip and fall?
13. 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.
14. 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.
15. 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.
16. Fire exits and aisles in stockrooms	Fire exits and aisles in stockrooms 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.
17. Shelves, racking and merchandise secure?	It is critical that shelving units and racking be in good condition and free of defects. Shelving noted as bowed, due to the weight of the storage, should be corrected to prevent the shelving from collapsing. Shelving units placed against a wall or perimeter glass should also be properly assembled and or secured to prevent the shelving from collapsing or falling forward.
18. You receive a bomb threat call - What do you do?	Know your procedures! During an evacuation, assemble 500 feet from the building.
19. 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!
20. Customers are number one and you never get a second chance for a good first impression.	Observations of poor housekeeping by a customer can affect their decision to shop in our store. It is important to correct housekeeping issues immediately when noted.
21. Should entrance doors, vestibule glass and glass partitions be marked?	Entrance doors and perimeter glass should be marked with company-approved decals to provide customers with notice that they are approaching a door or window. Unmarked glass panels can result in customers inadvertently walking into the glass and seriously injuring themselves.
22. Snow and ice control (January). Winter is coming....is your location prepared? (October) <b>Please use handrails</b> (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.)

*January, April, July, October - continued*

<i>Statement</i>	<i>Desired response</i>
23. 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.
24. Do all electrical outlets have secure faceplates?	Electrical outlets should have covers in place to prevent associates or customers from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately.
25. They say hindsight is a perfect science...	However, having foresight can prevent incidents.
26. Know your responsibility in every emergency.	What would you do in the event of a fire? What would you do in the event of an armed robbery?
27. What would you do if you saw a customer attempting to climb a fixture or ladder?	Please be courteous and provide them with excellent customer service! Have them climb off the fixture or ladder and assist them as needed.
28. 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.
29. 18" Clearance from all sprinkler heads permits proper functioning of the system.	There should not be any storage within 18 inches of sprinkler heads. 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 customers and employees from safely evacuating a given area of the store. Sprinkler heads that are inadvertently painted should also be identified and replaced by a licensed fire protection professional.
30. Display safety and overhead displays	To prevent customers from being injured when attempting to reach overhead displays, a best practice would be to sign the display indicating for the customer to "Please ask for assistance!" This will give the customer notice and may prevent a customer from being struck by merchandise. Securing displays that children can reach and pull down is also a best practice. Heavy items should be displayed on the lowest shelf or on the floor. Not in top stock areas.
31. 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 and the mall, if necessary, 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.

## February, May, August, November

Statement	Desired response
1. 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.
2. 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 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.
3. 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>
4. Remember that there is no smoking in the workplace.	There is a reason for no smoking and most states forbid smoking due to health and fire hazards.
5. 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.
6. Keep storage away from electrical panels.	Always maintain at least 36" clearance in case of an emergency.
7. Do not drink and drive or ride with drivers who are drinking.	A small amount of alcohol can impair a person's ability to drive safely. Arrange for a designated driver, arrange alternate transportation or refrain from drinking when you know you will be driving.
8. In choosing a box cutter, you need the right one for the job. Use a "safety 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.
9. 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 affect.
10. A minimum width of 36" must be maintained in all exit pathways.	To ensure adequate pathways, 36" is a bare minimum; it is also the minimum for ADA. Keep storage out of the pathways.
11. 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>

*February, May, August, November - continued*

<i>Statement</i>	<i>Desired response</i>
12. 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 customer or they will correct or eliminate the unsafe condition.
13. Trip hazards should be repaired ASAP to reduce the potential for accidents.	Rips in carpets, potholes and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.
14. 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.
15. 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.
16. 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.
17. 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 customers or associates away from the hazard.
18. 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.
19. 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.
20. An uncluttered 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.
21. 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.
22. Report lights that are not working.	Good lighting is necessary for good safety and security. You may be the first to discover emergency exit or other important lights not working inside or outside the building.
23. Lacerations by box cutters are common in the retail trade.	Getting a cut from a box cutter is an unsafe practice. Using common sense will reduce the frequency of related injuries. Always ensure the box you are cutting is stable. Ensure 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.
24. A key word in accident prevention is "anticipate" ...	By anticipating what could happen, it is possible to take safety steps to prevent an accident.

*February, May, August, November - continued*

<i>Statement</i>	<i>Desired response</i>
25. Stockroom safety should always be a top priority.	A well run stockroom or receiving area is a direct reflection of the overall store operation. Associates entering or working in the stockroom or receiving area must be familiar with the stockroom safety program or more importantly, with the hazards they may encounter.
26. 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.
27. Misuse of chemicals = Danger	Using chemicals properly and with precaution = Safety
28. Use good judgment and . . .	Eliminate unsafe acts!
29. Report damage to ladders immediately, 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.
30. 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.
31. Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.

## March, June, September, December

Statement	Desired response
1. 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.
2. Always keep travel path and exit ways clear.	During an emergency, clear exit and travel paths are essential to everyone's safety.
3. 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.
4. Entrance mats should always be in good repair.	Entrance mats should be in good condition. Mats with curled edges or waves are actually a safety hazard and should be destroyed or returned to the vendor, if leased. Place entrance mats tight against the door threshold and tight against each other to maximize your slip reduction efforts.
5. Are display platforms, bases or end caps properly merchandised?	Platforms, bases or end caps should be properly merchandised to eliminate the possibility of a customer tripping. Many times these empty display areas blend in with the walking surface and create a trip hazard.
6. Are your floors free of tripping/slipping hazards?	In order to control needless customer injuries it is critical that every effort be made to ensure the store is free of slip, trip and fall hazards all hours of the day. Associates should be trained to pick up items that have fallen on the floor and remove rolling racks and other equipment from the sales floor when not in use.
7. 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.
8. 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.
9. Slow down when walking from carpet to tile.	Just like a car, you can wipe out when going too fast for conditions. Foreign substances like spills or not wearing slip resistant shoes can also increase your chances of slipping and falling. Wearing snow boots, cleats or tennis shoes to and from work can also cut down on the possibility of a slip and fall incident.
10. When do I report an injury or accident to my supervisor?	Immediately!
11. Falls from ladders are one of the most common causes of serious injury in the retail industry.	The misuse of ladders, or not using a ladder as required, is a common way for serious injuries to occur. Even a fall from a short distance can result in severe injury. Chairs, shelving, boxes or other unapproved devices must not be used instead of a ladder. Serious falls can occur when these unsafe and improper devices are used.
12. Fire extinguishers fully charged?	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.
13. 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.
14. 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 by passing safety switches leads to only one thing. A serious injury. Report violations of this nature to management for investigation.

## March, June, September, December - continued

Statement	Desired response
15. 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.
16. 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)
17. 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 customers with necessary post accident information they need. What if an associate receives a medical bill in the mail? The injured customer 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 customers. Don't make inappropriate comments or place blame on anyone at the accident scene.
18. Peg hook safety	While plan-o-grams and peg hook use are left up to the decision of our merchants, there are a few things we can do to ensure the safety of our customers and especially our smaller customers. Avoid placing peg hooks on corner or end cap displays. Children, and even adults, walking around a corner can strike into them. Place peg hook displays within the interior of an aisle display. Ensure there is a base platform in front of the peg hook displays to prevent customers from leaning into the peg hooks. Use the shortest peg hook possible and ensure all peg hooks are uniform in length. There should be no peg hooks that protrude out from the rest. Review peg hook safety daily. Explore the use of safer varieties of peg hooks.
19. 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.
20. 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.
21. 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.
22. Don't use extension cords or cube taps as permanent wiring devices.	Cube taps are cheap multi-outlet devices that normally three electrical cords or devices can be plugged into. These devices are not to be used in commercial buildings. Some of these devices tend to melt and eventually catch fire when too much amperage or power is drawn through them.
23. 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.
24. Flammable and combustible materials should be minimized.	This simply minimizes the potential fire hazard presented by these materials. The fewer the better.

## March, June, September, December - continued

Statement	Desired response
25. Do not place merchandise or storage on steps.	Placing merchandise or storage on steps creates a serious fall exposure for yourself and others. Never place storage on steps at work or at home.
26. Document nonfunctional lights; repair ASAP.	Lights include emergency exit lights; battery powered emergency evacuation lights, as well as any light in the 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.
27. 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.
28. 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.
29. 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.
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 customers 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.

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