



ZURICH[®]

Food and beverage manager's 2020 Safety Calendar





How the calendar works

Each calendar date has a daily safety topic listed. After the month of December, or on page 15 of the calendar, there are talking points listed that correspond with the safety topic for that date. Food and beverage managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every other month.

The information in this calendar is an accumulation of recommended practices. The calendar should be of great value to your operation. Management generating safety awareness is a key practice to help 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.

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|--|--|--|
| | | | <p>1 Never try to catch a falling knife.</p> <p>New Year's Day</p> | <p>2 Rotate food on a first-in/first-out basis.</p> | <p>3 The door to the ice machine must be in the locked-open position before removing ice.</p> | <p>4 When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p> |
| <p>5 Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p> | <p>6 Wear protective gloves when handling hot pans and containers.</p> | <p>7 Be careful and methodical when moving banquet tables.</p> | <p>8 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p> | <p>9 What is the two person approach in regard to slip, trip or fall prevention?</p> | <p>10 Separate cutting boards should be used for raw and cooked foods.</p> | <p>11 Do not store heavy and bulky objects up high.</p> |
| <p>12 Clean up any food or liquid immediately when breaking down buffet stations.</p> | <p>13 Place the serrated edge of the aluminum foil box face down after use.</p> | <p>14 Use cut-resistant gloves every time you pick up a knife.</p> | <p>15 Maintain clear access areas in and out of the kitchen.</p> | <p>16 Always wear rubber or leather gloves when removing the vent grates above the grill.</p> | <p>17 Be aware of broken glass when uploading bus tubs in the dish room.</p> | <p>18 Never leave boxes (empty or full) lying around on the kitchen floor.</p> |
| <p>19 Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p> | <p>20 Never leave an empty coffee pot on the warmer.</p> <p>MLK Jr's Birthday</p> | <p>21 What does your 'right-to-know' refer to?</p> | <p>22 Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p> | <p>23 Have a 'Wet Floor' sign in place before and after cleaning the floor.</p> | <p>24 Store knives properly after use.</p> | <p>25 The spray curtains for the dishwasher should always be in place.</p> |
| <p>26 Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p> | <p>27 All food containers must be properly labeled with common names.</p> | <p>28 Bleach is not an approved sanitizer; keep it out of the kitchen.</p> | <p>29 Food handlers' hands should be washed after any possible contamination.</p> | <p>30 Remove the deep fry basket from oil before filling it with product.</p> | <p>31 Only use approved wine bottle openers.</p> | <p>Happy New Year Let's kick off a safe new year!</p> |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|---|---|---|--|
| <p>Post OSHA Log By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted.</p> | | | | | | <p>1 Never pull out the tea basket while the tea is brewing.</p> |
| <p>2 Do not overload server trays or bus tubs.</p> | <p>3 Get help when lifting heavy or bulky loads.</p> | <p>4 Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> | <p>5 Covering all food containers reduces the risk of contamination.</p> | <p>6 Prevent cross-contamination of working surfaces and equipment.</p> | <p>7 Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> | <p>8 If you see food debris on the kitchen floor, pick it up.</p> |
| <p>9 Examine both ends and seams of cans, and press each end separately.</p> | <p>10 Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> | <p>11 Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p> | <p>12 Always wash your hands after using the restroom.</p> | <p>13 Food handlers should be free from boils or infectious disease.</p> | <p>14 Always slow down before walking through a swinging door.</p> <p>Valentine's Day</p> | <p>15 Always maintain a clear line of vision when carrying an object, especially on stairs.</p> |
| <p>16 Be careful when picking up/removing glass containers from the cooler.</p> | <p>17 Never mix chemicals.</p> <p>President's Day</p> | <p>18 Hand tools must be cleaned and sanitized after each use.</p> | <p>19 Clean up wet spots immediately.</p> | <p>20 The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> | <p>21 Always wear a cut-resistant glove when cleaning the slicing machine.</p> | <p>22 A housefly can carry over six million microbes on its body and many more internally.</p> |
| <p>23 Jewelry should not be worn when operating machinery.</p> | <p>24 Use correct cutting techniques.</p> | <p>25 Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> | <p>26 Zero the slicer.</p> <p>Ash Wednesday</p> | <p>27 Slow down in the kitchen and the buffet area.</p> | <p>28 Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p> | <p>29 Never reach into the dishwasher while it is operating.</p> |

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| <p>1 Never try to catch a falling knife.</p> | <p>2 Rotate food on a first-in/first-out basis.</p> | <p>3 The door to the ice machine must be in the locked-open position before removing ice.</p> | <p>4 When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p> | <p>5 Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p> | <p>6 Wear protective gloves when handling hot pans and containers.</p> | <p>7 Be careful and methodical when moving banquet tables.</p> |
| <p>8 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p> <p>Daylight Savings Begins</p> | <p>9 What is the two person approach in regard to slip, trip or fall prevention?</p> | <p>10 Separate cutting boards should be used for raw and cooked foods.</p> | <p>11 Do not store heavy and bulky objects up high.</p> | <p>12 Clean up any food or liquid immediately when breaking down buffet stations.</p> | <p>13 Place the serrated edge of the aluminum foil box face down after use.</p> | <p>14 Use cut-resistant gloves every time you pick up a knife.</p> |
| <p>15 Maintain clear access areas in and out of the kitchen.</p> | <p>16 Always wear rubber or leather gloves when removing the vent grates above the grill.</p> | <p>17 Be aware of broken glass when unloading bus tubs in the dish room.</p> <p>St. Patrick's Day</p> | <p>18 Never leave boxes (empty or full) lying around on the kitchen floor.</p> | <p>19 Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p> | <p>20 Never leave an empty coffee pot on the warmer.</p> | <p>21 What does your 'right-to-know' refer to?</p> |
| <p>22 Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p> | <p>23 Have a 'Wet Floor' sign in place before and after cleaning the floor.</p> | <p>24 Store knives properly after use.</p> | <p>25 The spray curtains for the dishwasher should always be in place.</p> | <p>26 Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p> | <p>27 All food containers must be properly labeled with common names.</p> | <p>28 Bleach is not an approved sanitizer; keep it out of the kitchen.</p> |
| <p>29 Food handlers' hands should be washed after any possible contamination.</p> | <p>30 Remove the deep fry basket from oil before filling it with product.</p> | <p>31 Only use approved wine bottle openers.</p> | <p>Spring Forward Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p> | | | |

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| | | | <p>1 Never pull out the tea basket while the tea is brewing.</p> | <p>2 Do not overload server trays or bus tubs.</p> | <p>3 Get help when lifting heavy or bulky loads.</p> | <p>4 Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> |
| <p>5 Covering all food containers reduces the risk of contamination.</p> | <p>6 Prevent cross-contamination of working surfaces and equipment.</p> | <p>7 Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> | <p>8 If you see food debris on the kitchen floor, pick it up.</p> <p>Passover/Good Friday</p> | <p>9 Examine both ends and seams of cans, and press each end separately.</p> | <p>10 Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> | <p>11 Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p> |
| <p>12 Always wash your hands after using the restroom.</p> <p>Easter</p> | <p>13 Food handlers should be free from boils or infectious disease.</p> | <p>14 Always slow down before walking through a swinging door.</p> | <p>15 Always maintain a clear line of vision when carrying an object, especially on stairs.</p> | <p>16 Be careful when picking up/removing glass containers from the cooler.</p> | <p>17 Never mix chemicals.</p> | <p>18 Hand tools must be cleaned and sanitized after each use.</p> |
| <p>19 Clean up wet spots immediately.</p> | <p>20 The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> | <p>21 Always wear a cut-resistant glove when cleaning the slicing machine.</p> | <p>22 A housefly can carry over six million microbes on its body and many more internally.</p> | <p>23 Jewelry should not be worn when operating machinery.</p> | <p>24 Use correct cutting techniques.</p> | <p>25 Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> |
| <p>26 Zero the slicer.</p> | <p>27 Slow down in the kitchen and the buffet area.</p> | <p>28 Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p> | <p>29 Never reach into the dishwasher while it is operating.</p> | <p>30 Unplug the slicer when it is not in use and when it is being cleaned.</p> | <p>Save OSHA Log At the end of the month, take down and file the OSHA 300A summary log with your permanent records.</p> | |

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| | | | | | 1 Never try to catch a falling knife. | 2 Rotate food on a first-in/first-out basis. |
| 3 The door to the ice machine must be in the locked-open position before removing ice. | 4 When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray. | 5 Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling. Cinco de Mayo | 6 Wear protective gloves when handling hot pans and containers. | 7 Be careful and methodical when moving banquet tables. | 8 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals. | 9 What is the two person approach in regard to slip, trip or fall prevention? |
| 10 Separate cutting boards should be used for raw and cooked foods. Mother's Day | 11 Do not store heavy and bulky objects up high. | 12 Clean up any food or liquid immediately when breaking down buffet stations. | 13 Place the serrated edge of the aluminum foil box face down after use. | 14 Use cut-resistant gloves every time you pick up a knife. | 15 Maintain clear access areas in and out of the kitchen. | 16 Always wear rubber or leather gloves when removing the vent grates above the grill. |
| 17 Be aware of broken glass when uploading bus tubs in the dish room. | 18 Never leave boxes (empty or full) lying around on the kitchen floor. | 19 Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location. | 20 Never leave an empty coffee pot on the warmer. | 21 What does your 'right-to-know' refer to? | 22 Light fixtures, fluorescent tubes and bulbs should always have protective covers. | 23 Have a 'Wet Floor' sign in place before and after cleaning the floor. |
| 24 Store knives properly after use. | 25 The spray curtains for the dishwasher should always be in place. Memorial Day | 26 Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave. | 27 All food containers must be properly labeled with common names. | 28 Bleach is not an approved sanitizer; keep it out of the kitchen. | 29 Food handlers' hands should be washed after any possible contamination. | 30 Remove the deep fry basket from oil before filling it with product. |
| 31 Only use approved wine bottle openers. | | | | | | |

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| | <p>1 Never pull out the tea basket while the tea is brewing.</p> | <p>2 Do not overload server trays or bus tubs.</p> | <p>3 Get help when lifting heavy or bulky loads.</p> | <p>4 Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> | <p>5 Covering all food containers reduces the risk of contamination.</p> | <p>6 Prevent cross-contamination of working surfaces and equipment.</p> |
| <p>7 Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> | <p>8 If you see food debris on the kitchen floor, pick it up.</p> | <p>9 Examine both ends and seams of cans, and press each end separately.</p> | <p>10 Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> | <p>11 Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p> | <p>12 Always wash your hands after using the restroom.</p> | <p>13 Food handlers should be free from boils or infectious disease.</p> |
| <p>14 Always slow down before walking through a swinging door.</p> | <p>15 Always maintain a clear line of vision when carrying an object, especially on stairs.</p> | <p>16 Be careful when picking up/removing glass containers from the cooler.</p> | <p>17 Never mix chemicals.</p> | <p>18 Hand tools must be cleaned and sanitized after each use.</p> | <p>19 Clean up wet spots immediately.</p> | <p>20 The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> |
| <p>21 Always wear a cut-resistant glove when cleaning the slicing machine.</p> <p>Father's Day</p> | <p>22 A housefly can carry over six million microbes on its body and many more internally.</p> | <p>23 Jewelry should not be worn when operating machinery.</p> | <p>24 Use correct cutting techniques.</p> | <p>25 Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> | <p>26 Zero the slicer.</p> | <p>27 Slow down in the kitchen and the buffet area.</p> |
| <p>28 Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p> | <p>29 Never reach into the dishwasher while it is operating.</p> | <p>30 Unplug the slicer when it is not in use and when it is being cleaned.</p> | | | | |

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| <p>5 Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p> | <p>6 Wear protective gloves when handling hot pans and containers.</p> | <p>7 Be careful and methodical when moving banquet tables.</p> | <p>8 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p> | <p>9 What is the two person approach in regard to slip, trip or fall prevention?</p> | <p>10 Separate cutting boards should be used for raw and cooked foods.</p> | <p>11 Do not store heavy and bulky objects up high.</p> |
| <p>12 Clean up any food or liquid immediately when breaking down buffet stations.</p> | <p>13 Place the serrated edge of the aluminum foil box face down after use.</p> | <p>14 Use cut-resistant gloves every time you pick up a knife.</p> | <p>15 Maintain clear access areas in and out of the kitchen.</p> | <p>16 Always wear rubber or leather gloves when removing the vent grates above the grill.</p> | <p>17 Be aware of broken glass when unloading bus tubs in the dish room.</p> | <p>18 Never leave boxes (empty or full) lying around on the kitchen floor.</p> |
| <p>19 Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p> | <p>20 Never leave an empty coffee pot on the warmer.</p> | <p>21 What does your 'right-to-know' refer to?</p> | <p>22 Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p> | <p>23 Have a 'Wet Floor' sign in place before and after cleaning the floor.</p> | <p>24 Store knives properly after use.</p> | <p>25 The spray curtains for the dishwasher should always be in place.</p> |
| <p>26 Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p> | <p>27 All food containers must be properly labeled with common names.</p> | <p>28 Bleach is not an approved sanitizer; keep it out of the kitchen.</p> | <p>29 Food handlers' hands should be washed after any possible contamination.</p> | <p>30 Remove the deep fry basket from oil before filling it with product.</p> | <p>31 Only use approved wine bottle openers.</p> | |

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| | | | | | | <p>1 Never pull out the tea basket while the tea is brewing.</p> |
| <p>2 Do not overload server trays or bus tubs.</p> | <p>3 Get help when lifting heavy or bulky loads.</p> | <p>4 Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> | <p>5 Covering all food containers reduces the risk of contamination.</p> | <p>6 Prevent cross-contamination of working surfaces and equipment.</p> | <p>7 Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> | <p>8 If you see food debris on the kitchen floor, pick it up.</p> |
| <p>9 Examine both ends and seams of cans, and press each end separately.</p> | <p>10 Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> | <p>11 Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p> | <p>12 Always wash your hands after using the restroom.</p> | <p>13 Food handlers should be free from boils or infectious disease.</p> | <p>14 Always slow down before walking through a swinging door.</p> | <p>15 Always maintain a clear line of vision when carrying an object, especially on stairs.</p> |
| <p>16 Be careful when picking up/removing glass containers from the cooler.</p> | <p>17 Never mix chemicals.</p> | <p>18 Hand tools must be cleaned and sanitized after each use.</p> | <p>19 Clean up wet spots immediately.</p> | <p>20 The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> | <p>21 Always wear a cut-resistant glove when cleaning the slicing machine.</p> | <p>22 A housefly can carry over six million microbes on its body and many more internally.</p> |
| <p>23 Jewelry should not be worn when operating machinery.</p> | <p>24 Use correct cutting techniques.</p> | <p>25 Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> | <p>26 Zero the slicer.</p> | <p>27 Slow down in the kitchen and the buffet area.</p> | <p>28 Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p> | <p>29 Never reach into the dishwasher while it is operating.</p> |
| <p>30 Unplug the slicer when it is not in use and when it is being cleaned.</p> | <p>31 Hold cold food at 40°F/ 6°C or less.</p> | <p>School Starts The new school year is coming, watch for buses!</p> | | | | |

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| | | <p>1 Never try to catch a falling knife.</p> | <p>2 Rotate food on a first-in/first-out basis.</p> | <p>3 The door to the ice machine must be in the locked-open position before removing ice.</p> | <p>4 When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p> | <p>5 Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p> |
| <p>6 Wear protective gloves when handling hot pans and containers.</p> | <p>7 Be careful and methodical when moving banquet tables.</p> <p>Labor Day</p> | <p>8 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p> | <p>9 What is the two person approach in regard to slip, trip or fall prevention?</p> | <p>10 Separate cutting boards should be used for raw and cooked foods.</p> | <p>11 Do not store heavy and bulky objects up high.</p> | <p>12 Clean up any food or liquid immediately when breaking down buffet stations.</p> |
| <p>13 Place the serrated edge of the aluminum foil box face down after use.</p> | <p>14 Use cut-resistant gloves every time you pick up a knife.</p> | <p>15 Maintain clear access areas in and out of the kitchen.</p> | <p>16 Always wear rubber or leather gloves when removing the vent grates above the grill.</p> | <p>17 Be aware of broken glass when unloading bus tubs in the dish room.</p> | <p>18 Never leave boxes (empty or full) lying around on the kitchen floor.</p> | <p>19 Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p> |
| <p>20 Never leave an empty coffee pot on the warmer.</p> | <p>21 What does your 'right-to-know' refer to?</p> | <p>22 Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p> | <p>23 Have a 'Wet Floor' sign in place before and after cleaning the floor.</p> | <p>24 Store knives properly after use.</p> | <p>25 The spray curtains for the dishwasher should always be in place.</p> | <p>26 Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p> |
| <p>27 All food containers must be properly labeled with common names.</p> <p>Yom Kippur</p> | <p>28 Bleach is not an approved sanitizer; keep it out of the kitchen.</p> | <p>29 Food handlers' hands should be washed after any possible contamination.</p> | <p>30 Remove the deep fry basket from oil before filling it with product.</p> | | | |

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| <p>Fire Prevention Month Fire Safety Month is here!</p> | | | | <p>1 Never pull out the tea basket while the tea is brewing.</p> | <p>2 Do not overload server trays or bus tubs.</p> | <p>3 Get help when lifting heavy or bulky loads.</p> |
| <p>4 Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> | <p>5 Covering all food containers reduces the risk of contamination.</p> | <p>6 Prevent cross-contamination of working surfaces and equipment.</p> | <p>7 Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> | <p>8 If you see food debris on the kitchen floor, pick it up.</p> | <p>9 Examine both ends and seams of cans, and press each end separately.</p> | <p>10 Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> |
| <p>11 Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p> | <p>12 Always wash your hands after using the restroom. Columbus Day</p> | <p>13 Food handlers should be free from boils or infectious disease.</p> | <p>14 Always slow down before walking through a swinging door.</p> | <p>15 Always maintain a clear line of vision when carrying an object, especially on stairs.</p> | <p>16 Be careful when picking up/removing glass containers from the cooler.</p> | <p>17 Never mix chemicals.</p> |
| <p>18 Hand tools must be cleaned and sanitized after each use.</p> | <p>19 Clean up wet spots immediately.</p> | <p>20 The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> | <p>21 Always wear a cut-resistant glove when cleaning the slicing machine.</p> | <p>22 A housefly can carry over six million microbes on its body and many more internally.</p> | <p>23 Jewelry should not be worn when operating machinery.</p> | <p>24 Use correct cutting techniques.</p> |
| <p>25 Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> | <p>26 Zero the slicer.</p> | <p>27 Slow down in the kitchen and the buffet area.</p> | <p>28 Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p> | <p>29 Never reach into the dishwasher while it is operating.</p> | <p>30 Unplug the slicer when it is not in use and when it is being cleaned.</p> | <p>31 Hold cold food at 40°F/ 6°C or less. Halloween</p> |

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| <p>1 Never try to catch a falling knife.</p> <p>Daylight Savings Ends</p> | <p>2 Rotate food on a first-in/first-out basis.</p> | <p>3 The door to the ice machine must be in the locked-open position before removing ice.</p> | <p>4 When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p> | <p>5 Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p> | <p>6 Wear protective gloves when handling hot pans and containers.</p> | <p>7 Be careful and methodical when moving banquet tables.</p> |
| <p>8 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p> | <p>9 What is the two person approach in regard to slip, trip or fall prevention?</p> | <p>10 Separate cutting boards should be used for raw and cooked foods.</p> | <p>11 Do not store heavy and bulky objects up high.</p> <p>Veterans Day</p> | <p>12 Clean up any food or liquid immediately when breaking down buffet stations.</p> | <p>13 Place the serrated edge of the aluminum foil box face down after use.</p> | <p>14 Use cut-resistant gloves every time you pick up a knife.</p> |
| <p>15 Maintain clear access areas in and out of the kitchen.</p> | <p>16 Always wear rubber or leather gloves when removing the vent grates above the grill.</p> | <p>17 Be aware of broken glass when uploading bus tubs in the dish room.</p> | <p>18 Never leave boxes (empty or full) lying around on the kitchen floor.</p> | <p>19 Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p> | <p>20 Never leave an empty coffee pot on the warmer.</p> | <p>21 What does your 'right-to-know' refer to?</p> |
| <p>22 Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p> | <p>23 Have a 'Wet Floor' sign in place before and after cleaning the floor.</p> | <p>24 Store knives properly after use.</p> | <p>25 The spray curtains for the dishwasher should always be in place.</p> | <p>26 Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p> <p>Thanksgiving</p> | <p>27 All food containers must be properly labeled with common names.</p> | <p>28 Bleach is not an approved sanitizer; keep it out of the kitchen.</p> |
| <p>29 Food handlers' hands should be washed after any possible contamination.</p> | <p>30 Remove the deep fry basket from oil before filling it with product.</p> | <p>Fall Back Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p> | | | | |

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|--|--|--|---|---|
| | | <p>1 Never pull out the tea basket while the tea is brewing.</p> | <p>2 Do not overload server trays or bus tubs.</p> | <p>3 Get help when lifting heavy or bulky loads.</p> | <p>4 Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> | <p>5 Covering all food containers reduces the risk of contamination.</p> |
| <p>6 Prevent cross-contamination of working surfaces and equipment.</p> | <p>7 Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> | <p>8 If you see food debris on the kitchen floor, pick it up.</p> | <p>9 Examine both ends and seams of cans, and press each end separately.</p> | <p>10 Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> <p>Hanukkah</p> | <p>11 Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p> | <p>12 Always wash your hands after using the restroom.</p> |
| <p>13 Food handlers should be free from boils or infectious disease.</p> | <p>14 Always slow down before walking through a swinging door.</p> | <p>15 Always maintain a clear line of vision when carrying an object, especially on stairs.</p> | <p>16 Be careful when picking up/removing glass containers from the cooler.</p> | <p>17 Never mix chemicals.</p> | <p>18 Hand tools must be cleaned and sanitized after each use.</p> | <p>19 Clean up wet spots immediately.</p> |
| <p>20 The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> | <p>21 Always wear a cut-resistant glove when cleaning the slicing machine.</p> | <p>22 A housefly can carry over six million microbes on its body and many more internally.</p> | <p>23 Jewelry should not be worn when operating machinery.</p> | <p>24 Use correct cutting techniques.</p> | <p>25 Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> <p>Christmas</p> | <p>26 Zero the slicer.</p> |
| <p>27 Slow down in the kitchen and the buffet area.</p> | <p>28 Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p> | <p>29 Never reach into the dishwasher while it is operating.</p> | <p>30 Unplug the slicer when it is not in use and when it is being cleaned.</p> | <p>31 Hold cold food at 40°F/ 6°C or less.</p> <p>New Year's Eve</p> | | |

Responses

The idea behind this calendar is repetitive training. The food and beverage manager can assist with the correct response to potentially hazardous situations by regularly training the staff on these scenarios. Of course, not every possible scenario is listed on the calendar; the situations listed are those we know may occur from time to time and might affect the safety and security of the associates, guests and the property. These topics repeat approximately every other month.

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement | Response |
|-----|---|---|
| 1 | Never try to catch a falling knife. | Never try to catch a falling knife. You could receive a nasty cut for your trouble. |
| 2 | Rotate food on a first-in/first-out basis. | A FIFO (first in first out) system minimizes the risks of spoilage and contamination. |
| 3 | The door to the ice machine must be in the locked-open position before removing ice. | This may prevent the door from swinging closed and striking an associate on the head, arms, and hands. |
| 4 | When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray. | Always keep your back straight and use both arms to support the weight of the tray. Doing this can prevent unnecessary strain or back injury. |
| 5 | Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling. | Clearance will facilitate adequate air circulation and facilitate inspection and cleaning, which is essential. |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement | Response |
|-----|---|--|
| 6 | Wear protective gloves when handling hot pans and containers. | Burns can be prevented by following this simple rule. |
| 7 | Be careful and methodical when moving banquet tables. | Moving too quickly can result in fingers being jammed and caught. It can also cause back strain if the table gets away from you. |
| 8 | Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals. | <p>Personal Protective Equipment (PPE) protects the skin, eyes, and respiratory system whenever chemicals may be splashed, sprayed, or dripped onto a person. PPE includes:</p> <ul style="list-style-type: none"> • Splash-proof goggles • Gloves • Masks • Aprons |
| 9 | What is the two person approach in regard 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, cleanup materials, caution signs, or barriers to keep visitors or associates away from the hazard. |
| 10 | Separate cutting boards should be used for raw and cooked foods. | Strict discipline must be maintained; use the color-coded cutting boards to prevent cross-contamination. |
| 11 | Do not store heavy and bulky objects up high. | When heavy items are stored in high places, strains and other injuries, such as being struck in the face or head by a mishandled object, can occur. Store heavy and bulky items in the 'safety strike zone,' which is the area between mid-chest and the knees in height. |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement | Response |
|-----|--|--|
| 12 | Clean up any food or liquid immediately when breaking down buffet stations. | Immediately cleaning up when breaking down buffet stations helps prevent high-dollar-cost slips, falls, and back strains. |
| 13 | Place the serrated edge of the aluminum foil box face down after use. | Hands and wrists can be caught on serrated edges and be cut or scratched. |
| 14 | Use cut-resistant gloves every time you pick up a knife. | It's so easy to prevent a cut. |
| 15 | Maintain clear access areas in and out of the kitchen. | If the area becomes cluttered with portable equipment, the workflow is interrupted and incidents resulting in injury are more likely to occur. |
| 16 | Always wear rubber or leather gloves when removing the vent grates above the grill. | Cuts to the hands from the edges and corners of the filters occur frequently when gloves are not worn. |
| 17 | Be aware of broken glass when uploading bus tubs in the dish room. | Cuts may occur because of inattention to this detail. |
| 18 | Never leave boxes (empty or full) lying around on the kitchen floor. | Boxes left on the kitchen floor may result in trips and falls that cause a multitude of injuries. |
| 19 | Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location. | Keep clean surfaces clean and uncontaminated with floor-clean operations and insect-control applications. |
| 20 | Never leave an empty coffee pot on the warmer. | The coffee pot can shatter, causing various injuries. |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement | Response |
|-----|---|--|
| 21 | What does your 'right-to-know' refer to? | Associates have a right to know about what chemicals they are using and what to do if they are ingested or come in contact with the skin or eyes. Safety Data Sheets (SDS), contain this information. Associates should also know where to find the Personal Protective Equipment (PPE) required for handling certain chemicals. |
| 22 | Light fixtures, fluorescent tubes and bulbs should always have protective covers. | Unprotected lights can result in broken glass in food. |
| 23 | Have a 'Wet Floor' sign in place before and after cleaning the floor. | Alert associates and guests to a slippery condition in order to prevent slips and falls. |
| 24 | Store knives properly after use. | Someone might inadvertently lean against an improperly stored knife and receive an injury. |
| 25 | The spray curtains for the dishwasher should always be in place. | The spray curtains can prevent hot water, waste water, and chemicals from the dishwasher from splashing on the floor. |
| 26 | Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave. | Using Personal Protective Equipment (PPE) when removing hot dishes from the microwave will prevent dishes from slipping and causing burns. |
| 27 | All food containers must be properly labeled with common names. | Food, whether raw or prepared, if removed from its original packaging or container, should be stored in a clean, covered, nonabsorbent container until it is prepared and served. This is to prevent cross-contamination. |
| 28 | Bleach is not an approved sanitizer; keep it out of the kitchen. | Use the approved product supplied by the facility. |

Jan | Mar | May | Jul | Sep | Nov

| Day | Statement | Response |
|-----|---|--|
| 29 | Food handlers' hands should be washed after any possible contamination. | Wash hands after eating, smoking, drinking, using the toilet, touching unclean surfaces, or objects and handling raw meat and poultry. |
| 30 | Remove the deep fry basket from oil before filling it with product. | Throwing food into hot oil can cause spitting and splashing, resulting in serious burns. |
| 31 | Only use approved wine bottle openers. | Use of an unapproved opener can result in pinching and cutting of fingers. |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement | Response |
|-----|---|--|
| 1 | Never pull out the tea basket while the tea is brewing. | Associates have been burned when overflowing water hits their hands from coffee and tea pots and baskets. |
| 2 | Do not overload server trays or bus tubs. | Make two trips or get help. Overloading server trays or bus tubs in order to quickly complete a task may lead to injury from strain, as well as dropped objects and spilled food. |
| 3 | Get help when lifting heavy or bulky loads. | Get help when doing things like putting a new milk box in the dispenser, moving a keg of beer, or relocating a bag of potatoes. Your back will thank you. |
| 4 | Food handlers should wear hats, caps, hair nets or other effective hair restraints. | Hair in food is unsanitary and a real turnoff for guests. |
| 5 | Covering all food containers reduces the risk of contamination. | Cross-contamination is a major source of foodborne illness. |
| 6 | Prevent cross-contamination of working surfaces and equipment. | Clean and sanitize cutting boards, sinks, work surfaces, and equipment after each use. |
| 7 | Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse. | <p>Foodborne illness can be the result of:</p> <ul style="list-style-type: none"> • Cross-contamination can occur during processing, either before or after purchase. • Poor hygiene and bad habits. • Failure to follow time and temperature guidelines. |
| 8 | If you see food debris on the kitchen floor, pick it up. | Slips and falls remain the number one cause of injury at locations. |
| 9 | Examine both ends and seams of cans, and press each end separately. | Reject cans if the opposite end bulges or the pressed end springs back. |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement | Response |
|-----|--|---|
| 10 | Maintain clear walkways through prep areas, the kitchen, and service corridors. | A minimum path of 44 inches should be maintained for exits. Maintaining this distance also removes trip hazards, so associates can flow safely and smoothly through walkways. Always place the chairs, racks, bars, etc., in the banquet aisle stacked neatly against the wall. |
| 11 | Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products. | These storage areas must be locked and accessible to authorized personnel only. |
| 12 | Always wash your hands after using the restroom. | This is the easiest way to prevent foodborne illness. |
| 13 | Food handlers should be free from boils or infectious disease. | Human contamination is one of the common sources of foodborne illnesses. |
| 14 | Always slow down before walking through a swinging door. | Two people quickly approaching a swinging door from opposite directions can cause a major accident. |
| 15 | Always maintain a clear line of vision when carrying an object, especially on stairs. | Obstruction of your clear sight line may occur when carrying more than one crate. This can result in trips and falls on steps and can lead to serious injuries. |
| 16 | Be careful when picking up/ removing glass containers from the cooler. | Glass containers stored in coolers become slippery. You can lose your grip, causing glass to shatter and fly into people's eyes. |
| 17 | Never mix chemicals. | Mixing chemicals may produce poisonous gas or an explosive reaction. |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement | Response |
|-----|--|---|
| 18 | Hand tools must be cleaned and sanitized after each use. | <p>Hand tools must be cleaned and sanitized, either manually or mechanically, after each use. Hand tools include:</p> <ul style="list-style-type: none"> • Knives • Scoops • Funnels • Whips • Spoons • Spatulas • Sifters • Strainers • Sieves • Ladle • Graters • Slicers • Peelers • Forks • And other hand tools |
| 19 | Clean up wet spots immediately. | Attending to wet spots will prevent trip and fall injuries to yourself, other associates and guests. |
| 20 | The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace. | <p>Human carriers are a major source of salmonella typhi contamination. Food workers can spread salmonella through:</p> <ul style="list-style-type: none"> • Cross-contamination during processing, either before or after products are purchased. • Poor personal hygiene and habits. • Failure to work with clean, sanitized cutting boards, knives, equipment, cloths and utensils. |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement | Response |
|-----|--|--|
| 21 | Always wear a cut-resistant glove when cleaning the slicing machine. | When using the slicer, wearing the appropriate equipment may help in reducing injuries. |
| 22 | A housefly can carry over six million microbes on its body and many more internally. | Prevent flies from nesting indoors by storing food properly and using good sanitation, maintenance, and housekeeping practices to remove and eliminate nesting places. |
| 23 | Jewelry should not be worn when operating machinery. | Fingers, hands, and other body parts can be pulled into the machinery. |
| 24 | Use correct cutting techniques. | Prevent cutting hands and fingers. |
| 25 | Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use. | It is impossible to be sure all broken glass has been removed from ice. Metal scoops prevent this problem. Unclean scoop handles left in the ice bin can cause bacterial cross-contamination. |
| 26 | Zero the slicer. | Slicers with blades left at the previous cut depth are a frequent source of serious cuts. Leave the work environment in safe condition. |
| 27 | Slow down in the kitchen and the buffet area. | Slow down in the kitchen and avoid slips and falls. It is saturation time, team. |
| 28 | Check cargo carriers for odors and for evidence of holes, damage, or rodent activity. | Foul smells can be caused by: <ul style="list-style-type: none"> • Failure to clean the carrier prior to loading • Decomposition of products prior to loading • Improper refrigeration or freezer temperature Remember holes in cargo carriers invite vermin and other pests. |

Feb | Apr | Jun | Aug | Oct | Dec

| Day | Statement | Response |
|-----|---|---|
| 29 | Never reach into the dishwasher while it is operating. | Dishwasher water is very hot and there are many moving parts that would cause injury. |
| 30 | Unplug the slicer when it is not in use and when it is being cleaned. | Prevent unintentional operation and injury. |
| 31 | Hold cold food at 40°F/6°C or less. | Keeping food at the correct temperature helps prevent foodborne illness. |

The Zurich Services Corporation
Risk Engineering
1299 Zurich Way, Schaumburg, Illinois 60196-1056
800 982 5964 www.zurichna.com

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