

Grocery store manager's 2020 Safety Calendar





How the calendar works

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

The information in this calendar is a **compilation of effective discussion points** to help reduce your overall risk. 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 Cardboard baler safety</p> <p>New Year's Day</p>	<p>2 Do all electrical outlets have secure face plates?</p>	<p>3 Buckle up when traveling to and from work.</p>	<p>4 Inspect fire extinguishers monthly.</p>
<p>5 Don't take shortcuts!</p>	<p>6 Fire extinguisher basics.</p>	<p>7 First aid kits/First aid logs.</p>	<p>8 Prevent lacerations.</p>	<p>9 An uncluttered grocery store shows respect for those who shop and work there.</p>	<p>10 Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>11 Use kneepads when stocking low shelves or kneeling for long periods.</p>
<p>12 Check compactors to confirm all safety controls are in place.</p>	<p>13 Don't let a near miss go unreported.</p>	<p>14 Immediately clean up any spills on the floor that could cause someone to slip and fall.</p>	<p>15 Always use extreme caution...</p>	<p>16 Correct or report slip, trip, and fall hazards.</p>	<p>17 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>18 How you respond when investigating accidents and injuries could make all the difference.</p>
<p>19 Pallets should be maintained in good, safe operating condition.</p>	<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p> <p>MLK Jr's Birthday</p>	<p>21 Are all electrical panels properly covered?</p>	<p>22 Housekeeping preventing slips, trips, and falls.</p>	<p>23 Never climb racking or step onto elevated racking.</p>	<p>24 We should wear our Personal Protective Equipment (PPE).</p>	<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p>26 Keep storage away from electrical panels.</p>	<p>27 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>28 What does 'building a bridge' mean regarding back safety?</p>	<p>29 What is the proper way to lift a carton/object?</p>	<p>30 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>31 A neat and clean workplace is necessary for safety.</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 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>
<p>2 Are all stairwells clear and free of obstruction?</p>	<p>3 Report missing fire extinguishers.</p>	<p>4 Use thermal gloves when handling frozen foods.</p>	<p>5 Always keep travel paths and exit ways clear.</p>	<p>6 Good shoes are essential to a good safety program.</p>	<p>7 When on a ladder, remember the belt buckle rule.</p>	<p>8 You receive a bomb threat. What do you do?</p>
<p>9 Taking shortcuts can lead to accidents.</p>	<p>10 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>11 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>12 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>13 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>14 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p> <p>Valentine's Day</p>	<p>15 When is it acceptable to leave a forklift unattended on dock boards or a trailer?</p>
<p>16 Why do we have safety meetings?</p>	<p>17 Your safety zone.</p> <p>President's Day</p>	<p>18 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>19 Repetitive tasks</p>	<p>20 Confirm sprinkler systems are tested.</p>	<p>21 A key to reducing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>22 Be aware of skylights on roofs so that you do not fall through them.</p>
<p>23 What does your 'right to know' refer to?</p>	<p>24 You can't fool safety devices.</p>	<p>25 Conveyor Safety</p>	<p>26 Do not jump out of or climb through dock doors.</p> <p>Ash Wednesday</p>	<p>27 Do you know where materials are located to clean up spills or debris?</p>	<p>28 Why wear safety shoes?</p>	<p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 Use proper Personal Protective Equipment (PPE) when changing forklift or industrial truck batteries.</p>	<p>2 Anti-fatigue mats.</p>	<p>3 Extension cord use</p>	<p>4 Do you know what an 'SDS' is?</p>	<p>5 Use a step or rolling ladder to reach high places.</p>	<p>6 Fire exits and aisles.</p>	<p>7 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.</p>
<p>8 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p> <p>Daylight Savings Begins</p>	<p>9 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.</p>	<p>10 Are switches in electrical panels properly labeled?</p>	<p>11 Child safety.</p>	<p>12 Document non-functional lights and repair ASAP!</p>	<p>13 Grocery store safety inspections are not complete until they are documented.</p>	<p>14 Lockout/tagout affected employees.</p>
<p>15 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>16 Before an incident occurs, post emergency numbers (911).</p>	<p>17 Report damage to ladders immediately; don't use damaged ladders.</p> <p>St. Patrick's Day</p>	<p>18 Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.</p>	<p>19 Is your location prepared?</p>	<p>20 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>	<p>21 When do I report an injury or accident to my supervisor?</p>
<p>22 All associate accidents must be reported within 24 hours.</p>	<p>23 Flammable and combustible materials should be minimized.</p>	<p>24 Shopping cart safety.</p>	<p>25 Shopping carts and customer service.</p>	<p>26 Please use the handrails.</p>	<p>27 Are you prepared to act in an emergency?</p>	<p>28 Before you begin to lift...</p>
<p>29 When you work with chemicals, you have a 'right to know'.</p>	<p>30 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>31 Are all fire extinguishers fully charged?</p>	<p>Spring Forward Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1 Cardboard baler safety</p>	<p>2 Do all electrical outlets have secure face plates?</p>	<p>3 Buckle up when traveling to and from work.</p>	<p>4 Inspect fire extinguishers monthly.</p>
<p>5 Don't take shortcuts!</p>	<p>6 Fire extinguisher basics.</p>	<p>7 First aid kits/First aid logs.</p>	<p>8 Prevent lacerations.</p> <p>Passover/Good Friday</p>	<p>9 An uncluttered grocery store shows respect for those who shop and work there.</p>	<p>10 Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>11 Use kneepads when stocking low shelves or kneeling for long periods.</p>
<p>12 Check compactors to confirm all safety controls are in place.</p> <p>Easter</p>	<p>13 Don't let a near miss go unreported.</p>	<p>14 Immediately clean up any spills on the floor that could cause someone to slip and fall.</p>	<p>15 Always use extreme caution...</p>	<p>16 Correct or report slip, trip, and fall hazards.</p>	<p>17 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>18 How you respond when investigating accidents and injuries could make all the difference.</p>
<p>19 Pallets should be maintained in good, safe operating condition.</p>	<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>21 Are all electrical panels properly covered?</p>	<p>22 Housekeeping preventing slips, trips, and falls.</p>	<p>23 Never climb racking or step onto elevated racking.</p>	<p>24 We should wear our Personal Protective Equipment (PPE).</p>	<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p>26 Keep storage away from electrical panels.</p>	<p>27 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>28 What does 'building a bridge' mean regarding back safety?</p>	<p>29 What is the proper way to lift a carton/object?</p>	<p>30 Misuse of chemicals or cleaning agents can be dangerous.</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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					<p>1 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p>2 Are all stairwells clear and free of obstruction?</p>
<p>3 Report missing fire extinguishers.</p>	<p>4 Use thermal gloves when handling frozen foods.</p>	<p>5 Always keep travel paths and exit ways clear.</p> <p>Cinco de Mayo</p>	<p>6 Good shoes are essential to a good safety program.</p>	<p>7 When on a ladder, remember the belt buckle rule.</p>	<p>8 You receive a bomb threat. What do you do?</p>	<p>9 Taking shortcuts can lead to accidents.</p>
<p>10 Bloodborne pathogens: what does 'universal precautions' mean?</p> <p>Mother's Day</p>	<p>11 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>12 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>13 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>14 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p>15 When is it acceptable to leave a forklift unattended on dock boards or a trailer?</p>	<p>16 Why do we have safety meetings?</p>
<p>17 Your safety zone.</p>	<p>18 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>19 Repetitive tasks</p>	<p>20 Confirm sprinkler systems are tested.</p>	<p>21 A key to reducing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>22 Be aware of skylights on roofs so that you do not fall through them.</p>	<p>23 What does your 'right to know' refer to?</p>
<p>24 You can't fool safety devices.</p>	<p>25 Conveyor Safety</p> <p>Memorial Day</p>	<p>26 Do not jump out of or climb through dock doors.</p>	<p>27 Do you know where materials are located to clean up spills or debris?</p>	<p>28 Why wear safety shoes?</p>	<p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>30 Never use a damaged ladder.</p>
<p>31 How often should you inspect powered material-handling equipment (i.e., forklifts)?</p>						

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	<p>1 Use proper Personal Protective Equipment (PPE) when changing forklift or industrial truck batteries.</p>	<p>2 Anti-fatigue mats.</p>	<p>3 Extension cord use</p>	<p>4 Do you know what an 'SDS' is?</p>	<p>5 Use a step or rolling ladder to reach high places.</p>	<p>6 Fire exits and aisles.</p>
<p>7 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.</p>	<p>8 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>9 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.</p>	<p>10 Are switches in electrical panels properly labeled?</p>	<p>11 Child safety.</p>	<p>12 Document non-functional lights and repair ASAP!</p>	<p>13 Grocery store safety inspections are not complete until they are documented.</p>
<p>14 Lockout/tagout affected employees.</p>	<p>15 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>16 Before an incident occurs, post emergency numbers (911).</p>	<p>17 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>18 Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.</p>	<p>19 Is your location prepared?</p>	<p>20 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>
<p>21 When do I report an injury or accident to my supervisor?</p> <p>Father's Day</p>	<p>22 All associate accidents must be reported within 24 hours.</p>	<p>23 Flammable and combustible materials should be minimized.</p>	<p>24 Shopping cart safety.</p>	<p>25 Shopping carts and customer service.</p>	<p>26 Please use the handrails.</p>	<p>27 Are you prepared to act in an emergency?</p>
<p>28 Before you begin to lift...</p>	<p>29 When you work with chemicals, you have a 'right to know'.</p>	<p>30 A minimum width of 36 inches must be maintained in all exit pathways.</p>				

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1 Cardboard baler safety</p>	<p>2 Do all electrical outlets have secure face plates?</p>	<p>3 Buckle up when traveling to and from work.</p>	<p>4 Inspect fire extinguishers monthly.</p> <p>Independence Day</p>
<p>5 Don't take shortcuts!</p>	<p>6 Fire extinguisher basics.</p>	<p>7 First aid kits/First aid logs.</p>	<p>8 Prevent lacerations.</p>	<p>9 An uncluttered grocery store shows respect for those who shop and work there.</p>	<p>10 Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>11 Use kneepads when stocking low shelves or kneeling for long periods.</p>
<p>12 Check compactors to confirm all safety controls are in place.</p>	<p>13 Don't let a near miss go unreported.</p>	<p>14 Immediately clean up any spills on the floor that could cause someone to slip and fall.</p>	<p>15 Always use extreme caution...</p>	<p>16 Correct or report slip, trip, and fall hazards.</p>	<p>17 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>18 How you respond when investigating accidents and injuries could make all the difference.</p>
<p>19 Pallets should be maintained in good, safe operating condition.</p>	<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>21 Are all electrical panels properly covered?</p>	<p>22 Housekeeping preventing slips, trips, and falls.</p>	<p>23 Never climb racking or step onto elevated racking.</p>	<p>24 We should wear our Personal Protective Equipment (PPE).</p>	<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p>26 Keep storage away from electrical panels.</p>	<p>27 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>28 What does 'building a bridge' mean regarding back safety?</p>	<p>29 What is the proper way to lift a carton/object?</p>	<p>30 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>31 A neat and clean workplace is necessary for safety.</p>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>
<p>2 Are all stairwells clear and free of obstruction?</p>	<p>3 Report missing fire extinguishers.</p>	<p>4 Use thermal gloves when handling frozen foods.</p>	<p>5 Always keep travel paths and exit ways clear.</p>	<p>6 Good shoes are essential to a good safety program.</p>	<p>7 When on a ladder, remember the belt buckle rule.</p>	<p>8 You receive a bomb threat. What do you do?</p>
<p>9 Taking shortcuts can lead to accidents.</p>	<p>10 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>11 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>12 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>13 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>14 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p>15 When is it acceptable to leave a forklift unattended on dock boards or a trailer?</p>
<p>16 Why do we have safety meetings?</p>	<p>17 Your safety zone.</p>	<p>18 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>19 Repetitive tasks</p>	<p>20 Confirm sprinkler systems are tested.</p>	<p>21 A key to reducing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>22 Be aware of skylights on roofs so that you do not fall through them.</p>
<p>23 What does your 'right to know' refer to?</p>	<p>24 You can't fool safety devices.</p>	<p>25 Conveyor Safety</p>	<p>26 Do not jump out of or climb through dock doors.</p>	<p>27 Do you know where materials are located to clean up spills or debris?</p>	<p>28 Why wear safety shoes?</p>	<p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>
<p>30 Never use a damaged ladder.</p>	<p>31 How often should you inspect powered material-handling equipment (i.e., forklifts)?</p>	<p>School Starts The new school year is coming, watch for buses!</p>				

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		<p>1 Use proper Personal Protective Equipment (PPE) when changing forklift or industrial truck batteries.</p>	<p>2 Anti-fatigue mats.</p>	<p>3 Extension cord use</p>	<p>4 Do you know what an 'SDS' is?</p>	<p>5 Use a step or rolling ladder to reach high places.</p>
<p>6 Fire exits and aisles.</p>	<p>7 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.</p> <p>Labor Day</p>	<p>8 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>9 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.</p>	<p>10 Are switches in electrical panels properly labeled?</p>	<p>11 Child safety.</p>	<p>12 Document non-functional lights and repair ASAP!</p>
<p>13 Grocery store safety inspections are not complete until they are documented.</p>	<p>14 Lockout/tagout affected employees.</p>	<p>15 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>16 Before an incident occurs, post emergency numbers (911).</p>	<p>17 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>18 Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.</p>	<p>19 Is your location prepared?</p>
<p>20 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>	<p>21 When do I report an injury or accident to my supervisor?</p>	<p>22 All associate accidents must be reported within 24 hours.</p>	<p>23 Flammable and combustible materials should be minimized.</p>	<p>24 Shopping cart safety.</p>	<p>25 Shopping carts and customer service.</p>	<p>26 Please use the handrails.</p>
<p>27 Are you prepared to act in an emergency?</p> <p>Yom Kippur</p>	<p>28 Before you begin to lift...</p>	<p>29 When you work with chemicals, you have a 'right to know'.</p>	<p>30 A minimum width of 36 inches must be maintained in all exit pathways.</p>			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Fire Prevention Month Fire Safety Month is here!</p>				<p>1 Cardboard baler safety</p>	<p>2 Do all electrical outlets have secure face plates?</p>	<p>3 Buckle up when traveling to and from work.</p>
<p>4 Inspect fire extinguishers monthly.</p>	<p>5 Don't take shortcuts!</p>	<p>6 Fire extinguisher basics.</p>	<p>7 First aid kits/First aid logs.</p>	<p>8 Prevent lacerations.</p>	<p>9 An uncluttered grocery store shows respect for those who shop and work there.</p>	<p>10 Attitude: 'This safety stuff doesn't apply to me.'</p>
<p>11 Use kneepads when stocking low shelves or kneeling for long periods.</p>	<p>12 Check compactors to confirm all safety controls are in place. Columbus Day</p>	<p>13 Don't let a near miss go unreported.</p>	<p>14 Immediately clean up any spills on the floor that could cause someone to slip and fall.</p>	<p>15 Always use extreme caution...</p>	<p>16 Correct or report slip, trip, and fall hazards.</p>	<p>17 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>
<p>18 How you respond when investigating accidents and injuries could make all the difference.</p>	<p>19 Pallets should be maintained in good, safe operating condition.</p>	<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>21 Are all electrical panels properly covered?</p>	<p>22 Housekeeping preventing slips, trips, and falls.</p>	<p>23 Never climb racking or step onto elevated racking.</p>	<p>24 We should wear our Personal Protective Equipment (PPE).</p>
<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p>26 Keep storage away from electrical panels.</p>	<p>27 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>28 What does 'building a bridge' mean regarding back safety?</p>	<p>29 What is the proper way to lift a carton/object?</p>	<p>30 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>31 A neat and clean workplace is necessary for safety. Halloween</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p> <p>Daylight Savings Ends</p>	<p>2 Are all stairwells clear and free of obstruction?</p>	<p>3 Report missing fire extinguishers.</p>	<p>4 Use thermal gloves when handling frozen foods.</p>	<p>5 Always keep travel paths and exit ways clear.</p>	<p>6 Good shoes are essential to a good safety program.</p>	<p>7 When on a ladder, remember the belt buckle rule.</p>
<p>8 You receive a bomb threat. What do you do?</p>	<p>9 Taking shortcuts can lead to accidents.</p>	<p>10 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>11 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p> <p>Veterans Day</p>	<p>12 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>13 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>14 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>
<p>15 When is it acceptable to leave a forklift unattended on dock boards or a trailer?</p>	<p>16 Why do we have safety meetings?</p>	<p>17 Your safety zone.</p>	<p>18 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>19 Repetitive tasks</p>	<p>20 Confirm sprinkler systems are tested.</p>	<p>21 A key to reducing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>
<p>22 Be aware of skylights on roofs so that you do not fall through them.</p>	<p>23 What does your 'right to know' refer to?</p>	<p>24 You can't fool safety devices.</p>	<p>25 Conveyor Safety</p>	<p>26 Do not jump out of or climb through dock doors.</p> <p>Thanksgiving</p>	<p>27 Do you know where materials are located to clean up spills or debris?</p>	<p>28 Why wear safety shoes?</p>
<p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>30 Never use a damaged ladder.</p>	<p>Fall Back Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>				

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		<p>1 Use proper Personal Protective Equipment (PPE) when changing forklift or industrial truck batteries.</p>	<p>2 Anti-fatigue mats.</p>	<p>3 Extension cord use</p>	<p>4 Do you know what an 'SDS' is?</p>	<p>5 Use a step or rolling ladder to reach high places.</p>
<p>6 Fire exits and aisles.</p>	<p>7 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.</p>	<p>8 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>9 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.</p>	<p>10 Are switches in electrical panels properly labeled?</p> <p>Hanukkah</p>	<p>11 Child safety.</p>	<p>12 Document non-functional lights and repair ASAP!</p>
<p>13 Grocery store safety inspections are not complete until they are documented.</p>	<p>14 Lockout/tagout affected employees.</p>	<p>15 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>16 Before an incident occurs, post emergency numbers (911).</p>	<p>17 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>18 Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.</p>	<p>19 Is your location prepared?</p>
<p>20 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>	<p>21 When do I report an injury or accident to my supervisor?</p>	<p>22 All associate accidents must be reported within 24 hours.</p>	<p>23 Flammable and combustible materials should be minimized.</p>	<p>24 Shopping cart safety.</p>	<p>25 Shopping carts and customer service.</p> <p>Christmas</p>	<p>26 Please use the handrails.</p>
<p>27 Are you prepared to act in an emergency?</p>	<p>28 Before you begin to lift...</p>	<p>29 When you work with chemicals, you have a 'right to know'.</p>	<p>30 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>31 Are all fire extinguishers fully charged?</p> <p>New Year's Eve</p>		

Responses

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 may help to drive/direct/elicit the correct response to daily conditions through regular training of 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 may occur from time to time that might affect the safety and security of associates, customers, vendors and the grocery store. These topics repeat approximately every three months.

Jan | Apr | Jul | Oct

Day	Statement	Response
1	Cardboard baler safety	Many fatalities with balers are the result of employees climbing into the plunger area. With some units, the additional weight of the employee causes the plunger to automatically activate when the power is not shut off and the equipment is not properly locked out.
2	Do all electrical outlets have secure face plates?	Electrical outlets should have covers in place to prevent associates or visitors from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately.
3	Buckle up when traveling 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. Always wear your seat belt and follow all state and local laws.
4	Inspect fire extinguishers monthly.	Fire extinguishers should be inspected monthly at minimum to determine if they are fully charged, properly mounted, easily accessible and clearly marked in the event of a fire. Each fire extinguisher should have an inspection tag attached indicating that it has been inspected by a licensed fire extinguisher company in the past year.

Jan | Apr | Jul | Oct

Day	Statement	Response
5	Don't take shortcuts!	If you're injured, the minute you saved may cost you days, weeks or months of recovery time.
6	Fire extinguisher basics.	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.
7	First aid kits/ First aid logs.	Grocery stores should have first aid kits that are supplied based on the number of employees working at the location. The kit or kits should contain an adequate supply of first aid supplies that are routinely audited to ensure kits are clean and adequately stocked. Bulk tubes of first aid creams, bottles of hydrogen peroxide, or used eyewash bottles should not be part of the kit as they can become contaminated after one use. Use only single packet cut cleaners, antibiotic packets, etc. Ensure there are no medications in the kits. Utilize a first aid log to document first aid kit use. In the event that a minor cut or injury requires a doctor visit, the log can be referred to when filling out a claim report.
8	Prevent lacerations.	Use cut-resistant gloves when you trim meat, produce, etc.
9	An uncluttered grocery store shows respect for those who shop and work there.	Make sure all managers and associates are trained to never walk by an unsafe act or unsafe condition.
10	Attitude: 'This safety stuff doesn't apply to me.'	Safety is no more than doing the job the right way, every day.

Jan | Apr | Jul | Oct

Day	Statement	Response
11	Use kneepads when stocking low shelves or kneeling for long periods.	The use of knee pads can reduce the risk of stress on the knees and legs.
12	Check compactors to confirm all safety controls are in place.	Compactor accidents do not happen with great frequency, but they are frequently tragic. Dead-man type switches and door interlocks should be operable. Every year in the United States, workers are killed or seriously injured when using powered equipment such as compactors. Fatalities normally occur when workers attempt to service the equipment and fail to shut off the power and properly lockout and tagout the equipment. Only authorized and properly trained individuals should ever attempt to service a compactor.
13	Don't let a near miss go unreported.	Reporting near misses 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 that another near miss or actual loss does not occur.
14	Immediately clean up any spills 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.
15	Always use extreme caution...	...when operating forklifts and material handling equipment. Pedestrians should walk in designated areas and never approach a driver unless it is safe to do so.

Jan | Apr | Jul | Oct

Day	Statement	Response
16	Correct or report slip, trip, and fall hazards.	<p>Slips, trips and falls are the most common accidents in America. Every effort should be made to eliminate these hazards.</p> <p>Correct or report poor housekeeping situations immediately.</p> <p>Contact a Zurich risk engineer for a risk topic on this subject.</p>
17	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, including fatal ones, occur each day because drivers are texting or talking on a cell phone. Avoid these two potentially deadly distractions while driving.
18	How you respond when investigating accidents and injuries could make all the difference.	Respond in a timely manner to the scene. Treat everyone fairly and with respect. Do not move the injured person unless it is safe to do so or the person's life is in danger. If there is any doubt, management should call emergency services or 911. Follow established protocols. Provide injured workers and visitors with necessary post-accident information they need. What if an associate receives a medical bill in the mail? Does the injured visitor have a contact number in the event they want to file a claim? Public accident reports are confidential documents. Copies should not be provided to visitors. Don't make inappropriate comments or place blame on anyone at the accident scene.
19	Pallets should be maintained in good, safe operating condition.	Poorly maintained and damaged pallets could also lead to materials falling off the racks and causing property damage and serious or fatal injuries. Ensure a plan is in place to monitor pallet storage frequently during the day. Unsafe conditions noted should be corrected immediately.

Jan | Apr | Jul | Oct

Day	Statement	Response
20	Know where the emergency eyewash stations/drenching facilities are located and how to use them.	In any area where chemicals are located, where a splash to the eyes or on the body could occur, plumbed emergency eyewash stations and drenching facilities need to be located within 10 seconds access time. Know where they are located, confirm they are accessible and make sure you know how to use them. Remember, you will need to flush for a minimum of 15 minutes, or until the burning stops. For eye splashes, make sure you know how to hold your eyes open under flowing water.
21	Are all electrical panels properly covered?	Service electrical panels are sometimes not restored to a safe condition by the service representative. Inspect electrical panels at least monthly to make certain the covers and all protective pieces to the panels have been properly placed back on the equipment. Confirm all of the electrical circuitry is covered. Unsafe conditions noted should be corrected immediately by a licensed electrician.
22	Housekeeping preventing slips, trips, and falls.	In order to prevent slips, trips, and falls, everyone should do their part to keep all walking and working surfaces safe. If you see a slip, trip, or fall exposure, take action as necessary to correct the exposure, if possible, or report the issue to your supervisor.
23	Never climb racking or step onto elevated racking.	Warehouse racks are not designed for or intended to be used as climbing, walking, or working surface. Do not allow order picker operators to step on rack supports or wire mesh decking. Serious fall injuries can occur.
24	We should wear our Personal Protective Equipment (PPE).	Personal Protective Equipment (PPE) should be worn anytime there is a risk of injury when using power tools or when 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.

Jan | Apr | Jul | Oct

Day	Statement	Response
25	Fire extinguishers, sprinkler risers, and fire alarm equipment.	Fire extinguishers, sprinkler risers, and fire alarm equipment should be readily accessible. A general rule would be to keep storage 36 inches away from this equipment.
26	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency.
27	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.
28	What does 'building a bridge' mean regarding back safety?	You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to 'build a bridge'. This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back. Strains/overexertion injuries remain one of the top workers' compensation causes of loss for your industry.
29	What is the proper way to lift a carton/object?	When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees.

Jan | Apr | Jul | Oct

Day	Statement	Response
30	Misuse of chemicals or cleaning agents can be dangerous.	Using chemicals properly and with precaution = safety
31	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.

Feb | May | Aug | Nov

Day	Statement	Response
1	Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	Notify the proper authorities to avoid a delayed alarm. Notify the alarm company, fire department, insurance carrier, corporate safety department, or other designated corporate representative before taking the system out of service. Minimizing hazards and delaying hazardous operations (hot work, etc.) while the fire alarm or sprinkler system is out of service, makes good sense. Maintain a fire watch until the fire protection system has been restored. Call all parties back when the system has been put back in service.
2	Are all stairwells clear and free of obstruction?	Inspect emergency stairwells to make certain they are clear and passable in the event of an evacuation. Fire stairwells should be free of storage and properly illuminated.
3	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
4	Use thermal gloves when handling frozen foods.	When handling frozen foods, one should use thermal gloves. Cold temperatures can reduce circulation, causing stress on the hands. The use of thermal gloves will permit the job to be completed in a more timely and comfortable manner.
5	Always keep travel paths and exit ways clear.	During an emergency, clear exits and travel paths are essential to everyone's safety. All employees should watch for blocked exits and hallways, correcting the situation themselves or seeking assistance.

Feb | May | Aug | Nov

Day	Statement	Response
6	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.
7	When on a ladder, remember the belt buckle rule.	Never lean to one side on a ladder 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.
8	You receive a bomb threat. What do you do?	Know your procedures! During an evacuation, assemble at least 500 feet from the building.
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 effect.
10	Bloodborne pathogens: what does 'universal precautions' mean?	'Universal precautions' is a term that means you assume that (in regard to bloodborne pathogens) everything is potentially contaminated. Always take proper precautions.
11	Fire extinguisher basics: use the 'PASS' system to put out the fire.	<p>P ull the pin.</p> <p>A im the extinguisher nozzle at the base of the fire.</p> <p>S queeze or press the handle.</p> <p>S weep 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>

Feb | May | Aug | Nov

Day	Statement	Response
12	18 inches of clearance from all sprinkler heads permits proper functioning of the system.	There should not be any storage within 18 inches of sprinkler heads in the building. If storage is too close to sprinkler heads and a fire starts, the water from the sprinklers would be blocked, which would allow the fire to grow in size. This may hinder visitors and employees from safely evacuating a given area of the facility, and cause excessive fire, heat and smoke damage to the building and contents. NFPA 13 has more details regarding sprinkler head clearance. Certain commodities and special sprinkler heads may require additional clearance. For example, 36 inches clearance from sprinkler heads is required for rubber tire storage. The Authority Having Jurisdiction may also set more demanding standards.
13	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.
14	The handling of empty pallets may seem like a rather routine job, but do not be fooled!	In doing this type of work, you perform certain acts that can easily result in injuries if safety precautions are not taken. Never stand pallets on end. This can result in a struck-by injury. Do not stack pallets more than 6 feet high. Use a team lift on heavy or oversized pallets.
15	When is it acceptable to leave a forklift unattended on dock boards or a trailer?	Never!

Feb | May | Aug | Nov

Day	Statement	Response
16	Why do we have safety meetings?	Safety meetings are a perfect opportunity for you to communicate any safety ideas or concerns that you may have. Participate in your safety meetings. If you don't participate, your ideas will not be heard.
17	Your safety zone.	Your safety zone is the area between your waist and your chest. When lifting keep heavy items in your safety zone and as close to your body as possible. This will reduce stress on your lower back when lifting.
18	When you have an object to lift that is too heavy or bulky, get help!	Ask a co-worker for assistance. Remember, two backs are stronger than one!
19	Repetitive tasks	In order to reduce the likelihood of injury because of repetitive tasks, employees, whenever possible, should break up those tasks with less demanding duties or job rotation using different muscle groups.
20	Confirm sprinkler systems are tested.	Sprinkler systems can be very intimidating to untrained personnel. Those not trained should rely on licensed fire protection representatives to perform required testing. Additional information can be located in the NFPA 25 standard and from your Zurich Risk Engineer.

Feb | May | Aug | Nov

Day	Statement	Response
21	A key to reducing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.	Eye protection is one of the most critical Personal Protective Equipment (PPE) devices that you can wear at work or at home. Safety glasses should be worn any time there is a risk of injury to your eyes.
22	Be aware of skylights on roofs so that you do not fall through them.	Every year, falls through skylights occur in the United States. Skylights on roofs are not constructed to hold a significant amount of weight and should be covered with gridding that can withstand 200 pounds of weight or force when tested. Signing and standard guardrails can be added to skylight areas in place of gridding to prevent these serious and normally fatal falls. Contractors and employees should be advised to not walk or sit on skylights. Snow removal crews should be made aware of any skylights they may encounter during the snow removal process. Additional information on this topic can be obtained by searching NIOSH and Skylights.
23	What does your 'right to know' refer to?	You have a right to know what hazardous chemicals and materials you may be exposed to in the workplace.
24	You can't fool safety devices.	Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to increased risk of serious injury. Report violations of this nature to management for investigation.

Feb | May | Aug | Nov

Day	Statement	Response
25	Conveyor Safety	<p>Conveyors should never be operated unless all safeguards are in place. Employees should remember the following rules:</p> <ul style="list-style-type: none"> • Keep all body parts away from the moving conveyor. • No sitting, standing, leaning on or riding on conveyors. • Never jump over or crawl under a conveyor. • Never wear loose clothing, jewelry, etc. that could get caught in the conveyor. • Never attempt to repair or unjam any part of the conveyor system without first stopping the conveyor. • Know the location of emergency cords or shut-off devices in the event of an emergency or system problem.
26	Do not jump out of or climb through dock doors.	Use designated employee stairways to enter or exit the building to avoid injury.
27	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 and 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 make certain that your location is properly stocked.
28	Why wear safety shoes?	Safety shoes can prevent serious injuries at very little cost compared to similar non-protective footwear. For essentially pennies a day over the life of the average safety shoe, an employee is protected from a variety of workplace hazards.

Feb | May | Aug | Nov

Day	Statement	Response
29	Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.	Gas bottles (helium, oxygen, etc.) are heavy and can easily crush the bones in a foot. They also have the potential to become missiles if the valve is broken off accidentally (some have more than 1000 lbs. of stored pressure). Remember, there is no such thing as an empty cylinder. Always secure cylinders. Chains, cables or brackets should fit snugly against the top one-third of the cylinders to prevent them from falling.
30	Never use a damaged ladder.	<p>Using damaged ladders is a recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Before use, inspect ladders for cracks, bent or missing rungs, etc. Do not load ladders beyond their maximum manufacturer's rated capacity which includes the total weight of the climber, tools, supplies, and other objects placed upon the ladder. When purchasing a ladder for work or home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> • Special Duty (Type I-AA): 375 pounds • Extra Heavy Duty (Type I-A): 300 pounds • Heavy Duty (Type I): 250 pounds • Medium Duty (Type II): 225 pounds • Light Duty (Type III): 200 pounds

[Feb](#) | [May](#) | [Aug](#) | [Nov](#)

Day	Statement	Response
31	How often should you inspect powered material-handling equipment (i.e., forklifts)?	Powered material-handling equipment should be inspected at the beginning of each shift, using a Daily Vehicle Inspection Report (DVIR).

Mar | Jun | Sep | Dec

Day	Statement	Response
1	Use proper Personal Protective Equipment (PPE) when changing forklift or industrial truck batteries.	<p>When changing forklifts, truck batteries or filling the forklift batteries protective aprons, gloves, goggles and face shields are required.</p> <p>Remember, safety harnesses are required when operating order-pickers.</p>
2	Anti-fatigue mats.	The use of anti-fatigue mats is helpful to relieve static pressure on the back. Standing on anti-fatigue mats, as compared to bare floors, may provide a noticeable improvement in comfort.
3	Extension cord use	<p>The Consumer Product Safety Commission estimates that each year, about 4,000 injuries associated with electric extension cords are treated in hospital emergency rooms. Half the injuries involve fractures, lacerations, contusions, or sprains from people tripping over extension cords. Thirteen percent involve children under five years of age; electrical burns to the mouth accounted for half the injuries to young children. They estimate 3,300 residential fires originate in extension cords each year, killing 50 people and injuring about 270 others. The most frequent causes of such fires are short circuits, overloading, damage, and/or misuse of extension cords. Be sure to read the attached disclaimer tag next time you use an extension cord.</p>

Mar | Jun | Sep | Dec

Day	Statement	Response
4	Do you know what an 'SDS' is?	Previously referred to as MSDS (Material Safety Data Sheets), new global regulations include the renaming of these sheets as Safety Data Sheets (SDS). This will be a gradual change over calendar years 2013-2015, as manufacturers replace the old with the new nomenclature. SDS are safety data sheets that explain the hazards of the chemicals you work with and the necessary precautions to take when using these chemicals, as well as first aid procedures when exposure occurs. SDS for chemicals should be readily available to all personnel in work areas where the chemicals are present. Information on SDS use is part of the company's Hazard Communication program, an OSHA requirement.
5	Use a step or rolling ladder to reach high places.	Has anyone ever used a chair as a ladder? Standing on alternate equipment such as chairs, counters, tables, cartons, etc., may result in a serious fall. Never take a shortcut when it comes to ladder safety. Locate a ladder of the appropriate size and rating for your needs. Practice ladder safety at home, also.
6	Fire exits and aisles.	Fire exits and aisles in grocery stores should always be accessible and free of storage. A general rule would be to ensure the aisle leading to an emergency exit is as wide as the door opening or at least 36 inches. Your local authority may set more demanding aisle widths.
7	Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers, if using a forklift.	All trailers must be chocked or trailer restraints engaged during loading and unloading. Copper-alloy, aluminum or rubber durable chocks, at least 8 inches (width and length), are acceptable chocks to use in distribution operations. Chocks must be snug against the front of the back tandems. Pieces of lumber, concrete blocks, etc., are NEVER to be used as wheel chocks.

Mar | Jun | Sep | Dec

Day	Statement	Response
8	When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.	A safety cutter with a tape popper can cut the tape on boxes without engaging the blade, reducing the laceration exposure.
9	Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.	What is the Energy Control Procedure? This OSHA standard, sometimes referred to as Lockout/Tagout, covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy; could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy. OSHA Standard 1910.147
10	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 confirm 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.

Mar | Jun | Sep | Dec

Day	Statement	Response
11	Child safety.	<p>Falls from shopping carts are the leading cause of head injuries to small children. The Consumer Product Safety Commission advises that thousands of children each year are treated in emergency rooms because of falls from shopping carts. Remember the following rules while monitoring child safety in regards to shopping cart use:</p> <ul style="list-style-type: none"> • Children placed in shopping carts should be secured via the seatbelt provided; • they should be prohibited from riding in the cart basket or riding or climbing on the sides of the shopping cart; • they should also be prevented from pushing one cart with another.
12	Document non-functional lights and repair ASAP!	<p>Lights include emergency exit lights, battery-powered emergency evacuation lights, as well as any light in the DC or exterior of the building. Emergency evacuation lights should be tested at least annually to verify the 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.</p>
13	Grocery store safety inspections are not complete until they are documented.	<p>In the event of an accident, fire or other emergency, part of the defense of the grocery store's actions is the documentation of training, preventative maintenance and inspections related to safety; if you 'document it, ' you can prove you did it.</p>
14	Lockout/tagout affected employees.	<p>Never take shortcuts when it comes to industrial safety. Properly lockout and tag out equipment as required before performing repairs or needed servicing. Serious injuries, such as amputations, de-gloving, or electrical shock, can occur. Inform affected workers in regard to the activity being performed. Ensure those affected employees are trained on lockout/tagout procedures and know to not remove the lock or tag that has been applied.</p>

Mar | Jun | Sep | Dec

Day	Statement	Response
15	Report damage to ladders immediately; don't use damaged ladders.	<p>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. Do not load ladders beyond their maximum manufacturer-rated capacity. The manufacturer's rating includes the load being carried. If purchasing a ladder at work or at home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> • Special Duty (I-AA) 375 pounds • Extra Heavy Duty (I-A) 300 pounds • Heavy Duty (I) 250 pounds • Medium Duty (II) 225 pounds • Light Duty (III) 200 pounds <p>Type I-A and I-AA ladders are recommended for Distribution Center and home use.</p> <p>If purchasing a one, two or three step stepladder, ensure the ladder has a protective railing on the front to prevent falls due to loss of balance.</p>
16	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.
17	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.

Mar | Jun | Sep | Dec

Day	Statement	Response
18	Keep manual food processing equipment (knives, slicers, etc.) sharp and in good repair.	Equipment that is dull or not working properly requires excess force to operate and could cause an injury or laceration due to the required excess force.
19	Is your location prepared?	<p>During inclement weather:</p> <ul style="list-style-type: none"> • Parking lots, sidewalks and other exterior walking surfaces should be monitored for black ice, report exposure and ensure that the effected surfaces are 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 should be, 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.

Mar | Jun | Sep | Dec

Day	Statement	Response
20	Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).	Any forklift that needs repair must be taken out of operation and properly repaired.
21	When do I report an injury or accident to my supervisor?	Report all injuries immediately to your supervisor and staffing company representative.
22	All associate accidents must be reported within 24 hours.	All temporary workers should receive training regarding the company requirement to report claims to their supervisor or senior manager on duty immediately.
23	Flammable and combustible materials should be minimized.	This simply minimizes the potential fire hazard presented by these materials - the fewer the better.

Mar | Jun | Sep | Dec

Day	Statement	Response
24	Shopping cart safety.	Shopping carts should be inspected periodically to ensure they are safe for our customers. Advise management when unsafe shopping carts are noted. A good practice would be to take defective carts out of service and store them in a secured area until properly repaired. The following shopping cart basics should be followed: Wheels should roll smoothly. Broken or damaged wheels should be replaced immediately. The basket area should be intact and free of sharp edges. The handgrip area should be free of cracks and broken coverings. Seatbelts should be attached, free of defects and easily adjustable. Seatbelt ends should click in place when tested.
25	Shopping carts and customer service.	In order to improve customer service and reduce risk shopping carts should be recovered from the parking lot at least every 15 to 20 minutes during peak periods. This will ensure an adequate supply of carts is available and reduce damage as a result of abandoned or unsecured carts striking customer vehicles.
26	Please use the handrails.	When climbing or descending steps or stairs, be sure to use handrails. In the event you trip or step on a foreign object or substance, the grip of the rail could prevent you from falling and seriously injuring yourself.
27	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.
28	Before you begin to lift...	Before you begin lifting, 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.
29	When you work with chemicals, you have a 'right to know'.	For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe. If you have any questions about a product you work with, you should review its material safety data sheet.

Mar | Jun | Sep | Dec

Day	Statement	Response
30	A minimum width of 36 inches must be maintained in all exit pathways.	To make certain adequate pathways, 36 inches is a bare minimum; it is also the minimum for the ADA. Keep storage out of the pathways.
31	Are all fire extinguishers fully charged?	Fire extinguishers should be inspected at least monthly to determine if they are fully charged, properly mounted, easily accessible and clearly marked in the event of a fire. Each fire extinguisher should have an inspection tag attached indicating it has been inspected by a licensed fire extinguisher company in the past year.

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

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