



ZURICH®

# Healthcare Safety

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. Healthcare 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><b>1</b> My hands hurt when I go home. What could be causing it?</p> <p><b>New Year's Day</b></p>	<p><b>2</b> Equipment grounding.</p>	<p><b>3</b> Respect speed limits and drive safely on company property.</p>	<p><b>4</b> Housekeeping reminders.</p>
<p><b>5</b> Report damaged equipment.</p>	<p><b>6</b> Know how to report an employee on-the-job injury.</p>	<p><b>7</b> When you don't have time to do it safely...</p>	<p><b>8</b> If I wear slip resistant shoes, will it fully protect me from falling?</p>	<p><b>9</b> Are the chemicals used in your area properly labeled?</p>	<p><b>10</b> Know where to access policies on safety and security.</p>	<p><b>11</b> Are floors in your work area free of slip, trip, and fall hazards?</p>
<p><b>12</b> Why do I have headaches at work?</p>	<p><b>13</b> Do you know what an 'SDS' is?</p>	<p><b>14</b> Take care when walking on ramps.</p>	<p><b>15</b> Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p><b>16</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>17</b> Storage rooms with electrical panels.</p>	<p><b>18</b> Who is responsible for safety anyway?</p>
<p><b>19</b> Practice safe storage in all areas.</p>	<p><b>20</b> They say hindsight is a perfect science...</p> <p><b>MLK Jr's Birthday</b></p>	<p><b>21</b> Report non-functioning lighting promptly.</p>	<p><b>22</b> Do we need a mat over there?</p>	<p><b>23</b> 'Wet Floor' signage should be used regularly and properly.</p>	<p><b>24</b> Are you wearing slip resistant shoes today?</p>	<p><b>25</b> Reporting your injury promptly is important.</p>
<p><b>26</b> Are your 'Exit Signs' in proper working order?</p>	<p><b>27</b> Walk, don't run!</p>	<p><b>28</b> Watch those handicap ramps and speed bumps!</p>	<p><b>29</b> Before you begin to lift...</p>	<p><b>30</b> Hand hygiene is a priority.</p>	<p><b>31</b> Taking shortcuts can lead to accidents.</p>	<p><b>Happy New Year</b> Let's Kick off a safe new year!</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Post OSHA Log</b> By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted.</p>						<p><b>1</b> When do you report an injury or accident to your supervisor?</p>
<p><b>2</b> Do you know how to report a visitor injury?</p>	<p><b>3</b> Use good judgment and...</p>	<p><b>4</b> What does a safe shoe look like?</p>	<p><b>5</b> Report unsafe conditions.</p>	<p><b>6</b> Do you know how to properly clean up a blood or body fluid spill?</p>	<p><b>7</b> Use handrails to prevent falls.</p>	<p><b>8</b> You receive a bomb threat. What do you do?</p>
<p><b>9</b> Safety during the evening and night.</p>	<p><b>10</b> Cut prevention.</p>	<p><b>11</b> A neat and clean workplace is necessary for safety.</p>	<p><b>12</b> Do not let a near miss go unreported.</p>	<p><b>13</b> Should you be afraid of the dark?</p>	<p><b>14</b> Why do my shoulders ache after a hard day at work?</p> <p>Valentine's Day</p>	<p><b>15</b> De-escalation to prevent workplace violence.</p>
<p><b>16</b> Take care of yourself so you can take care of others.</p>	<p><b>17</b> Understand the safe lift policy applicable to your department.</p> <p>President's Day</p>	<p><b>18</b> When lifting use equipment instead of your back.</p>	<p><b>19</b> What does 'building a bridge' mean regarding back safety?</p>	<p><b>20</b> Anticipate is a keyword in accident prevention.</p>	<p><b>21</b> What is wrong with wearing open back shoes?</p>	<p><b>22</b> How can you prevent falls in your work area?</p>
<p><b>23</b> Why can't we all just get along?</p>	<p><b>24</b> Will I get in trouble if I report that safety violation?</p>	<p><b>25</b> What is ergonomics?</p>	<p><b>26</b> Slow down when walking from carpet to tile.</p> <p>Ash Wednesday</p>	<p><b>27</b> Do you know where to find the materials to clean up spilled liquids?</p>	<p><b>28</b> Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p><b>29</b> Pushing versus pulling.</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b> Reporting patient or resident injuries.</p>	<p><b>2</b> Good shoes are essential to a good safety program.</p>	<p><b>3</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>4</b> Hand washing basics.</p>	<p><b>5</b> Avoiding elevator falls</p>	<p><b>6</b> You can't fool safety devices.</p>	<p><b>7</b> When should you report an incidence of workplace violence?</p>
<p><b>8</b> Think safety in all office areas.</p> <p>Daylight Savings Begins</p>	<p><b>9</b> Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>10</b> Always keep travel paths and exit ways clear.</p>	<p><b>11</b> Smoking regulation enforcement.</p>	<p><b>12</b> Attitude: 'This safety stuff doesn't apply to me.'</p>	<p><b>13</b> Cuts and punctures can be from many sources.</p>	<p><b>14</b> What Personal Protective Equipment (PPE) is essential for your job?</p>
<p><b>15</b> Entrance mats should always be in good condition.</p>	<p><b>16</b> What is your role in an emergency drill?</p>	<p><b>17</b> Did you move that mat?</p> <p>St. Patrick's Day</p>	<p><b>18</b> Stretch and flex to prevent accidents.</p>	<p><b>19</b> Are you prepared to act in an emergency?</p>	<p><b>20</b> Drinking and driving leads to trouble.</p>	<p><b>21</b> Your 'right-to-know' refers to?</p>
<p><b>22</b> Misuse of chemicals can be dangerous.</p>	<p><b>23</b> Needle stick prevention: is it just for nursing?</p>	<p><b>24</b> Practice infection control 24/7.</p>	<p><b>25</b> Understanding security measures for your department.</p>	<p><b>26</b> Posting 'Wet Floor' signage.</p>	<p><b>27</b> Extension cord use</p>	<p><b>28</b> Oh, my aching back!</p>
<p><b>29</b> I can't see the computer screen. Do I need to get glasses?</p>	<p><b>30</b> I don't have time to get help from someone so I will just do it myself.</p>	<p><b>31</b> What is safety accountability?</p>	<p><b>Spring Forward</b> Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>			

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			<p><b>1</b> My hands hurt when I go home. What could be causing it?</p>	<p><b>2</b> Equipment grounding.</p>	<p><b>3</b> Respect speed limits and drive safely on company property.</p>	<p><b>4</b> Housekeeping reminders.</p>
<p><b>5</b> Report damaged equipment.</p>	<p><b>6</b> Know how to report an employee on-the-job injury.</p>	<p><b>7</b> When you don't have time to do it safely...</p>	<p><b>8</b> If I wear slip resistant shoes, will it fully protect me from falling?</p> <p>Passover/Good Friday</p>	<p><b>9</b> Are the chemicals used in your area properly labeled?</p>	<p><b>10</b> Know where to access policies on safety and security.</p>	<p><b>11</b> Are floors in your work area free of slip, trip, and fall hazards?</p>
<p><b>12</b> Why do I have headaches at work?</p> <p>Easter</p>	<p><b>13</b> Do you know what an 'SDS' is?</p>	<p><b>14</b> Take care when walking on ramps.</p>	<p><b>15</b> Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p><b>16</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>17</b> Storage rooms with electrical panels.</p>	<p><b>18</b> Who is responsible for safety anyway?</p>
<p><b>19</b> Practice safe storage in all areas.</p>	<p><b>20</b> They say hindsight is a perfect science...</p>	<p><b>21</b> Report non-functioning lighting promptly.</p>	<p><b>22</b> Do we need a mat over there?</p>	<p><b>23</b> 'Wet Floor' signage should be used regularly and properly.</p>	<p><b>24</b> Are you wearing slip resistant shoes today?</p>	<p><b>25</b> Reporting your injury promptly is important.</p>
<p><b>26</b> Are your 'Exit Signs' in proper working order?</p>	<p><b>27</b> Walk, don't run!</p>	<p><b>28</b> Watch those handicap ramps and speed bumps!</p>	<p><b>29</b> Before you begin to lift...</p>	<p><b>30</b> Hand hygiene is a priority.</p>	<p><b>Save OSHA Log</b> 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 When do you report an injury or accident to your supervisor?	2 Do you know how to report a visitor injury?
3 Use good judgment and...	4 What does a safe shoe look like?	5 Report unsafe conditions.  Cinco de Mayo	6 Do you know how to properly clean up a blood or body fluid spill?	7 Use handrails to prevent falls.	8 You receive a bomb threat. What do you do?	9 Safety during the evening and night.
10 Cut prevention.  Mother's Day	11 A neat and clean workplace is necessary for safety.	12 Do not let a near miss go unreported.	13 Should you be afraid of the dark?	14 Why do my shoulders ache after a hard day at work?	15 De-escalation to prevent workplace violence.	16 Take care of yourself so you can take care of others.
17 Understand the safe lift policy applicable to your department.	18 When lifting use equipment instead of your back.	19 What does 'building a bridge' mean regarding back safety?	20 Anticipate is a keyword in accident prevention.	21 What is wrong with wearing open back shoes?	22 How can you prevent falls in your work area?	23 Why can't we all just get along?
24 Will I get in trouble if I report that safety violation?	25 What is ergonomics?  Memorial Day	26 Slow down when walking from carpet to tile.	27 Do you know where to find the materials to clean up spilled liquids?	28 Bloodborne pathogens: what does 'universal precautions' mean?	29 Pushing versus pulling.	30 Ladder and step stool safety.
31 Pedestrian safety.						

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	<p><b>1</b> Reporting patient or resident injuries.</p>	<p><b>2</b> Good shoes are essential to a good safety program.</p>	<p><b>3</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>4</b> Hand washing basics.</p>	<p><b>5</b> Avoiding elevator falls</p>	<p><b>6</b> You can't fool safety devices.</p>
<p><b>7</b> When should you report an incidence of workplace violence?</p>	<p><b>8</b> Think safety in all office areas.</p>	<p><b>9</b> Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>10</b> Always keep travel paths and exit ways clear.</p>	<p><b>11</b> Smoking regulation enforcement.</p>	<p><b>12</b> Attitude: 'This safety stuff doesn't apply to me.'</p>	<p><b>13</b> Cuts and punctures can be from many sources.</p>
<p><b>14</b> What Personal Protective Equipment (PPE) is essential for your job?</p>	<p><b>15</b> Entrance mats should always be in good condition.</p>	<p><b>16</b> What is your role in an emergency drill?</p>	<p><b>17</b> Did you move that mat?</p>	<p><b>18</b> Stretch and flex to prevent accidents.</p>	<p><b>19</b> Are you prepared to act in an emergency?</p>	<p><b>20</b> Drinking and driving leads to trouble.</p>
<p><b>21</b> Your 'right-to-know' refers to?</p> <p><b>Father's Day</b></p>	<p><b>22</b> Misuse of chemicals can be dangerous.</p>	<p><b>23</b> Needle stick prevention: is it just for nursing?</p>	<p><b>24</b> Practice infection control 24/7.</p>	<p><b>25</b> Understanding security measures for your department.</p>	<p><b>26</b> Posting 'Wet Floor' signage.</p>	<p><b>27</b> Extension cord use</p>
<p><b>28</b> Oh, my aching back!</p>	<p><b>29</b> I can't see the computer screen. Do I need to get glasses?</p>	<p><b>30</b> I don't have time to get help from someone so I will just do it myself.</p>				

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			<p><b>1</b> My hands hurt when I go home. What could be causing it?</p>	<p><b>2</b> Equipment grounding.</p>	<p><b>3</b> Respect speed limits and drive safely on company property.</p>	<p><b>4</b> Housekeeping reminders.</p> <p>Independence Day</p>
<p><b>5</b> Report damaged equipment.</p>	<p><b>6</b> Know how to report an employee on-the-job injury.</p>	<p><b>7</b> When you don't have time to do it safely...</p>	<p><b>8</b> If I wear slip resistant shoes, will it fully protect me from falling?</p>	<p><b>9</b> Are the chemicals used in your area properly labeled?</p>	<p><b>10</b> Know where to access policies on safety and security.</p>	<p><b>11</b> Are floors in your work area free of slip, trip, and fall hazards?</p>
<p><b>12</b> Why do I have headaches at work?</p>	<p><b>13</b> Do you know what an 'SDS' is?</p>	<p><b>14</b> Take care when walking on ramps.</p>	<p><b>15</b> Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p><b>16</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>17</b> Storage rooms with electrical panels.</p>	<p><b>18</b> Who is responsible for safety anyway?</p>
<p><b>19</b> Practice safe storage in all areas.</p>	<p><b>20</b> They say hindsight is a perfect science...</p>	<p><b>21</b> Report non-functioning lighting promptly.</p>	<p><b>22</b> Do we need a mat over there?</p>	<p><b>23</b> 'Wet Floor' signage should be used regularly and properly.</p>	<p><b>24</b> Are you wearing slip resistant shoes today?</p>	<p><b>25</b> Reporting your injury promptly is important.</p>
<p><b>26</b> Are your 'Exit Signs' in proper working order?</p>	<p><b>27</b> Walk, don't run!</p>	<p><b>28</b> Watch those handicap ramps and speed bumps!</p>	<p><b>29</b> Before you begin to lift...</p>	<p><b>30</b> Hand hygiene is a priority.</p>	<p><b>31</b> Taking shortcuts can lead to accidents.</p>	

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						<p><b>1</b> When do you report an injury or accident to your supervisor?</p>
<p><b>2</b> Do you know how to report a visitor injury?</p>	<p><b>3</b> Use good judgment and...</p>	<p><b>4</b> What does a safe shoe look like?</p>	<p><b>5</b> Report unsafe conditions.</p>	<p><b>6</b> Do you know how to properly clean up a blood or body fluid spill?</p>	<p><b>7</b> Use handrails to prevent falls.</p>	<p><b>8</b> You receive a bomb threat. What do you do?</p>
<p><b>9</b> Safety during the evening and night.</p>	<p><b>10</b> Cut prevention.</p>	<p><b>11</b> A neat and clean workplace is necessary for safety.</p>	<p><b>12</b> Do not let a near miss go unreported.</p>	<p><b>13</b> Should you be afraid of the dark?</p>	<p><b>14</b> Why do my shoulders ache after a hard day at work?</p>	<p><b>15</b> De-escalation to prevent workplace violence.</p>
<p><b>16</b> Take care of yourself so you can take care of others.</p>	<p><b>17</b> Understand the safe lift policy applicable to your department.</p>	<p><b>18</b> When lifting use equipment instead of your back.</p>	<p><b>19</b> What does 'building a bridge' mean regarding back safety?</p>	<p><b>20</b> Anticipate is a keyword in accident prevention.</p>	<p><b>21</b> What is wrong with wearing open back shoes?</p>	<p><b>22</b> How can you prevent falls in your work area?</p>
<p><b>23</b> Why can't we all just get along?</p>	<p><b>24</b> Will I get in trouble if I report that safety violation?</p>	<p><b>25</b> What is ergonomics?</p>	<p><b>26</b> Slow down when walking from carpet to tile.</p>	<p><b>27</b> Do you know where to find the materials to clean up spilled liquids?</p>	<p><b>28</b> Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p><b>29</b> Pushing versus pulling.</p>
<p><b>30</b> Ladder and step stool safety.</p>	<p><b>31</b> Pedestrian safety.</p>	<p><b>School Starts</b> The new school year is coming, watch for buses!</p>				

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		<p><b>1</b> Reporting patient or resident injuries.</p>	<p><b>2</b> Good shoes are essential to a good safety program.</p>	<p><b>3</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>4</b> Hand washing basics.</p>	<p><b>5</b> Avoiding elevator falls</p>
<p><b>6</b> You can't fool safety devices.</p>	<p><b>7</b> When should you report an incidence of workplace violence?</p> <p>Labor Day</p>	<p><b>8</b> Think safety in all office areas.</p>	<p><b>9</b> Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>10</b> Always keep travel paths and exit ways clear.</p>	<p><b>11</b> Smoking regulation enforcement.</p>	<p><b>12</b> Attitude: 'This safety stuff doesn't apply to me.'</p>
<p><b>13</b> Cuts and punctures can be from many sources.</p>	<p><b>14</b> What Personal Protective Equipment (PPE) is essential for your job?</p>	<p><b>15</b> Entrance mats should always be in good condition.</p>	<p><b>16</b> What is your role in an emergency drill?</p>	<p><b>17</b> Did you move that mat?</p>	<p><b>18</b> Stretch and flex to prevent accidents.</p>	<p><b>19</b> Are you prepared to act in an emergency?</p>
<p><b>20</b> Drinking and driving leads to trouble.</p>	<p><b>21</b> Your 'right-to-know' refers to?</p>	<p><b>22</b> Misuse of chemicals can be dangerous.</p>	<p><b>23</b> Needle stick prevention: is it just for nursing?</p>	<p><b>24</b> Practice infection control 24/7.</p>	<p><b>25</b> Understanding security measures for your department.</p>	<p><b>26</b> Posting 'Wet Floor' signage.</p>
<p><b>27</b> Extension cord use</p> <p>Yom Kippur</p>	<p><b>28</b> Oh, my aching back!</p>	<p><b>29</b> I can't see the computer screen. Do I need to get glasses?</p>	<p><b>30</b> I don't have time to get help from someone so I will just do it myself.</p>			

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<p>Fire Prevention Month Fire Safety Month is here!</p>				<p>1 My hands hurt when I go home. What could be causing it?</p>	<p>2 Equipment grounding.</p>	<p>3 Respect speed limits and drive safely on company property.</p>
<p>4 Housekeeping reminders.</p>	<p>5 Report damaged equipment.</p>	<p>6 Know how to report an employee on-the-job injury.</p>	<p>7 When you don't have time to do it safely...</p>	<p>8 If I wear slip resistant shoes, will it fully protect me from falling?</p>	<p>9 Are the chemicals used in your area properly labeled?</p>	<p>10 Know where to access policies on safety and security.</p>
<p>11 Are floors in your work area free of slip, trip, and fall hazards?</p>	<p>12 Why do I have headaches at work?  Columbus Day</p>	<p>13 Do you know what an 'SDS' is?</p>	<p>14 Take care when walking on ramps.</p>	<p>15 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>16 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>17 Storage rooms with electrical panels.</p>
<p>18 Who is responsible for safety anyway?</p>	<p>19 Practice safe storage in all areas.</p>	<p>20 They say hindsight is a perfect science...</p>	<p>21 Report non-functioning lighting promptly.</p>	<p>22 Do we need a mat over there?</p>	<p>23 'Wet Floor' signage should be used regularly and properly.</p>	<p>24 Are you wearing slip resistant shoes today?</p>
<p>25 Reporting your injury promptly is important.</p>	<p>26 Are your 'Exit Signs' in proper working order?</p>	<p>27 Walk, don't run!</p>	<p>28 Watch those handicap ramps and speed bumps!</p>	<p>29 Before you begin to lift...</p>	<p>30 Hand hygiene is a priority.</p>	<p>31 Taking shortcuts can lead to accidents.  Halloween</p>

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<p><b>1</b> When do you report an injury or accident to your supervisor?</p> <p>Daylight Savings Ends</p>	<p><b>2</b> Do you know how to report a visitor injury?</p>	<p><b>3</b> Use good judgment and...</p>	<p><b>4</b> What does a safe shoe look like?</p>	<p><b>5</b> Report unsafe conditions.</p>	<p><b>6</b> Do you know how to properly clean up a blood or body fluid spill?</p>	<p><b>7</b> Use handrails to prevent falls.</p>
<p><b>8</b> You receive a bomb threat. What do you do?</p>	<p><b>9</b> Safety during the evening and night.</p>	<p><b>10</b> Cut prevention.</p>	<p><b>11</b> A neat and clean workplace is necessary for safety.</p> <p>Veterans Day</p>	<p><b>12</b> Do not let a near miss go unreported.</p>	<p><b>13</b> Should you be afraid of the dark?</p>	<p><b>14</b> Why do my shoulders ache after a hard day at work?</p>
<p><b>15</b> De-escalation to prevent workplace violence.</p>	<p><b>16</b> Take care of yourself so you can take care of others.</p>	<p><b>17</b> Understand the safe lift policy applicable to your department.</p>	<p><b>18</b> When lifting use equipment instead of your back.</p>	<p><b>19</b> What does 'building a bridge' mean regarding back safety?</p>	<p><b>20</b> Anticipate is a keyword in accident prevention.</p>	<p><b>21</b> What is wrong with wearing open back shoes?</p>
<p><b>22</b> How can you prevent falls in your work area?</p>	<p><b>23</b> Why can't we all just get along?</p>	<p><b>24</b> Will I get in trouble if I report that safety violation?</p>	<p><b>25</b> What is ergonomics?</p>	<p><b>26</b> Slow down when walking from carpet to tile.</p> <p>Thanksgiving</p>	<p><b>27</b> Do you know where to find the materials to clean up spilled liquids?</p>	<p><b>28</b> Bloodborne pathogens: what does 'universal precautions' mean?</p>
<p><b>29</b> Pushing versus pulling.</p>	<p><b>30</b> Ladder and step stool safety.</p>	<p><b>Fall Back</b> Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>				

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		<p><b>1</b> Reporting patient or resident injuries.</p>	<p><b>2</b> Good shoes are essential to a good safety program.</p>	<p><b>3</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>4</b> Hand washing basics.</p>	<p><b>5</b> Avoiding elevator falls</p>
<p><b>6</b> You can't fool safety devices.</p>	<p><b>7</b> When should you report an incidence of workplace violence?</p>	<p><b>8</b> Think safety in all office areas.</p>	<p><b>9</b> Remember to use your Personal Protective Equipment (PPE).</p>	<p><b>10</b> Always keep travel paths and exit ways clear.</p> <p>Hanukkah</p>	<p><b>11</b> Smoking regulation enforcement.</p>	<p><b>12</b> Attitude: 'This safety stuff doesn't apply to me.'</p>
<p><b>13</b> Cuts and punctures can be from many sources.</p>	<p><b>14</b> What Personal Protective Equipment (PPE) is essential for your job?</p>	<p><b>15</b> Entrance mats should always be in good condition.</p>	<p><b>16</b> What is your role in an emergency drill?</p>	<p><b>17</b> Did you move that mat?</p>	<p><b>18</b> Stretch and flex to prevent accidents.</p>	<p><b>19</b> Are you prepared to act in an emergency?</p>
<p><b>20</b> Drinking and driving leads to trouble.</p>	<p><b>21</b> Your 'right-to-know' refers to?</p>	<p><b>22</b> Misuse of chemicals can be dangerous.</p>	<p><b>23</b> Needle stick prevention: is it just for nursing?</p>	<p><b>24</b> Practice infection control 24/7.</p>	<p><b>25</b> Understanding security measures for your department.</p> <p>Christmas</p>	<p><b>26</b> Posting 'Wet Floor' signage.</p>
<p><b>27</b> Extension cord use</p>	<p><b>28</b> Oh, my aching back!</p>	<p><b>29</b> I can't see the computer screen. Do I need to get glasses?</p>	<p><b>30</b> I don't have time to get help from someone so I will just do it myself.</p>	<p><b>31</b> What is safety accountability?</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 verify the correct response to daily conditions by regularly training staff members and hourly associates on these topics. Not every possible scenario is listed on the calendar. The situations that are listed are those we know may occur from time to time that might affect the safety and security of associates, customers, vendors and the distribution center. These topics repeat approximately every three months.

### Jan | Apr | Jul | Oct

Day	Statement	Response
1	My hands hurt when I go home. What could be causing it?	Seek advice from your health nurse about possible causes for hand pain. Do you work all day in repetitive work, or perform activity that requires you hold your hands still for long periods of time? Although you may not be able to vary your work duties, there may be ways to prevent injury, such as taking mini breaks to vary your routine, stretching, and using more ergonomically designed tools and equipment.
2	Equipment grounding.	Electrical cords with three prongs instead of two include a grounding mechanism. This third prong should never be broken off so that the device can be easier to plug in. In addition, some equipment has built-in grounding devices, particularly when the equipment may be around water. Never side step any grounding safety device. It is there for a reason and could be a 'shocking experience' to all, if missing.
3	Respect speed limits and drive safely on company property.	Defensive driving is not just for public roads and shopping center parking lots! It is imperative that you abide by any posted speed limits on company property, avoid texting or talking on your cell phone and practice safe driving at all times.
4	Housekeeping reminders.	Housekeeping is not just the responsibility of employees who regularly clean your area. Housekeeping is everyone's responsibility. It means cleaning up after yourself and keeping your work area safe and orderly at all times.

## Jan | Apr | Jul | Oct

Day	Statement	Response
5	Report damaged equipment.	Using damaged medical equipment, including wheelchairs and equipment carts, can result in serious accidents. Employees should promptly report any piece of damaged equipment and ensure it is placed out of use until it can be repaired.
6	Know how to report an employee on-the-job injury.	Promptly report employee injuries to the supervisor or designated person regardless of whether medical treatment is required. Minor injuries may be handled by a designated clinical professional onsite. Applicable staff should keep first aid/AED training current and first aid supplies/kits should be well stocked in non-clinical areas.
7	When you don't have time to do it safely...	If you do not take time to do an action safely, you may need to take time to recuperate from an on-the-job injury. What is more important?
8	If I wear slip resistant shoes, will it fully protect me from falling?	Slip resistant footwear, while a very important component of any fall prevention program, is only part of a successful program. Proper flooring for the circumstance, good drainage, and proper cleaning and maintenance of the floors are also essential.
9	Are the chemicals used in your area properly labeled?	Containers should include the name of the chemical and appropriate hazard warnings per OSHA requirements. Never use unlabeled containers that are left from the prior shift.
10	Know where to access policies on safety and security.	Employees should have easy access to all safety and security policies whenever they are at work. Policy manuals should never be locked up in a manager's office, unless they are easily accessible to all employees via the internet or other means.

Jan | Apr | Jul | Oct
 

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Day	Statement	Response
11	Are floors in your work area free of slip, trip, and fall hazards?	In order to control needless falls, it is critical that every effort be made to ensure that walk areas are free of slip, trip and fall hazards during all hours of the day. All employees are accountable for either correcting the hazards or alerting the appropriate party to address issues promptly.
12	Why do I have headaches at work?	There are many reasons you may have occasional headaches that occur at work. Some may be related to activities after work or the overall stress in your life. If you cannot recognize why you have continual headaches while at work, or after work due to a non-work-related factor, speak with your supervisor or health nurse who can help you in evaluate any work-related conditions or factors that may be causing your headaches.
13	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.
14	Take care when walking on ramps.	Outside ramps may be slippery from rain, sleet or other wet weather conditions. Inside ramps may be slippery from recent cleaning or waxing.

## Jan | Apr | Jul | Oct

Day	Statement	Response
15	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.
16	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.
17	Storage rooms with electrical panels.	The areas directly in front of electrical panels should never be blocked. This poses a fire risk and may limit access in the event that there is a need to get into the breaker box in an emergency.
18	Who is responsible for safety anyway?	You are! Every single healthcare employee is accountable for the safety of his/her area and even those areas you may walk thru to get to your department. If you see an unsafe act or condition, fix it yourself or report it promptly to your supervisor.
19	Practice safe storage in all areas.	A good rule of thumb is to store items you use most frequently on middle shelving, lightweight items on top shelving, and those boxes with multiple items you will pick out as needed on bottom shelving. A step stool or ladder is advantageous for all overhead reaching.
20	They say hindsight is a perfect science...	However, having foresight can prevent incidents. Do your part in reporting hazards promptly.

## Jan | Apr | Jul | Oct

Day	Statement	Response
21	Report non-functioning lighting promptly.	Even though it may not be your job to change a burnt out light bulb, it is everyone's job to report the outages to the responsible department promptly so that visibility and safety can be restored.
22	Do we need a mat over there?	Is there an area you have noticed where several persons have 'almost' fallen? Does water accumulate below an ice machine regularly? These and other areas may need to have a mat added to enhance the safety of the area. By reporting this concern to your supervisor or the safety officer, you allow them to investigate and evaluate if adding a mat to that area is the best option for controlling slips or falls.
23	'Wet Floor' signage should be used regularly and properly.	'Wet Floor' signs are for wet floors. They should be placed in the area to alert others before they step into the wet area. When the cleaned floor has dried or the spill has been cleaned up, they should be promptly taken away.
24	Are you wearing slip resistant shoes today?	Wearing slip resistant footwear is an essential part of any fall prevention program. Shoes marked as slip resistant have been evaluated for their ability to create traction when walking on floor surfaces.
25	Reporting your injury promptly is important.	When you are injured at work, it is very important to report the injury promptly. A decision can be made whether immediate medical attention is needed and the incident can be investigated so that it does not happen to someone else.'
26	Are your 'Exit Signs' in proper working order?	Lighted 'Exit Signs' should always be lit. Report any burnt out lights to the appropriate facilities management personnel promptly.

## Jan | Apr | Jul | Oct

Day	Statement	Response
27	Walk, don't run!	There is a tendency for some staff to run in response to codes or emergency circumstances. Running blindly in response is never a safe action. Walk quickly while paying close attention to others in the area and the floor surface you are treading on.
28	Watch those handicap ramps and speed bumps!	Being alert to your surroundings while walking outside on company property is essential. Avoid distracted behaviors like talking on phones, texting, and reading while walking. Inattentiveness may lead to falls over curbs and speed bumps or stumbling when there is a change in walking surface grade or slant due to handicap ramping onto sidewalks.
29	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.
30	Hand hygiene is a priority.	Good hand hygiene is essential in a healthcare environment in order to control disease transmission. Wash regularly with soap and water. Used wall mounted alcohol-based hand rubs when water and soap is not available. Wash after eating, drinking, coughing/sneezing, patient contact, applying makeup or contacts, handling trash, and after using the restroom.
31	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.

## Feb | May | Aug | Nov

Day	Statement	Response
1	When do you report an injury or accident to your supervisor?	Immediately. No exceptions! Do not wait over the weekend to see if your back still hurts.
2	Do you know how to report a visitor injury?	Any witnessed visitor injury should be promptly reported according to company policy. In addition, offer assistance and seek advice from management if the injured visitor requests medical attention.
3	Use good judgment and...	<ul style="list-style-type: none"> <li>• Eliminate unsafe acts!</li> <li>• If it is too heavy, get help in lifting it.</li> <li>• Think before you drink and drive.</li> <li>• Dispose of needles properly.</li> </ul> <p>What unsafe acts have you performed today?</p>
4	What does a safe shoe look like?	Safety shoes are not ugly anymore! There is a wide variety of styles available at affordable prices today. Look for the box label designating the shoes as 'slip resistant' before you purchase. Not all soles are created equal!
5	Report unsafe conditions.	Safety is everyone's responsibility, not just the responsibility of your supervisor, the risk manager or the safety officer. Because you work in your area every day, you may notice unsafe conditions that others either don't see or choose to overlook because they are unsure of what to do. Report unsafe conditions in all areas to your supervisor promptly.

## Feb | May | Aug | Nov

Day	Statement	Response
6	Do you know how to properly clean up a blood or body fluid spill?	The company policy addressing blood-borne pathogens outlines the proper method to clean up a blood or body fluid spill. This is a very different process from cleaning up spilled foods or drinks from the floor. Healthcare staff should be trained per OSHA requirements.
7	Use handrails to prevent falls.	Handrails are available for everyone's use. Their mere existence in an area suggests additional protection against falls may be advisable.
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	Safety during the evening and night.	Most healthcare facilities operate 24/7. This necessitates some employees to be on site after dark. It is important for those employees to take particular care, to walk in well-lit areas, and ask for an escort to the parking lot, when necessary.
10	Cut prevention.	Some basic tips include storing of sharp devices in designated areas, cleaning sharp items separately from other equipment, practicing safe handling during use of the sharp items, and never bypassing safety devices that are part of the devices. What exposures to cuts from equipment are there in your area?
11	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
12	Do not let a near miss go unreported.	Failure to report a near miss 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 make certain another near miss or actual loss does not occur.
13	Should you be afraid of the dark?	Only if you are walking in the dark without practicing good safety and security rules. Report burnt out lighting. Walk in well-lit outside and inside areas. Get an escort to your vehicle when you feel this is necessary for your safety and security.
14	Why do my shoulders ache after a hard day at work?	Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor. Consider the value in stretching and flexing on a daily basis as a key component of injury prevention.
15	De-escalation to prevent workplace violence.	Workplace injuries can occur because of the aggressive actions of residents/patients, family members, friends, or fellow employees. It is important to be able to recognize any clues leading up to a violent act and know how to react so that the developing situation de-escalates.
16	Take care of yourself so you can take care of others.	By virtue of working in the service industry, in healthcare in particular, you most likely want to make the lives of others easier. In the process, many healthcare workers neglect themselves. If this is an issue for you, consider how to make some changes so you are also taking care of yourself. Your Human Resources Wellness and EAP programs may assist you in making important changes.
17	Understand the safe lift policy applicable to your department.	Non-clinical: Carts, dollies, and other lifting aids should be available and used for all heavy and bulky lifting. When in doubt, seek assistance. Clinical: Lifting equipment use is essential for the safety of employees and patients. Policies should be closely adhered to; equipment should be kept charged and in good working order and equipment should be easily accessible.

## Feb | May | Aug | Nov

Day	Statement	Response
18	When lifting use equipment instead of your back.	When lifting aids are available to handle equipment, supplies, and residents/patients, they should be used. Use of such devices, while it may be more time consuming, is much safer than manual lifting.
19	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.
20	Anticipate is a keyword in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
21	What is wrong with wearing open back shoes?	Open back shoes are popular because they are comfortable and easy to put on and take off. Unfortunately, they cause injuries to occur because there is nothing on the back of the foot or ankle to keep the shoe on one's foot. When safety footwear is a necessity, the wearing of open backed shoes should be strongly discouraged.
22	How can you prevent falls in your work area?	Understanding what kinds of falls have occurred in your area in the past is important. Take responsibility for correcting hazards you notice is key to fall prevention. If you notice something that is beyond your control, tell your supervisor promptly to prevent a slip, trip, or fall.

## Feb | May | Aug | Nov

Day	Statement	Response
23	Why can't we all just get along?	Understanding how to safely manage stressful situations with peers, visitors, and patients is of particular importance in the healthcare industry. Understanding how to best read body language of others and how to project the appropriate body language yourself can significantly impact stressful situations.
24	Will I get in trouble if I report that safety violation?	If your company practices a positive safety culture, reporting unsafe conditions and acts should be rewarded, not punished. Use this calendar as a daily reminder of your safety responsibilities shows that your company is acknowledging their commitment to safety.
25	What is ergonomics?	Ergonomics is the science that focuses on the relationship between man and his work environment. When someone is making an ergonomic assessment of your work area, they are evaluating how best to fit your workplace specifically to you. This may involve office workstation adjustments, tool selection, job rotation and other factors. Your openness to change, and suggestions to the evaluator, is essential.
26	Slow down when walking from carpet to tile.	Just like in a car, you can wipe out when going too fast for conditions. Foreign substances, wet floor conditions, uneven floor surfaces, or not wearing slip resistant shoes can also increase your chances of slipping and falling.
27	Do you know where to find the materials to clean up spilled liquids?	Unexpected spills of food and drinks can occur anywhere. It is important to have wet floor signage readily available for marking a spill until it can be cleaned up. Wipes and cleaning agents should also be close at hand for prompt removal to prevent falls. Inventory your area weekly to ensure materials are properly stocked.

Feb | May | Aug | Nov
 

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Day	Statement	Response
28	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.
29	Pushing versus pulling.	When moving carts with supplies or transporting patients/residents, it is generally safer for your back, and easier for you to see what is ahead, if you push rather than pull.
30	Ladder and step stool safety.	While ladders in a healthcare facility are usually used by facilities management only, many departments may have step stools available for reaching items on overhead shelving. Both ladders and stools should have rubber caps on the end of each leg and only equipment that is in good condition should be used by employees.
31	Pedestrian safety.	Watch out for others when driving on company property. Outside the healthcare facility, you may encounter distracted families, disabled individuals, and elderly persons who take longer to walk across the street than anticipated.

## Mar | Jun | Sep | Dec

Day	Statement	Response
1	Reporting patient or resident injuries.	Patient or resident injuries that occur on company property may be particularly concerning to management. While it may open your company to legal liability issues, it also is just bad form for a resident or patient who has come to you for care to be injured on your property. When an injury is witnessed, offer assistance and make sure the incident is reported to your supervisor promptly, even if the person refused medical attention.
2	Good shoes are essential to a good safety program.	Shoes should be slip resistant and in good condition. Sport shoes are not all slip resistant. When you walk, your heel hits the ground first, so watch for wear and tear.
3	Do you know where the closest fire extinguisher is located and how to use it?	Fire extinguishers should be clearly visible to all personnel. Employees should understand how to operate an extinguisher effectively, unless the company policy dictates only designated personnel are authorized to use them. What does your policy say?
4	Hand washing basics.	<p>When washing your hands:</p> <ul style="list-style-type: none"> <li>• Place hands together under water (preferably warm).</li> <li>• Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds.</li> <li>• Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs and under the fingernails.</li> <li>• Clean dirt from under your fingernails.</li> <li>• Rinse the soap from your hands.</li> <li>• Use a towel to turn off the faucet.</li> <li>• Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands.</li> <li>• Pat your skin rather than rub to avoid chapping and cracking.</li> <li>• If you use a disposable towel, throw it in the trash.</li> </ul>

## Mar | Jun | Sep | Dec

Day	Statement	Response
5	Avoiding elevator falls	Watch for elevators that do not stop evenly with the floor. They may result in you tripping and falling. If you notice this, report the situation to facilities management, who may need to contact the elevator contractor for repair or adjustment.
6	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.
7	When should you report an incidence of workplace violence?	Many healthcare workers think aggressive actions in the workplace from patients, family members, and other guests are just part of the job and are hesitant to report what they feel are minor occurrences. Remember, the next incident may not be so minor. Report all incidents to supervisors promptly for your safety and the safety of others.
8	Think safety in all office areas.	Keep office areas free of clutter and walkways free of cords. For employees who regularly entering data into the computer, workstations should be adjusted for comfort and ergonomic safety.
9	Remember to use your Personal Protective Equipment (PPE).	Company policy dictates what Personal Protective Equipment (PPE) is required in what area, who is required to use it and under what circumstances. This information is part of the company's blood-borne pathogen program.
10	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.
11	Smoking regulation enforcement.	There are important health and safety reasons for not smoking in a healthcare facility. The company's no smoking policy should be enforced with employees, visitors and residents/patients.

## Mar | Jun | Sep | Dec

Day	Statement	Response
12	Attitude: 'This safety stuff doesn't apply to me.'	Safety is no more than doing the job the right way, every day.
13	Cuts and punctures can be from many sources.	In a healthcare facility, cuts can be as minor as a paper cut and as serious as major laceration or exposure to a serious infection. Cuts are usually one of the top five injury types for healthcare operations. What is the potential for a cut or puncture in your area and what efforts have been made to minimize this exposure?
14	What Personal Protective Equipment (PPE) is essential for your job?	Personal Protective Equipment, often called PPE, is required by many healthcare positions. PPE may include gloves, facial masks, and other equipment. Your company has assessed where PPE is needed as part of an OSHA requirement. When in doubt, ask your supervisor for assistance.
15	Entrance mats should always be in good condition.	Mats should be in good condition, with no curled edges or waves. Mats should be placed tight against the door threshold and each other to maximize the slip reduction effort.
16	What is your role in an emergency drill?	Your role in a drill is most likely your role in the event the emergency actually occurs. Be familiar with what your responsibilities are by fully understanding your emergency preparedness program.
17	Did you move that mat?	Mats slide around on floors under some conditions and may need to be replaced to prevent falls. Mats placed at doorways should be against the door threshold. If you observe a mat that continually moves, discuss it with facilities management. Perhaps a different type of mat needs to be used or something can be done to eliminate the need for even having a mat in the area.

## Mar | Jun | Sep | Dec

Day	Statement	Response
18	Stretch and flex to prevent accidents.	Whether stretching and flexing is part of your requirements to perform at work or something you should do regularly after hours in order to maintain your overall fitness, both are important components of work injury prevention.
19	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.
20	Drinking and driving leads to trouble.	Even a small amount of alcohol can impair a person's ability to drive safely. Arrange for an alternative driver to transport company equipment/supplies, residents or patients if you have been drinking prior to going to work. Drinking at work should never be tolerated.
21	Your 'right-to-know' refers to?	Your right to know what hazardous chemicals and other materials you may be exposed to at the workplace is part of the OSHA Hazard Communication standard and is addressed in your company's safety policy on this topic.
22	Misuse of chemicals can be dangerous.	Using chemicals improperly is unsafe to you and possibly to others. When in doubt, look at the Safety Data Sheets (SDS, formerly MSDS) and your hazardous communication safety policy.
23	Needle stick prevention: is it just for nursing?	In the healthcare environment, food service workers may come in contact with needles left on food trays, and workers in housekeeping may be exposed if needles are left in linens. Even office workers may be exposed to needles if used by others in public restrooms. While some employees have a higher probability of exposure to a needle and a resulting needle stick, all employees should be aware of their surroundings and take care when an unsecured needle syringe is observed.
24	Practice infection control 24/7.	Remember that communicable diseases can be passed by you to others when you leave work. Controlling contamination of others by containing your cough or sneeze and not working when you have a communicable illness is essential. Make sure your vaccinations are current, wash hands frequently and practice cough/sneeze etiquette.

## Mar | Jun | Sep | Dec

Day	Statement	Response
25	Understanding security measures for your department.	Does your department have unique exposures that require special security measures beyond the norm? If so, what is your role and responsibility? Not being familiar with these measures could result in serious consequences.
26	Posting 'Wet Floor' signage.	'Wet Floor' signage should be posted whenever a spill cannot be immediately cleaned up and when floors are wet from cleaning or polishing. 'Wet Floor' signs should be posted in the area immediately before the actual wet floor, not in the middle of the area. Your intent is to warn people before they start walking in the area.
27	Extension cord use	Unsafe use of extension cords can lead to fractures, cuts, contusions and sprains, usually the result of a person tripping over them. Unsafe use can also result in fires from short circuits, overloading, and misuse. Extension cords should only be used in approved areas. They should always be in good condition and never be placed where someone may trip over them.
28	Oh, my aching back!	If you go home each night with a backache, it is up to you to ask what might be causing it. Are you lifting too much weight? Are you putting yourself in awkward positions? There are many possible causes of back pain, both work related and non-work related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.
29	I can't see the computer screen. Do I need to get glasses?	If you use the computer screen daily for extended amounts of time without resting your eyes, you may experience some eye discomfort. Although it is important to have your eyes regularly examined, you should also practice looking away from the screen periodically whenever long periods of computer use are required.

Mar | Jun | Sep | Dec

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Day	Statement	Response
30	I don't have time to get help from someone so I will just do it myself.	Do you have time to take off work for an on-the-job injury that could occur if you don't take the time to get help? Practice teamwork instead.
31	What is safety accountability?	Safety accountability is a culture in which everyone, management and associates, is accountable for safety. Don't ignore an unsafe act or an unsafe condition. With either issue, notify the accountable manager, or correct or eliminate the unsafe condition.

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