



ZURICH®

Manufacturing supervisor's 2020 Safety Calendar





How the calendar works

Each calendar date has a daily safety topic listed. After the month of December, or on page 15 of the calendar, there are talking points listed that correspond with the safety topic for that date. The supervisor 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 Separate oxygen cylinders from fuel gas cylinders.</p> <p>New Year's Day</p>	<p>2 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>3 Use three points of contact.</p>	<p>4 When on a ladder, remember the belt buckle rule.</p>
<p>5 Hearing protection is essential when noise exposures cannot be controlled at the source.</p>	<p>6 Are all electrical panels properly covered?</p>	<p>7 A key word in accident prevention is 'anticipate'.</p>	<p>8 Do you know where materials are located to clean up spills or debris?</p>	<p>9 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>10 What is safety accountability?</p>	<p>11 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>
<p>12 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>13 Are you prepared for emergencies?</p>	<p>14 We should wear our Personal Protective Equipment (PPE).</p>	<p>15 Buckle up when traveling to and from work.</p>	<p>16 Taking shortcuts can lead to accidents.</p>	<p>17 Use good judgment and...</p>	<p>18 A neat and clean workplace is necessary for safety.</p>
<p>19 Keep storage away from electrical panels.</p>	<p>20 Housekeeping: preventing slips, trips, and falls.</p> <p>MLK Jr's Birthday</p>	<p>21 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers.</p>	<p>22 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>23 You receive a bomb threat. What do you do?</p>	<p>24 Know your responsibility in every emergency situation.</p>	<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p>26 Report missing fire extinguishers.</p>	<p>27 Good shoes are essential to a good safety program.</p>	<p>28 First aid kits/First aid logs.</p>	<p>29 Confirm sprinkler systems are tested.</p>	<p>30 You can't fool safety devices.</p>	<p>31 My hearing protection is uncomfortable.</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 Conveyor Safety</p>
<p>2 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>3 Do not jump out of or climb through dock doors.</p>	<p>4 Never climb racking or step onto elevated racking.</p>	<p>5 When beginning work on warehouse order pickers (aka cherry pickers)...</p>	<p>6 Document non-functional lights and repair ASAP!</p>	<p>7 Pallets should be maintained in a good operating condition.</p>	<p>8 Lockout/tag out affected employees.</p>
<p>9 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>10 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>11 Always use extreme caution...</p>	<p>12 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p>13 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>14 Are switches in electrical panels properly labeled? Valentine's Day</p>	<p>15 Safety inspections are incomplete until they are documented.</p>
<p>16 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>17 Maintain machine safeguards. President's Day</p>	<p>18 If you're sick, stay home!</p>	<p>19 Your company has an emergency plan.</p>	<p>20 Why wear safety shoes?</p>	<p>21 Remember that there is no smoking in the workplace.</p>	<p>22 When you work with chemicals, you have a 'right to know'.</p>
<p>23 Extreme temperatures can be dangerous.</p>	<p>24 Fire extinguisher basics.</p>	<p>25 What is an 'SDS' and what does it contain?</p>	<p>26 When do you report an injury or accident to your supervisor? Ash Wednesday</p>	<p>27 What is the proper way to lift a carton/object?</p>	<p>28 Extension cord use</p>	<p>29 Flammable and combustible materials should be minimized.</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>2</p> <p>Non-employees should not be allowed to enter unless...</p>	<p>3</p> <p>Take regular breaks.</p>	<p>4</p> <p>What does your 'right to know' refer to?</p>	<p>5</p> <p>Are all fire extinguishers fully charged?</p>	<p>6</p> <p>Pallet safety.</p>	<p>7</p> <p>How you respond when investigating accidents and injuries could make all the difference.</p>
<p>8</p> <p>Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p> <p>Daylight Savings Begins</p>	<p>9</p> <p>Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>10</p> <p>Use proper PPE when changing forklift or industrial truck batteries in the manufacturing center.</p>	<p>11</p> <p>Please use the handrails.</p>	<p>12</p> <p>Check compactors to confirm all safety controls are in place.</p>	<p>13</p> <p>Fire safety when traveling</p>	<p>14</p> <p>Fire exits and aisles.</p>
<p>15</p> <p>Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>16</p> <p>Before an incident occurs, post emergency numbers.</p>	<p>17</p> <p>Do not let a near miss go unreported.</p> <p>St. Patrick's Day</p>	<p>18</p> <p>Working around contractors</p>	<p>19</p> <p>Before you begin to lift...</p>	<p>20</p> <p>Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>21</p> <p>Are you prepared to act in an emergency?</p>
<p>22</p> <p>Lacerations by box cutters are common in many industries...</p>	<p>23</p> <p>Are all stairwells clear and free of obstruction?</p>	<p>24</p> <p>A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>25</p> <p>An uncluttered work site shows respect for those who visit and work there.</p>	<p>26</p> <p>Don't take shortcuts!</p>	<p>27</p> <p>What does 'building a bridge' mean regarding back safety?</p>	<p>28</p> <p>Correct or report slip, trip, and fall hazards.</p>
<p>29</p> <p>Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p>	<p>30</p> <p>Are exit discharges properly maintained?</p>	<p>31</p> <p>All accidents must be reported immediately!</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 Separate oxygen cylinders from fuel gas cylinders.</p>	<p>2 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>3 Use three points of contact.</p>	<p>4 When on a ladder, remember the belt buckle rule.</p>
<p>5 Hearing protection is essential when noise exposures cannot be controlled at the source.</p>	<p>6 Are all electrical panels properly covered?</p>	<p>7 A key word in accident prevention is 'anticipate'.</p>	<p>8 Do you know where materials are located to clean up spills or debris?</p> <p>Passover/Good Friday</p>	<p>9 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>10 What is safety accountability?</p>	<p>11 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>
<p>12 When you have an object to lift that is too heavy or bulky, get help!</p> <p>Easter</p>	<p>13 Are you prepared for emergencies?</p>	<p>14 We should wear our Personal Protective Equipment (PPE).</p>	<p>15 Buckle up when traveling to and from work.</p>	<p>16 Taking shortcuts can lead to accidents.</p>	<p>17 Use good judgment and...</p>	<p>18 A neat and clean workplace is necessary for safety.</p>
<p>19 Keep storage away from electrical panels.</p>	<p>20 Housekeeping: preventing slips, trips, and falls.</p>	<p>21 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers.</p>	<p>22 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>23 You receive a bomb threat. What do you do?</p>	<p>24 Know your responsibility in every emergency situation.</p>	<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p>26 Report missing fire extinguishers.</p>	<p>27 Good shoes are essential to a good safety program.</p>	<p>28 First aid kits/First aid logs.</p>	<p>29 Confirm sprinkler systems are tested.</p>	<p>30 You can't fool safety devices.</p>	<p>Save OSHA Log At the end of the month, take down and file the OSHA 300A summary log with your permanent records.</p>	

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					1 Conveyor Safety	2 Misuse of chemicals or cleaning agents can be dangerous.
3 Do not jump out of or climb through dock doors.	4 Never climb racking or step onto elevated racking.	5 When beginning work on warehouse order pickers (aka cherry pickers)... Cinco de Mayo	6 Document non-functional lights and repair ASAP!	7 Pallets should be maintained in a good operating condition.	8 Lockout/tag out affected employees.	9 Text messaging and talking on a cell phone while driving are classified as distracted driving.
10 Fire extinguisher basics: use the 'PASS' system to put out the fire. Mother's Day	11 Always use extreme caution...	12 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	13 Report damage to ladders immediately; don't use damaged ladders.	14 Are switches in electrical panels properly labeled?	15 Safety inspections are incomplete until they are documented.	16 What is the two person approach in regard to slip, trip or fall prevention?
17 Maintain machine safeguards.	18 If you're sick, stay home!	19 Your company has an emergency plan.	20 Why wear safety shoes?	21 Remember that there is no smoking in the workplace.	22 When you work with chemicals, you have a 'right to know'.	23 Extreme temperatures can be dangerous.
24 Fire extinguisher basics.	25 What is an 'SDS' and what does it contain? Memorial Day	26 When do you report an injury or accident to your supervisor?	27 What is the proper way to lift a carton/object?	28 Extension cord use	29 Flammable and combustible materials should be minimized.	30 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.
31 Falls through roofing skylights.						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>2 Non-employees should not be allowed to enter unless...</p>	<p>3 Take regular breaks.</p>	<p>4 What does your 'right to know' refer to?</p>	<p>5 Are all fire extinguishers fully charged?</p>	<p>6 Pallet safety.</p>
<p>7 How you respond when investigating accidents and injuries could make all the difference.</p>	<p>8 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>	<p>9 Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>10 Use proper PPE when changing forklift or industrial truck batteries in the manufacturing center.</p>	<p>11 Please use the handrails.</p>	<p>12 Check compactors to confirm all safety controls are in place.</p>	<p>13 Fire safety when traveling</p>
<p>14 Fire exits and aisles.</p>	<p>15 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>16 Before an incident occurs, post emergency numbers.</p>	<p>17 Do not let a near miss go unreported.</p>	<p>18 Working around contractors</p>	<p>19 Before you begin to lift...</p>	<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>
<p>21 Are you prepared to act in an emergency?</p> <p>Father's Day</p>	<p>22 Lacerations by box cutters are common in many industries...</p>	<p>23 Are all stairwells clear and free of obstruction?</p>	<p>24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>25 An uncluttered work site shows respect for those who visit and work there.</p>	<p>26 Don't take shortcuts!</p>	<p>27 What does 'building a bridge' mean regarding back safety?</p>
<p>28 Correct or report slip, trip, and fall hazards.</p>	<p>29 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p>	<p>30 Are exit discharges properly maintained?</p>				

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			<p>1 Separate oxygen cylinders from fuel gas cylinders.</p>	<p>2 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>3 Use three points of contact.</p>	<p>4 When on a ladder, remember the belt buckle rule.</p> <p>Independence Day</p>
<p>5 Hearing protection is essential when noise exposures cannot be controlled at the source.</p>	<p>6 Are all electrical panels properly covered?</p>	<p>7 A key word in accident prevention is 'anticipate'.</p>	<p>8 Do you know where materials are located to clean up spills or debris?</p>	<p>9 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>10 What is safety accountability?</p>	<p>11 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>
<p>12 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>13 Are you prepared for emergencies?</p>	<p>14 We should wear our Personal Protective Equipment (PPE).</p>	<p>15 Buckle up when traveling to and from work.</p>	<p>16 Taking shortcuts can lead to accidents.</p>	<p>17 Use good judgment and...</p>	<p>18 A neat and clean workplace is necessary for safety.</p>
<p>19 Keep storage away from electrical panels.</p>	<p>20 Housekeeping: preventing slips, trips, and falls.</p>	<p>21 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers.</p>	<p>22 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>23 You receive a bomb threat. What do you do?</p>	<p>24 Know your responsibility in every emergency situation.</p>	<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p>26 Report missing fire extinguishers.</p>	<p>27 Good shoes are essential to a good safety program.</p>	<p>28 First aid kits/First aid logs.</p>	<p>29 Confirm sprinkler systems are tested.</p>	<p>30 You can't fool safety devices.</p>	<p>31 My hearing protection is uncomfortable.</p>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Conveyor Safety
2 Misuse of chemicals or cleaning agents can be dangerous.	3 Do not jump out of or climb through dock doors.	4 Never climb racking or step onto elevated racking.	5 When beginning work on warehouse order pickers (aka cherry pickers)...	6 Document non-functional lights and repair ASAP!	7 Pallets should be maintained in a good operating condition.	8 Lockout/tag out affected employees.
9 Text messaging and talking on a cell phone while driving are classified as distracted driving.	10 Fire extinguisher basics: use the 'PASS' system to put out the fire.	11 Always use extreme caution...	12 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	13 Report damage to ladders immediately; don't use damaged ladders.	14 Are switches in electrical panels properly labeled?	15 Safety inspections are incomplete until they are documented.
16 What is the two person approach in regard to slip, trip or fall prevention?	17 Maintain machine safeguards.	18 If you're sick, stay home!	19 Your company has an emergency plan.	20 Why wear safety shoes?	21 Remember that there is no smoking in the workplace.	22 When you work with chemicals, you have a 'right to know'.
23 Extreme temperatures can be dangerous.	24 Fire extinguisher basics.	25 What is an 'SDS' and what does it contain?	26 When do you report an injury or accident to your supervisor?	27 What is the proper way to lift a carton/object?	28 Extension cord use	29 Flammable and combustible materials should be minimized.
30 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.	31 Falls through roofing skylights.	School Starts The new school year is coming, watch for buses!				

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		<p>1 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>2 Non-employees should not be allowed to enter unless...</p>	<p>3 Take regular breaks.</p>	<p>4 What does your 'right to know' refer to?</p>	<p>5 Are all fire extinguishers fully charged?</p>
<p>6 Pallet safety.</p>	<p>7 How you respond when investigating accidents and injuries could make all the difference.</p> <p>Labor Day</p>	<p>8 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>	<p>9 Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>10 Use proper PPE when changing forklift or industrial truck batteries in the manufacturing center.</p>	<p>11 Please use the handrails.</p>	<p>12 Check compactors to confirm all safety controls are in place.</p>
<p>13 Fire safety when traveling</p>	<p>14 Fire exits and aisles.</p>	<p>15 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>16 Before an incident occurs, post emergency numbers.</p>	<p>17 Do not let a near miss go unreported.</p>	<p>18 Working around contractors</p>	<p>19 Before you begin to lift...</p>
<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>21 Are you prepared to act in an emergency?</p>	<p>22 Lacerations by box cutters are common in many industries...</p>	<p>23 Are all stairwells clear and free of obstruction?</p>	<p>24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>25 An uncluttered work site shows respect for those who visit and work there.</p>	<p>26 Don't take shortcuts!</p>
<p>27 What does 'building a bridge' mean regarding back safety?</p> <p>Yom Kippur</p>	<p>28 Correct or report slip, trip, and fall hazards.</p>	<p>29 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p>	<p>30 Are exit discharges properly maintained?</p>			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Fire Prevention Month Fire Safety Month is here!</p>				<p>1 Separate oxygen cylinders from fuel gas cylinders.</p>	<p>2 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>3 Use three points of contact.</p>
<p>4 When on a ladder, remember the belt buckle rule.</p>	<p>5 Hearing protection is essential when noise exposures cannot be controlled at the source.</p>	<p>6 Are all electrical panels properly covered?</p>	<p>7 A key word in accident prevention is 'anticipate'.</p>	<p>8 Do you know where materials are located to clean up spills or debris?</p>	<p>9 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>10 What is safety accountability?</p>
<p>11 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>12 When you have an object to lift that is too heavy or bulky, get help!</p> <p>Columbus Day</p>	<p>13 Are you prepared for emergencies?</p>	<p>14 We should wear our Personal Protective Equipment (PPE).</p>	<p>15 Buckle up when traveling to and from work.</p>	<p>16 Taking shortcuts can lead to accidents.</p>	<p>17 Use good judgment and...</p>
<p>18 A neat and clean workplace is necessary for safety.</p>	<p>19 Keep storage away from electrical panels.</p>	<p>20 Housekeeping: preventing slips, trips, and falls.</p>	<p>21 Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers.</p>	<p>22 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>23 You receive a bomb threat. What do you do?</p>	<p>24 Know your responsibility in every emergency situation.</p>
<p>25 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p>26 Report missing fire extinguishers.</p>	<p>27 Good shoes are essential to a good safety program.</p>	<p>28 First aid kits/First aid logs.</p>	<p>29 Confirm sprinkler systems are tested.</p>	<p>30 You can't fool safety devices.</p>	<p>31 My hearing protection is uncomfortable.</p> <p>Halloween</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 Conveyor Safety</p> <p>Daylight Savings Ends</p>	<p>2 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>3 Do not jump out of or climb through dock doors.</p>	<p>4 Never climb racking or step onto elevated racking.</p>	<p>5 When beginning work on warehouse order pickers (aka cherry pickers)...</p>	<p>6 Document non-functional lights and repair ASAP!</p>	<p>7 Pallets should be maintained in a good operating condition.</p>
<p>8 Lockout/tag out affected employees.</p>	<p>9 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>10 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>11 Always use extreme caution...</p> <p>Veterans Day</p>	<p>12 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p>13 Report damage to ladders immediately; don't use damaged ladders.</p>	<p>14 Are switches in electrical panels properly labeled?</p>
<p>15 Safety inspections are incomplete until they are documented.</p>	<p>16 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>17 Maintain machine safeguards.</p>	<p>18 If you're sick, stay home!</p>	<p>19 Your company has an emergency plan.</p>	<p>20 Why wear safety shoes?</p>	<p>21 Remember that there is no smoking in the workplace.</p>
<p>22 When you work with chemicals, you have a 'right to know'.</p>	<p>23 Extreme temperatures can be dangerous.</p>	<p>24 Fire extinguisher basics.</p>	<p>25 What is an 'SDS' and what does it contain?</p>	<p>26 When do you report an injury or accident to your supervisor?</p> <p>Thanksgiving</p>	<p>27 What is the proper way to lift a carton/object?</p>	<p>28 Extension cord use</p>
<p>29 Flammable and combustible materials should be minimized.</p>	<p>30 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>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 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>2 Non-employees should not be allowed to enter unless...</p>	<p>3 Take regular breaks.</p>	<p>4 What does your 'right to know' refer to?</p>	<p>5 Are all fire extinguishers fully charged?</p>
<p>6 Pallet safety.</p>	<p>7 How you respond when investigating accidents and injuries could make all the difference.</p>	<p>8 Forklifts are to be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p>	<p>9 Attitude: 'This safety stuff doesn't apply to me.'</p>	<p>10 Use proper PPE when changing forklift or industrial truck batteries in the manufacturing center.</p> <p>Hanukkah</p>	<p>11 Please use the handrails.</p>	<p>12 Check compactors to confirm all safety controls are in place.</p>
<p>13 Fire safety when traveling</p>	<p>14 Fire exits and aisles.</p>	<p>15 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>16 Before an incident occurs, post emergency numbers.</p>	<p>17 Do not let a near miss go unreported.</p>	<p>18 Working around contractors</p>	<p>19 Before you begin to lift...</p>
<p>20 Know where the emergency eyewash stations/drenching facilities are located and how to use them.</p>	<p>21 Are you prepared to act in an emergency?</p>	<p>22 Lacerations by box cutters are common in many industries...</p>	<p>23 Are all stairwells clear and free of obstruction?</p>	<p>24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p>	<p>25 An uncluttered work site shows respect for those who visit and work there.</p> <p>Christmas</p>	<p>26 Don't take shortcuts!</p>
<p>27 What does 'building a bridge' mean regarding back safety?</p>	<p>28 Correct or report slip, trip, and fall hazards.</p>	<p>29 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p>	<p>30 Are exit discharges properly maintained?</p>	<p>31 All accidents must be reported immediately!</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 manufacturing center. These topics repeat approximately every three months.

Jan | Apr | Jul | Oct

Day	Statement	Response
1	Separate oxygen cylinders from fuel gas cylinders.	When in storage, oxygen cylinders must be separated from fuel gas cylinders (such as acetylene) by at least 20 feet, or by a noncombustible barrier at least 5 feet high with a half hour fire rating.
2	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.
3	Use three points of contact.	<p>Never jump off the vehicle. When climbing into or out of a truck, forklift or other piece of equipment, face the vehicle and maintain three points of contact at all times:</p> <ul style="list-style-type: none"> • two feet and one hand; • or, one foot and two hands

Jan | Apr | Jul | Oct

Day	Statement	Response
4	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.
5	Hearing protection is essential when noise exposures cannot be controlled at the source.	Both earplugs and earmuffs provide a physical barrier that reduces inner ear noise levels and prevents hearing loss from occurring. To be effective, employees must receive proper training on how to use these devices.
6	Are all electrical panels properly covered?	Serviced 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.
7	A key word in accident prevention is 'anticipate'.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
8	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.

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9	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.
10	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.
11	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.
12	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!
13	Are you prepared for emergencies?	Employee training should always include what to do in the event of an emergency, such as a fire or weather emergency. Training should be conducted as part of the employee orientation and reviewed annually.

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Day	Statement	Response
14	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.
15	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.
16	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.
17	Use good judgment and...	Eliminate unsafe acts!
18	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.
19	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency.
20	Housekeeping: preventing slips, trips, and falls.	In order to help 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.

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Day	Statement	Response
21	Wheels must be chocked or trailer restraints engaged at all times during the loading/unloading of trailers.	All trailers must be chocked or trailer restraints engaged during the time they are being loaded/unloaded. Copper-alloy, aluminum or rubber durable chocks, at least 8 inches (width and length), are acceptable chocks to use in loading dock 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.
22	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.
23	You receive a bomb threat. What do you do?	Know your procedures! During an evacuation, assemble at least 500 feet from the building.
24	Know your responsibility in every emergency situation.	What would you do in the event of a fire? Bomb threat? Serious employee accident?

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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	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
27	Good shoes are essential to a good safety program.	Shoes should be slip-resistant and, depending on the job, steel toes and metatarsal guards may be required.
28	First aid kits/ First aid logs.	First aid kits should be 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 verify 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. Confirm there are no medications in the kits. Utilize a First Aid Log to document first aid kit use. In the event a minor cut or injury requires a doctor visit, the log can be referred to when filling out a claim report.
29	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.
30	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.

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Day	Statement	Response
31	My hearing protection is uncomfortable.	Employees resist hearing protection more than any other type of PPE. One reason is that they do not think they really need it. Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. Another reason for not wearing hearing protection is that it can feel uncomfortable. Sometimes workers 'spring' the muffs (radio headsets do not qualify as hearing protection) so they do not seal properly against the head, or snip off the inner portion of ear plugs leaving only the outer end to fool their supervisor. If you feel the need to do this, see your supervisor about obtaining a different type/style that fits correctly and comfortably.

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Day	Statement	Response
1	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.
2	Misuse of chemicals or cleaning agents can be dangerous.	Using chemicals properly and with precaution = safety
3	Do not jump out of or climb through dock doors.	Use designated employee stairways to enter or exit the building to avoid injury.
4	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.

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Day	Statement	Response
5	When beginning work on warehouse order pickers (aka cherry pickers)...	Operators must always secure their safety harnesses and tethers. To avoid serious injury, operators should never disconnect their fall protection while operating an order picker. Serious injuries and fatalities occur when operators fail to use their fall protection or disconnect their fall protection when working at elevation. Only when the unit has been lowered and turned off may an operator disconnect their fall protection.
6	Document non-functional lights and repair ASAP!	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.
7	Pallets should be maintained in a good 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. Confirm a plan is in place to monitor pallet storage frequently during the day. Unsafe conditions noted should be corrected immediately.
8	Lockout/tag out affected employees.	Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need-to-know that it is locked out. Inform affected employees of the activity being performed. Verify that those affected employees are trained on lockout/tag out procedures and that they know not to remove the lock or tag that has been applied.

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Day	Statement	Response
9	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.
10	Fire extinguisher basics: use the 'PASS' system to put out the fire.	<p>P ull the pin. A im the extinguisher nozzle at the base of the fire. S queeze or press the handle. 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>
11	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.
12	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.

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Day	Statement	Response
13	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.
14	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.
15	Safety inspections are incomplete until they are documented.	If inspection results are not written down, it is difficult to follow up with corrective actions. Historical records also help in identifying problem areas that may need additional attention.
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	Maintain machine safeguards.	If a guard on a machine (fixed guard, interlock, light curtain, adjustable guard, etc.) is not in place or not in service, do not operate the machine. Report the defect to your supervisor.

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Day	Statement	Response
18	If you're sick, stay home!	Germs and diseases spread quickly and cause sickness and productivity losses. You can reduce the spread of germs in your workplace by staying home when you are sick. And don't forget basic bathroom and eating hygiene like washing hands after using the restroom and before eating. Make sure eating and restroom areas are kept clean, and report unsanitary conditions.
19	Your company has an emergency plan.	Review it periodically with management and associates and be aware of what steps to follow in the event of an emergency.
20	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.
21	Remember that there is no smoking in the workplace.	There is a reason for no smoking in the workplace. Most states forbid smoking due to health and fire hazards.
22	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.
23	Extreme temperatures can be dangerous.	Extreme cold can cause cold burns (frostbite) and hypothermia. Extreme heat can cause heat cramps, heat exhaustion, or heat stroke. Hypothermia and heat stroke are life-threatening conditions. Take appropriate precautions to protect yourself from extreme temperatures.

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Day	Statement	Response
24	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.
25	What is an 'SDS' and what does it contain?	Safety Data Sheet (SDS). Every hazardous substance that has been identified has an SDS, which tells you what the substance is, what possible dangers you might encounter while using the product and how to properly protect yourself from the substance. The SDS will list any PPE required with use of that particular substance.
26	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.
27	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.
28	Extension cord use	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.

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29	Flammable and combustible materials should be minimized.	Simply put, reducing the amount of flammable and combustible materials minimizes the potential fire hazard presented by these materials. The fewer the better.
30	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
31	Falls through roofing skylights.	Every year, falls through skylights occur to contractors and maintenance personnel 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. Signage and standard guardrails can be added to skylight areas, in place of gridding, to prevent these serious and often fatal falls. Contractors and employees should be advised not to walk or sit on skylights. Snow removal crews should be made aware of any skylights they may encounter during the snow removal process. Additional information on this topic can be obtained by searching NIOSH and Skylights.

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Day	Statement	Response
1	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.
2	Non-employees should not be allowed to enter unless...	They have been issued a temporary, contractor or visitor badge. Unauthorized individuals attempting to enter the facility must be reported to management immediately
3	Take regular breaks.	Incidents at work often occur because a worker is tired, resulting in lack of attention to the job. Taking regular breaks helps you maintain your 'edge.' Try to schedule more difficult tasks early in the shift when your concentration is best.
4	What does your 'right to know' refer to?	Your right to know what hazardous chemicals and materials you may be exposed to in the workplace.
5	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.

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Day	Statement	Response
6	Pallet safety.	Broken/defective pallets should never be used. Indoor storage of idle pallets should be limited to 4 six-foot stacks per pile in buildings without sprinklers. In buildings with sprinklers, pallet storage should be according to NFPA 13. The preferred storage arrangement for idle pallets is outside, at least 50 feet away from buildings.
7	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.
8	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.
9	Attitude: 'This safety stuff doesn't apply to me.'	Safety is no more than doing the job the right way, every day.

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Day	Statement	Response
10	Use proper PPE when changing forklift or industrial truck batteries in the manufacturing center.	Protective apron, gloves, goggles, and face shield are required for filling forklift batteries.
11	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.
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	Fire safety when traveling	Choose a hotel that has fire sprinklers. Choose a room on a low floor-fire department ladders can seldom reach beyond the sixth floor, and you may not want to take that step out the window onto a fire truck's aerial ladder. Before retiring for the night, look for the nearest exit and the alternative exit. The next time you're looking for the exits you may be crawling through smoke.
14	Fire exits and aisles.	Fire exits and aisles should always be accessible and free of storage. A general rule would be to make certain the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches. The Authority Having Jurisdiction may set more demanding aisle widths.

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Day	Statement	Response
15	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.
16	Before an incident occurs, post emergency numbers.	Simply dialing 9-1-1 from a company phone may not be appropriate in your facility. Many business phone systems require dialing a leading digit (often '9') to get an outside line - dialing only 9-1-1 will get no response. In larger factories it may be necessary to call for help through Security so that the officers can meet the responders and lead them to the correct location. Train all personnel on communication protocols and emergency response.
17	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.
18	Working around contractors	Contractors and others working in your plant may not be aware of your presence or what you're doing - and vice-versa. Make sure at the beginning of the shift that host employees and contractors know how their actions may affect others in the area, and what unusual conditions have been introduced by the construction or other contracted work.
19	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.

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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 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.
22	Lacerations by box cutters are common in many industries...	Getting a cut from a box cutter is usually the result of an unsafe practice. Using common sense will reduce the frequency of related injuries. Always make sure the box you are cutting is stable. Make certain your opposite hand is not in the cutting area. Always cut away from yourself and others with any cutting tool. The use of cut resistant gloves will reduce lacerations.
23	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.

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Day	Statement	Response
24	A key to preventing 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.
25	An uncluttered work site shows respect for those who visit and work there.	Make sure all personnel are trained to never walk by an unsafe condition. If it's out of place, pick it up!
26	Don't take shortcuts!	If you're injured, the minute you saved may cost you days, weeks or months of recovery time.
27	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.

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Day	Statement	Response
28	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>
29	Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.	Falls from height are a common cause of injury in manufacturing, and can cause serious or fatal injuries. Take the time to safely climb.
30	Are exit discharges properly maintained?	Seldom-used doors may be critical exits in case of fire or other emergency. All exits should lead to safe areas of refuge, and be maintained in a serviceable condition. In the winter, ice and snow must be removed. In the summer, grass must be mowed. Solid walkways should be available in all weather conditions.
31	All accidents must be reported immediately!	All employees should be reminded of the company requirement to report claims to their supervisor or manager immediately.

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