

Retail manager's 2020 Safety Calendar





How the calendar works

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

The information in 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 Do all electrical outlets have secure face plates?</p> <p>New Year's Day</p>	<p>2 Cardboard baler safety</p>	<p>3 What does your 'right to know' refer to?</p>	<p>4 When choosing a ladder for your sales floor you must first know your task.</p>
<p>5 A key factor in accident prevention is 'anticipating risk'.</p>	<p>6 How often should you inspect powered material handling equipment (i.e., forklifts)?</p>	<p>7 A neat and clean workplace is necessary for safety.</p>	<p>8 You can't fool safety devices.</p>	<p>9 Know your responsibility in every emergency situation.</p>	<p>10 Are all electrical panels properly covered?</p>	<p>11 Do not let a near miss go unreported.</p>
<p>12 Peg hook safety.</p>	<p>13 Lacerations by box cutters are common in many industries...</p>	<p>14 Stockroom safety should always be a top priority.</p>	<p>15 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>16 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>17 You receive a bomb threat. What do you do?</p>	<p>18 Are bulk stack merchandise displays or stack outs safe?</p>
<p>19 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>20 Don't use extension cords or cube taps, as permanent wiring devices.</p> <p>MLK Jr's Birthday</p>	<p>21 Snow and ice control.</p>	<p>22 When on a ladder, remember the belt buckle rule.</p>	<p>23 Report missing fire extinguishers.</p>	<p>24 Are switches in electrical panels properly labeled?</p>	<p>25 Correct or report slip, trip, and fall hazards.</p>
<p>26 First aid kits/First aid logs.</p>	<p>27 Entrance mats should always be in good condition.</p>	<p>28 They say hindsight is a perfect science...</p>	<p>29 All associate accidents must be reported within 24 hours.</p>	<p>30 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>31 Immediately clean up any spills on the floor that could cause someone to slip and fall.</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 Should entrance doors, vestibule glass, and glass partitions be marked?</p>
<p>2 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>3 When do I report an injury or accident to my supervisor?</p>	<p>4 An uncluttered store shows respect for those who shop and work there.</p>	<p>5 What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p>6 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p>7 What is an 'MSDS' or 'SDS' and what does it contain?</p>	<p>8 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>
<p>9 What does 'building a bridge' mean regarding back safety?</p>	<p>10 Are all shelves, racking, and merchandise secure?</p>	<p>11 Are you prepared to act in an emergency?</p>	<p>12 Falls from ladders are one of the most common causes of serious injury in the retail industry.</p>	<p>13 Do you know where materials are located to clean up spills or debris?</p>	<p>14 Slow down when walking from carpet to tile.</p> <p>Valentine's Day</p>	<p>15 Use good judgment and...</p>
<p>16 Are you prepared for emergencies?</p>	<p>17 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p> <p>President's Day</p>	<p>18 We should wear our Personal Protective Equipment (PPE).</p>	<p>19 Do all electrical outlets have secure face plates?</p>	<p>20 Good shoes are essential to a good safety program.</p>	<p>21 What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p>22 Document non-functional lights and repair ASAP!</p>
<p>23 How you respond when investigating accidents and injuries could make all the difference.</p>	<p>24 Taking shortcuts can lead to accidents.</p>	<p>25 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>26 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p> <p>Ash Wednesday</p>	<p>27 Are all stairwells clear and free of obstruction?</p>	<p>28 Before you begin to lift...</p>	<p>29 Check compactors to confirm all safety controls are in place.</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>2</p> <p>When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>3</p> <p>Do not drink and drive or ride with drivers who are drinking.</p>	<p>4</p> <p>Before an incident occurs, post emergency numbers (911).</p>	<p>5</p> <p>What is the proper way to lift a carton/object?</p>	<p>6</p> <p>Does it matter where we place entrance mats?</p>	<p>7</p> <p>Bloodborne pathogens: what does 'universal precautions' mean?</p>
<p>8</p> <p>Are you prepared for emergencies?</p> <p>Daylight Savings Begins</p>	<p>9</p> <p>Smoke and carbon monoxide detectors save lives.</p>	<p>10</p> <p>Display safety and overhead displays.</p>	<p>11</p> <p>When on a ladder, remember the belt buckle rule.</p>	<p>12</p> <p>Customers are number one and you never get a second chance for a good first impression.</p>	<p>13</p> <p>Never use a damaged ladder.</p>	<p>14</p> <p>Fire exits and aisles in the stockrooms.</p>
<p>15</p> <p>Winter is coming... Is your location prepared?</p>	<p>16</p> <p>Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>17</p> <p>A minimum width of 36 inches must be maintained in all exit pathways.</p> <p>St. Patrick's Day</p>	<p>18</p> <p>Store safety inspections are not complete until they are documented.</p>	<p>19</p> <p>Buckle up when traveling to and from work.</p>	<p>20</p> <p>Remember that there is no smoking in the workplace.</p>	<p>21</p> <p>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>22</p> <p>Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>23</p> <p>Keep storage away from electrical panels.</p>	<p>24</p> <p>Are display platforms, bases, or end caps properly merchandised?</p>	<p>25</p> <p>What is safety accountability?</p>	<p>26</p> <p>Extension cord use</p>	<p>27</p> <p>When you have an object to lift that is too heavy or bulky, get help!</p>	<p>28</p> <p>Are all fire extinguishers fully charged?</p>
<p>29</p> <p>Report lights that are not working.</p>	<p>30</p> <p>Are your floors free of trip/slip hazards?</p>	<p>31</p> <p>Your company has an emergency plan.</p>	<p>Spring Forward Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>			

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			<p>1 Do all electrical outlets have secure face plates?</p>	<p>2 Cardboard baler safety</p>	<p>3 What does your 'right to know' refer to?</p>	<p>4 When choosing a ladder for your sales floor you must first know your task.</p>
<p>5 A key factor in accident prevention is 'anticipating risk'.</p>	<p>6 How often should you inspect powered material handling equipment (i.e., forklifts)?</p>	<p>7 A neat and clean workplace is necessary for safety.</p>	<p>8 You can't fool safety devices.</p> <p>Passover/Good Friday</p>	<p>9 Know your responsibility in every emergency situation.</p>	<p>10 Are all electrical panels properly covered?</p>	<p>11 Do not let a near miss go unreported.</p>
<p>12 Peg hook safety.</p> <p>Easter</p>	<p>13 Lacerations by box cutters are common in many industries...</p>	<p>14 Stockroom safety should always be a top priority.</p>	<p>15 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>16 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>17 You receive a bomb threat. What do you do?</p>	<p>18 Are bulk stack merchandise displays or stack outs safe?</p>
<p>19 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>20 Don't use extension cords or cube taps, as permanent wiring devices.</p>	<p>21 Snow and ice control.</p>	<p>22 When on a ladder, remember the belt buckle rule.</p>	<p>23 Report missing fire extinguishers.</p>	<p>24 Are switches in electrical panels properly labeled?</p>	<p>25 Correct or report slip, trip, and fall hazards.</p>
<p>26 First aid kits/First aid logs.</p>	<p>27 Entrance mats should always be in good condition.</p>	<p>28 They say hindsight is a perfect science...</p>	<p>29 All associate accidents must be reported within 24 hours.</p>	<p>30 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>Save OSHA Log At the end of the month, take down and file the OSHA 300A summary log with your permanent records.</p>	

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					<p>1 Should entrance doors, vestibule glass, and glass partitions be marked?</p>	<p>2 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>
<p>3 When do I report an injury or accident to my supervisor?</p>	<p>4 An uncluttered store shows respect for those who shop and work there.</p>	<p>5 What would you do if you saw a customer attempting to climb a fixture or ladder?</p> <p>Cinco de Mayo</p>	<p>6 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p>7 What is an 'MSDS' or 'SDS' and what does it contain?</p>	<p>8 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>9 What does 'building a bridge' mean regarding back safety?</p>
<p>10 Are all shelves, racking, and merchandise secure?</p> <p>Mother's Day</p>	<p>11 Are you prepared to act in an emergency?</p>	<p>12 Falls from ladders are one of the most common causes of serious injury in the retail industry.</p>	<p>13 Do you know where materials are located to clean up spills or debris?</p>	<p>14 Slow down when walking from carpet to tile.</p>	<p>15 Use good judgment and...</p>	<p>16 Are you prepared for emergencies?</p>
<p>17 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p>18 We should wear our Personal Protective Equipment (PPE).</p>	<p>19 Do all electrical outlets have secure face plates?</p>	<p>20 Good shoes are essential to a good safety program.</p>	<p>21 What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p>22 Document non-functional lights and repair ASAP!</p>	<p>23 How you respond when investigating accidents and injuries could make all the difference.</p>
<p>24 Taking shortcuts can lead to accidents.</p>	<p>25 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p> <p>Memorial Day</p>	<p>26 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p>27 Are all stairwells clear and free of obstruction?</p>	<p>28 Before you begin to lift...</p>	<p>29 Check compactors to confirm all safety controls are in place.</p>	<p>30 Flammable and combustible materials should be minimized.</p>
<p>31 Do not place merchandise or storage on steps.</p>						

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	<p>1 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>2 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>3 Do not drink and drive or ride with drivers who are drinking.</p>	<p>4 Before an incident occurs, post emergency numbers (911).</p>	<p>5 What is the proper way to lift a carton/object?</p>	<p>6 Does it matter where we place entrance mats?</p>
<p>7 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>8 Are you prepared for emergencies?</p>	<p>9 Smoke and carbon monoxide detectors save lives.</p>	<p>10 Display safety and overhead displays.</p>	<p>11 When on a ladder, remember the belt buckle rule.</p>	<p>12 Customers are number one and you never get a second chance for a good first impression.</p>	<p>13 Never use a damaged ladder.</p>
<p>14 Fire exits and aisles in the stockrooms.</p>	<p>15 Winter is coming... Is your location prepared?</p>	<p>16 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>17 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>18 Store safety inspections are not complete until they are documented.</p>	<p>19 Buckle up when traveling to and from work.</p>	<p>20 Remember that there is no smoking in the workplace.</p>
<p>21 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>Father's Day</p>	<p>22 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>23 Keep storage away from electrical panels.</p>	<p>24 Are display platforms, bases, or end caps properly merchandised?</p>	<p>25 What is safety accountability?</p>	<p>26 Extension cord use</p>	<p>27 When you have an object to lift that is too heavy or bulky, get help!</p>
<p>28 Are all fire extinguishers fully charged?</p>	<p>29 Report lights that are not working.</p>	<p>30 Are your floors free of trip/slip hazards?</p>				

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			1 Do all electrical outlets have secure face plates?	2 Cardboard baler safety	3 What does your 'right to know' refer to?	4 When choosing a ladder for your sales floor you must first know your task. Independence Day
5 A key factor in accident prevention is 'anticipating risk'.	6 How often should you inspect powered material handling equipment (i.e., forklifts)?	7 A neat and clean workplace is necessary for safety.	8 You can't fool safety devices.	9 Know your responsibility in every emergency situation.	10 Are all electrical panels properly covered?	11 Do not let a near miss go unreported.
12 Peg hook safety.	13 Lacerations by box cutters are common in many industries...	14 Stockroom safety should always be a top priority.	15 What is the two person approach in regard to slip, trip or fall prevention?	16 Fire extinguisher basics: use the 'PASS' system to put out the fire.	17 You receive a bomb threat. What do you do?	18 Are bulk stack merchandise displays or stack outs safe?
19 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.	20 Don't use extension cords or cube taps, as permanent wiring devices.	21 Snow and ice control.	22 When on a ladder, remember the belt buckle rule.	23 Report missing fire extinguishers.	24 Are switches in electrical panels properly labeled?	25 Correct or report slip, trip, and fall hazards.
26 First aid kits/First aid logs.	27 Entrance mats should always be in good condition.	28 They say hindsight is a perfect science...	29 All associate accidents must be reported within 24 hours.	30 Text messaging and talking on a cell phone while driving are classified as distracted driving.	31 Immediately clean up any spills on the floor that could cause someone to slip and fall.	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <p>Should entrance doors, vestibule glass, and glass partitions be marked?</p>
<p>2</p> <p>Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>3</p> <p>When do I report an injury or accident to my supervisor?</p>	<p>4</p> <p>An uncluttered store shows respect for those who shop and work there.</p>	<p>5</p> <p>What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p>6</p> <p>The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p>7</p> <p>What is an 'MSDS' or 'SDS' and what does it contain?</p>	<p>8</p> <p>18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>
<p>9</p> <p>What does 'building a bridge' mean regarding back safety?</p>	<p>10</p> <p>Are all shelves, racking, and merchandise secure?</p>	<p>11</p> <p>Are you prepared to act in an emergency?</p>	<p>12</p> <p>Falls from ladders are one of the most common causes of serious injury in the retail industry.</p>	<p>13</p> <p>Do you know where materials are located to clean up spills or debris?</p>	<p>14</p> <p>Slow down when walking from carpet to tile.</p>	<p>15</p> <p>Use good judgment and...</p>
<p>16</p> <p>Are you prepared for emergencies?</p>	<p>17</p> <p>Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p>18</p> <p>We should wear our Personal Protective Equipment (PPE).</p>	<p>19</p> <p>Do all electrical outlets have secure face plates?</p>	<p>20</p> <p>Good shoes are essential to a good safety program.</p>	<p>21</p> <p>What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p>22</p> <p>Document non-functional lights and repair ASAP!</p>
<p>23</p> <p>How you respond when investigating accidents and injuries could make all the difference.</p>	<p>24</p> <p>Taking shortcuts can lead to accidents.</p>	<p>25</p> <p>Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>26</p> <p>Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p>27</p> <p>Are all stairwells clear and free of obstruction?</p>	<p>28</p> <p>Before you begin to lift...</p>	<p>29</p> <p>Check compactors to confirm all safety controls are in place.</p>
<p>30</p> <p>Flammable and combustible materials should be minimized.</p>	<p>31</p> <p>Do not place merchandise or storage on steps.</p>	<p>School Starts The new school year is coming, watch for buses!</p>				

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		<p>1 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>2 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>3 Do not drink and drive or ride with drivers who are drinking.</p>	<p>4 Before an incident occurs, post emergency numbers (911).</p>	<p>5 What is the proper way to lift a carton/object?</p>
<p>6 Does it matter where we place entrance mats?</p>	<p>7 Bloodborne pathogens: what does 'universal precautions' mean?</p> <p>Labor Day</p>	<p>8 Are you prepared for emergencies?</p>	<p>9 Smoke and carbon monoxide detectors save lives.</p>	<p>10 Display safety and overhead displays.</p>	<p>11 When on a ladder, remember the belt buckle rule.</p>	<p>12 Customers are number one and you never get a second chance for a good first impression.</p>
<p>13 Never use a damaged ladder.</p>	<p>14 Fire exits and aisles in the stockrooms.</p>	<p>15 Winter is coming... Is your location prepared?</p>	<p>16 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>17 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>18 Store safety inspections are not complete until they are documented.</p>	<p>19 Buckle up when traveling to and from work.</p>
<p>20 Remember that there is no smoking in the workplace.</p>	<p>21 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>22 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>23 Keep storage away from electrical panels.</p>	<p>24 Are display platforms, bases, or end caps properly merchandised?</p>	<p>25 What is safety accountability?</p>	<p>26 Extension cord use</p>
<p>27 When you have an object to lift that is too heavy or bulky, get help!</p> <p>Yom Kippur</p>	<p>28 Are all fire extinguishers fully charged?</p>	<p>29 Report lights that are not working.</p>	<p>30 Are your floors free of trip/slip hazards?</p>			

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<p>Fire Prevention Month Fire Safety Month is here!</p>				<p>1 Do all electrical outlets have secure face plates?</p>	<p>2 Cardboard baler safety</p>	<p>3 What does your 'right to know' refer to?</p>
<p>4 When choosing a ladder for your sales floor you must first know your task.</p>	<p>5 A key factor in accident prevention is 'anticipating risk'.</p>	<p>6 How often should you inspect powered material handling equipment (i.e., forklifts)?</p>	<p>7 A neat and clean workplace is necessary for safety.</p>	<p>8 You can't fool safety devices.</p>	<p>9 Know your responsibility in every emergency situation.</p>	<p>10 Are all electrical panels properly covered?</p>
<p>11 Do not let a near miss go unreported.</p>	<p>12 Peg hook safety. Columbus Day</p>	<p>13 Lacerations by box cutters are common in many industries...</p>	<p>14 Stockroom safety should always be a top priority.</p>	<p>15 What is the two person approach in regard to slip, trip or fall prevention?</p>	<p>16 Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p>17 You receive a bomb threat. What do you do?</p>
<p>18 Are bulk stack merchandise displays or stack outs safe?</p>	<p>19 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>20 Don't use extension cords or cube taps, as permanent wiring devices.</p>	<p>21 Snow and ice control.</p>	<p>22 When on a ladder, remember the belt buckle rule.</p>	<p>23 Report missing fire extinguishers.</p>	<p>24 Are switches in electrical panels properly labeled?</p>
<p>25 Correct or report slip, trip, and fall hazards.</p>	<p>26 First aid kits/First aid logs.</p>	<p>27 Entrance mats should always be in good condition.</p>	<p>28 They say hindsight is a perfect science...</p>	<p>29 All associate accidents must be reported within 24 hours.</p>	<p>30 Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p>31 Immediately clean up any spills on the floor that could cause someone to slip and fall. Halloween</p>

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<p>1 Should entrance doors, vestibule glass, and glass partitions be marked?</p> <p>Daylight Savings Ends</p>	<p>2 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>3 When do I report an injury or accident to my supervisor?</p>	<p>4 An uncluttered store shows respect for those who shop and work there.</p>	<p>5 What would you do if you saw a customer attempting to climb a fixture or ladder?</p>	<p>6 The handling of empty pallets may seem like a rather routine job, but do not be fooled!</p>	<p>7 What is an 'MSDS' or 'SDS' and what does it contain?</p>
<p>8 18 inches of clearance from all sprinkler heads permits proper functioning of the system.</p>	<p>9 What does 'building a bridge' mean regarding back safety?</p>	<p>10 Are all shelves, racking, and merchandise secure?</p>	<p>11 Are you prepared to act in an emergency?</p> <p>Veterans Day</p>	<p>12 Falls from ladders are one of the most common causes of serious injury in the retail industry.</p>	<p>13 Do you know where materials are located to clean up spills or debris?</p>	<p>14 Slow down when walking from carpet to tile.</p>
<p>15 Use good judgment and...</p>	<p>16 Are you prepared for emergencies?</p>	<p>17 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p>18 We should wear our Personal Protective Equipment (PPE).</p>	<p>19 Do all electrical outlets have secure face plates?</p>	<p>20 Good shoes are essential to a good safety program.</p>	<p>21 What would you do if you saw a customer attempting to climb a fixture or ladder?</p>
<p>22 Document non-functional lights and repair ASAP!</p>	<p>23 How you respond when investigating accidents and injuries could make all the difference.</p>	<p>24 Taking shortcuts can lead to accidents.</p>	<p>25 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>26 Fire extinguishers, sprinkler risers, and fire alarm equipment.</p> <p>Thanksgiving</p>	<p>27 Are all stairwells clear and free of obstruction?</p>	<p>28 Before you begin to lift...</p>
<p>29 Check compactors to confirm all safety controls are in place.</p>	<p>30 Flammable and combustible materials should be minimized.</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 Misuse of chemicals or cleaning agents can be dangerous.</p>	<p>2 When choosing a box cutter, you need the right one for the job. Use a safety-type box cutter at all times.</p>	<p>3 Do not drink and drive or ride with drivers who are drinking.</p>	<p>4 Before an incident occurs, post emergency numbers (911).</p>	<p>5 What is the proper way to lift a carton/object?</p>
<p>6 Does it matter where we place entrance mats?</p>	<p>7 Bloodborne pathogens: what does 'universal precautions' mean?</p>	<p>8 Are you prepared for emergencies?</p>	<p>9 Smoke and carbon monoxide detectors save lives.</p>	<p>10 Display safety and overhead displays.</p> <p>Hanukkah</p>	<p>11 When on a ladder, remember the belt buckle rule.</p>	<p>12 Customers are number one and you never get a second chance for a good first impression.</p>
<p>13 Never use a damaged ladder.</p>	<p>14 Fire exits and aisles in the stockrooms.</p>	<p>15 Winter is coming... Is your location prepared?</p>	<p>16 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p>17 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>18 Store safety inspections are not complete until they are documented.</p>	<p>19 Buckle up when traveling to and from work.</p>
<p>20 Remember that there is no smoking in the workplace.</p>	<p>21 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>22 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p>	<p>23 Keep storage away from electrical panels.</p>	<p>24 Are display platforms, bases, or end caps properly merchandised?</p>	<p>25 What is safety accountability?</p> <p>Christmas</p>	<p>26 Extension cord use</p>
<p>27 When you have an object to lift that is too heavy or bulky, get help!</p>	<p>28 Are all fire extinguishers fully charged?</p>	<p>29 Report lights that are not working.</p>	<p>30 Are your floors free of trip/slip hazards?</p>	<p>31 Your company has an emergency plan.</p> <p>New Year's Eve</p>		

Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at morning meetings or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management may help to drive/direct/elicit the correct response to daily conditions through regular training of staff members and hourly associates on these topics. Not every possible scenario is listed on the calendar. The situations that are listed are those we know may occur from time to time that might affect the safety and security of associates, customers, vendors and the store. These topics repeat approximately every three months.

Jan | Apr | Jul | Oct

Day	Statement	Response
1	Do all electrical outlets have secure face plates?	Electrical outlets should have covers in place to prevent associates or visitors from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately.
2	Cardboard baler safety	Many fatalities with balers are the result of employees climbing into the plunger area. With some units, the additional weight of the employee causes the plunger to automatically activate when the power is not shut off and the equipment is not properly locked out.
3	What does your 'right to know' refer to?	You have a right to know what hazardous chemicals and materials you may be exposed to in the workplace.
4	When choosing a ladder for your sales floor you must first know your task.	Consider the following: load capacity, height of the ladder, the ascent/descent angle of the ladder and the material the ladder is made of.

Jan | Apr | Jul | Oct

Day	Statement	Response
5	A key factor in accident prevention is 'anticipating risk'.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
6	How often should you inspect powered material handling equipment (i.e., forklifts)?	Powered material handling equipment should be inspected at the beginning of each shift using a Daily Vehicle Inspection Report (DVIR).
7	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.
8	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.
9	Know your responsibility in every emergency situation.	What would you do in the event of a fire? Bomb threat? Serious employee accident?

Jan | Apr | Jul | Oct

Day	Statement	Response
10	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.
11	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.
12	Peg hook safety.	While the use of plan-o-grams and peg hooks are left up to the decision of our merchants, there are a few things we can do to increase the safety of our customers - especially our smaller customers. Avoid placing peg hooks on corner or end cap displays. Children, and even adults, walking around a corner can strike into them. Place peg hook displays within the interior of an aisle display. Plan for a base platform in front of peg hook displays to prevent customers from leaning into the peg hooks. Use the shortest peg hook possible and ensure that all peg hooks are uniform in length. No peg hooks should protrude out from the rest. Review peg hook safety daily. Explore the use of safer varieties of peg hooks.
13	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.
14	Stockroom safety should always be a top priority.	A well run stockroom or receiving area is a direct reflection of the overall store operation. Associates entering or working in the stockroom or receiving area must be familiar with the stockroom safety program and, more importantly, with the hazards they may encounter.

Jan | Apr | Jul | Oct

Day	Statement	Response
15	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.
16	Fire extinguisher basics: use the 'PASS' system to put out the fire.	<p>Pull the pin. Aim the extinguisher nozzle at the base of the fire. Squeeze or press the handle. Sweep from side to side slowly at the base of the fire until it goes out.</p> <p>Remember to never endanger yourself. If the fire is too large to put out, sound the alarm immediately, and follow evacuation protocols.</p>
17	You receive a bomb threat. What do you do?	Know your procedures! During an evacuation, assemble at least 500 feet from the building.
18	Are bulk stack merchandise displays or stack outs safe?	Carton merchandise that is stacked along or adjacent to main aisles should be displayed at a height of three feet so as not to create a trip hazard for customers. Single cartons should not be left on the floor after store opening as the cartons create a trip hazard for customers and associates.

Jan | Apr | Jul | Oct

Day	Statement	Response
19	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.
20	Don't use extension cords or cube taps, as permanent wiring devices.	Cube taps are cheap multi-outlet devices that, normally, three electrical cords or devices can be plugged into. These devices are not to be used in commercial buildings. Some of these devices tend to melt and eventually catch fire when too much amperage or power is drawn through them.
21	Snow and ice control.	Reasonable care should be taken to ensure walking surfaces are properly cleaned and salted during and after a snow fall. Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned and salt or other abrasives added as needed. Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted.
22	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.

Jan | Apr | Jul | Oct

Day	Statement	Response
23	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
24	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.
25	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>
26	First aid kits/ First aid logs.	Stores should have first aid kits that are supplied based on the number of employees working at the location. The kit or kits should contain an adequate supply of first aid supplies that are routinely audited to ensure kits are clean and adequately stocked. Bulk tubes of first aid creams, bottles of hydrogen peroxide, or used eyewash should not be kept in the kits.
27	Entrance mats should always be in good condition.	Mats with curled edges or waves are actually a safety hazard and should be destroyed or returned to the vendor, if leased. Place entrance mats tightly against the door threshold and tightly against each other to maximize your slip reduction efforts.
28	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
29	All associate accidents must be reported within 24 hours.	All associates should have received training regarding the company requirement to report claims to their supervisor or the senior manager on duty immediately.
30	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.
31	Immediately clean up any spills on the floor that could cause someone to slip and fall.	If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor or another responsible associate.

Feb | May | Aug | Nov

Day	Statement	Response
1	Should entrance doors, vestibule glass, and glass partitions be marked?	Entrance doors and perimeter glass should be marked with company-approved decals to provide customers with notice that they are approaching a door or window. Unmarked glass panels can result in customers inadvertently walking into the glass and seriously injuring themselves.
2	Trip hazards should be repaired ASAP to reduce the potential for accidents.	Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.
3	When do I report an injury or accident to my supervisor?	Report all injuries immediately to your supervisor and staffing company representative.
4	An uncluttered store shows respect for those who shop and work there.	Make sure all managers and associates are trained to never walk by an unsafe act or unsafe condition.

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Day	Statement	Response
5	What would you do if you saw a customer attempting to climb a fixture or ladder?	Please be courteous and provide them with excellent customer service! Have them climb off the fixture or ladder and assist them as needed.
6	The handling of empty pallets may seem like a rather routine job, but do not be fooled!	In doing this type of work, you perform certain acts that can easily result in injuries if safety precautions are not taken. Never stand pallets on end. This can result in a struck-by injury. Do not stack pallets more than 6 feet high. Use a team lift on heavy or oversized pallets.

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Day	Statement	Response
7	What is an 'MSDS' or 'SDS' and what does it contain?	<p>Every hazardous substance that has been identified has a 'Material Safety Data Sheet' (MSDS). The MSDS tells you what the substance is, what possible dangers you might encounter while using the product and how to properly protect yourself from the substance. The MSDS will list any personal protective equipment required with use of that particular substance. The OSHA Hazard Communication Standard is now being aligned with the United Nation's Globally Harmonized System of Classification and Labeling of Chemicals, commonly referred to now as (GHS). The basic core program of the OSHA Hazard Communication Standard will continue to stay in place. The changes that will impact most companies will revolve around:</p> <ul style="list-style-type: none"> • new or harmonized chemical hazard classifications, • different chemical labeling, • vendors/suppliers/manufacturers revamping MSDS sheets from eight categories to 16 and changing the name of the sheets to just SDS or safety data sheets, and • providing training on the program updates to employees. <p>To assist your company with program compliance use Zurich's Hazard Communication Tool Kit.</p> <p><i>Source</i> www.zurichna.com/zna/products/product/hazardcommunicationprogram.htm</p>
8	18 inches of clearance from all sprinkler heads permits proper functioning of the system.	<p>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.</p>

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Day	Statement	Response
9	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.
10	Are all shelves, racking, and merchandise secure?	It is critical that shelving units and racking be in good condition and free of defects. Shelving noted as bowed due to the weight of the storage should be corrected to prevent the shelving from collapsing. Shelving units placed against a wall or perimeter glass should also be properly assembled and/or secured to prevent the shelving from collapsing or falling forward.
11	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.
12	Falls from ladders are one of the most common causes of serious injury in the retail industry.	The misuse of ladders, or not using a ladder as required, is a common way for serious injuries to occur. Even a fall from a short distance can result in severe injury. Chairs, shelving, boxes, or other unapproved devices must not be used instead of a ladder. Serious falls can occur when these unsafe and improper devices are used.

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Day	Statement	Response
13	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.
14	Slow down when walking from carpet to tile.	Just like a car, you can wipe out when going too fast for conditions. Foreign substances like spills or not wearing slip resistant shoes can also increase your chances of slipping and falling. Wearing snow boots, cleats, or tennis shoes to and from work can also cut down on the possibility of a slip and fall incident.
15	Use good judgment and...	Eliminate unsafe acts!
16	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.
17	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
18	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.
19	Do all electrical outlets have secure face plates?	Electrical outlets should have covers in place to prevent associates or visitors from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately.
20	Good shoes are essential to a good safety program.	Shoes should be slip-resistant and, depending on the job, steel toes may be required before starting work.
21	What would you do if you saw a customer attempting to climb a fixture or ladder?	Please be courteous and provide them with excellent customer service! Have them climb off the fixture or ladder and assist them as needed.
22	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.

Feb | May | Aug | Nov

Day	Statement	Response
23	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.
24	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.
25	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.
26	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.

Feb | May | Aug | Nov

Day	Statement	Response
27	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.
28	Before you begin to lift...	Before you begin lifting, stand close to the object, bend down at the knees, straddle it, get a good grip, and lift with your legs while keeping your back straight.
29	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.
30	Flammable and combustible materials should be minimized.	This simply minimizes the potential fire hazard presented by these materials - the fewer the better.
31	Do not place merchandise or storage on steps.	Placing merchandise or storage on steps creates a serious fall exposure for yourself and others. Never place storage on steps at work or at home.

Mar | Jun | Sep | Dec

Day	Statement	Response
1	Misuse of chemicals or cleaning agents can be dangerous.	Using chemicals properly and with precaution = safety
2	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.
3	Do not drink and drive or ride with drivers who are drinking.	A small amount of alcohol can impair your ability to drive safely. Arrange for a designated driver, alternate transportation or refrain from drinking when driving.
4	Before an incident occurs, post emergency numbers (911).	Remember that not all communities are covered by a 911 service, so do not assume that dialing 911 will reach the emergency service provider. Train all managers and associates on communication protocols and emergency response.
5	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.

Mar | Jun | Sep | Dec

Day	Statement	Response
6	Does it matter where we place entrance mats?	Entrance mats should be placed tightly against the door threshold and tightly against each other in order to provide customers with as much opportunity as possible to rid their shoes of moisture. Mats should extend 12 to 16 feet into the building. Check door threshold height before ordering mats to avoid having to place quality mats three feet beyond the door entrance due to the mat being too thick.
7	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.
8	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.
9	Smoke and carbon monoxide detectors save lives.	As a general rule, household smoke and carbon monoxide detector batteries should be replaced annually and tested to ensure that they work in the event of a fire or carbon monoxide exposure. Smoke detector units themselves should be replaced every eight to ten years or as recommended by the manufacturer. Household carbon monoxide detectors should be replaced every five years or as directed by the manufacturer.
10	Display safety and overhead displays.	To prevent customers from being injured when attempting to reach overhead displays, a best practice would be to sign the display indicating that the customer should, 'Please ask for assistance!' This will give the customer notice and may prevent a customer from being struck by merchandise. Securing displays that children can reach and pull down is also a good practice. Heavy items should be displayed on the lowest shelf or on the floor, not in top stock areas.

Mar | Jun | Sep | Dec

Day	Statement	Response
11	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.
12	Customers are number one and you never get a second chance for a good first impression.	Observations of poor housekeeping by customers can affect their decision to shop in our store. It is important to correct housekeeping issues immediately when noted.
13	Never use a damaged ladder.	<p>Using damaged ladders is a recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Before use, inspect ladders for cracks, bent or missing rungs, etc. Do not load ladders beyond their maximum manufacturer's rated capacity which includes the total weight of the climber, tools, supplies, and other objects placed upon the ladder. When purchasing a ladder for work or home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> • Special Duty (Type I-AA): 375 pounds • Extra Heavy Duty (Type I-A): 300 pounds • Heavy Duty (Type I): 250 pounds • Medium Duty (Type II): 225 pounds • Light Duty (Type III): 200 pounds
14	Fire exits and aisles in the stockrooms.	Fire exits and aisles in stockrooms should always be accessible and free of storage. A general rule would be to ensure the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches. Your local authority may set more demanding aisle widths.

Mar | Jun | Sep | Dec

Day	Statement	Response
15	Winter is coming... Is your location prepared?	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.
16	Trip hazards should be repaired ASAP to reduce the potential for accidents.	Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.
17	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.
18	Store safety inspections are not complete until they are documented.	In the event of an accident, fire or other emergency, part of the defense of the store's actions is the documentation of training, preventative maintenance, and inspections related to safety; if you 'document it,' you can prove you did it.
19	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.
20	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.

Mar | Jun | Sep | Dec

Day	Statement	Response
21	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
22	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.
23	Keep storage away from electrical panels.	Always maintain at least 36 inches of clearance in case of an emergency.
24	Are display platforms, bases, or end caps properly merchandised?	Platforms, bases, or end caps should be properly merchandised to eliminate the possibility of a customer tripping. Many times these empty display areas blend in with the walking surface and create a trip hazard.

Mar | Jun | Sep | Dec

Day	Statement	Response
25	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.
26	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.
27	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!
28	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.
29	Report lights that are not working.	Good lighting is necessary for safety and security. You may be the first to discover emergency exit or other important lights not working inside or outside the building.

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Day	Statement	Response
30	Are your floors free of trip/slip hazards?	In order to control needless customer injuries, it is critical that every effort be made to ensure the store is free of slip, trip, and fall hazards all hours of the day. Associates should be trained to pick up items that have fallen on the floor and remove rolling racks and other equipment from the sales floor when not in use.
31	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.

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