



2023 Safety Calendar
Risk Engineering Services

CHUBB®

Chubb Risk Engineering Services

January

Winter Storms

- Make sure all snow removal equipment is ready to go before the storm.
- Verify that roof drains/ downspouts are clear to allow melting ice to drain away.
- Place removed snow in areas where melting/refreezing won't cause a slip and fall hazard.
- Block off areas during snow removal to redirect pedestrian and vehicle traffic.



Please visit www.chubb.com/engineering to learn more about Chubb Risk Engineering Services.

Keep your cool in cold weather!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 New Year's Day	2 All stairwell doors should be properly opened and latches closed when released.	3 Clean up broken glass with a vacuum cleaner, brush, dustpan, or tongs. Never use a mop, cloth towel, sponges, or your hands.	4 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	5 Report tripping hazards immediately to prevent an accident or injury.	6 All damaged security equipment should be repaired as soon as possible.	7 Exercise helps reduce the potential for illness and injury.
8 Floor mats should be placed at exterior access points on rainy days.	9 All exit signs should be properly illuminated and reflect the correct direction of travel.	10 Use the buddy system when lifting awkward/heavy loads.	11 All facility maintenance, repairs and inspections should be documented.	12 Remember ladder safety. Never use the top two rungs of a ladder.	13 Never lend out your key to a locked area. If necessary, escort the individual to the area.	14 Storm coming? Make sure equipment is ready.
15 Keep cash drawers closed and locked.	16 Martin Luther King Jr. Day	17 Before operating equipment ensure all safety guards are properly in place.	18 Know how to lift properly. Lift with your knees to avoid back strains.	19 All electrical rooms should be clear of storage.	20 Inspect equipment before each use and replace or repair if worn or damaged.	21 All electrical wiring should be enclosed in conduit.
22 All electrical wiring should be enclosed in conduit.	23 Wear your safety belt when driving a vehicle.	24 Check stairwell lighting to ensure all light fixtures are illuminated.	25 Know where the nearest eyewash station is.	26 Block off areas during snow removal to warn pedestrians.	27 There's a fire alarm! Do you know what to do?	28 Wear the proper footwear for your job.
29 Trip hazards should be repaired immediately to prevent potential injuries.	30 Wear the proper footwear for your job.	31 There's a fire alarm! Do you know what to do?				

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February

Slip and Fall

- If you see a slip and fall hazard, don't just avoid it - report or clean it up!
- Make sure walk-off mats are in place and properly maintained.
- Once a spill is cleaned up, mark with signage until fully dry.
- Mark exterior trip hazards so they can be seen and avoided until corrected.



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Keep it clear! Avoid areas of ice/snow/water.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Tripping hazards should be reported immediately to reduce the potential for injury.	2 Groundhog Day	3 Know your responsibility in a fire emergency.	4 Never wear rings, jewelry or loose clothing when operating machinery.
5 Store all flammable liquids in closed containers within the Underwriters Laboratory flammable safety cabinet.	6 Do not text or use your cell phone while driving.	7 Check compactors to ensure all safety controls are in place.	8 Before climbing any ladder check its condition.	9 Keep all paths of travel free of trip-and-fall hazards.	10 See a spill? Clean it up!	11 Do not reach into any trash can to empty it out.
12 Ask for assistance when lifting heavy and awkward loads.	13 Adhere to manufacturer's instructions for the operation of any equipment.	14 Valentine's Day	15 Inspect all electrical tools prior to and after use. Report any necessary repairs.	16 When lifting, bend at your knees, not with your back.	17 All facility maintenance, repairs and/or inspections should be documented.	18 Make sure equipment is plugged into grounded circuits.
19 Crack in a sidewalk? Report it!	20 Presidents' Day	21 Rags containing oil and solvents should be disposed within a self-closing steel safety can.	22 Report all workplace incidents to supervisors, department managers, or Human Resources.	23 The storage of materials should not be permitted in stairwells.	24 Stretching and strengthening your back can help you reduce your potential for injury.	25 You have two eyes but you need both! Wear your eye protection.
26 Wear proper gloves when handling chemicals and other hazardous materials.	27 Lighting for all interior and exterior areas should be in proper working order.	28 Keep work areas free of clutter to prevent potential trip-and-fall hazards.				

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March

National Ladder Safety

- Never stand on the top of a ladder
- Place the ladder directly on firm ground/surface
- When climbing up or down, keep three points of contact
- If you can't reach it, move the ladder, not your body



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Climb the ladder of success but do it safely!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Wear the proper footwear for your job.	2 Smoking should not be permitted within 25' of the building and/or near combustible and flammable materials.	3 Shut a machine down before trying to correct a malfunction.	4 All damaged security equipment should be repaired as soon as possible.
5 Be familiar with your Safety Data Sheets (SDS's). Know where they are located.	6 Trip hazards should be repaired immediately to prevent potential injuries.	7 All exit signs should be properly illuminated and reflect the correct direction of travel.	8 Be aware of which fire extinguisher is used for each type of fire.	9 Know your evacuation plan.	10 Always wear protective gloves when disposing of waste materials.	11 Your glasses aren't enough. Use protective eyewear.
12 Daylight Saving Time Begins	13 Know how to lift properly. Get help when lifting heavy or awkward objects.	14 All stairwell doors should properly open and latch closed when released.	15 Employees should be trained how to operate equipment before using.	16 The fire pump should be tested weekly in accordance with National Fire Protection Association standards.	17 St. Patrick's Day	18 The roof access door should be locked and the key placed on the emergency key ring.
19 Don't prop open exit doors. Require use of key cards by employees and lobby check in by visitors.	20 Before operating equipment, ensure all safety guards are properly in place.	21 Fire protection equipment should be inspected monthly in accordance with National Fire Protection Association standards.	22 Keep at least 36" of clearance around all electrical panels.	23 Don't have life-long regret. Use protective eyewear.	24 Rags containing oil and solvents should be disposed within a self-closing steel safety can.	25 Floor mats should be placed at exterior access points.
26 Report/Replace and missing fire extinguishers.	27 Don't leave confidential information open or visible on your computer screen.	28 Before operating equipment ensure all safety guards are in place.	29 Review your lockout/tagout procedures.	30 Never wear rings, jewelry or loose clothing when operating machinery.	31 Never wear rings, jewelry or loose clothing when operating machinery.	

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April

Distracted Driving

- Set an automatic text response to let the sender know you are driving and can't respond.
- If something falls, either wait until you stop or pull over in a safe area to retrieve it.
- Keep your hands on the wheel and your eyes on the road. It only takes a second to ruin the rest of your life.



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Distracted for a second, a tragedy for life. Keep your eyes on the road!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 April Fool's Day
2 Palm Sunday	3 When you note trip and fall hazards, don't wait for someone else to report it. Own it!	4 Electrical panels that could be accessed by the public should be locked to prevent tampering.	5 Passover	6 Document all facility maintenance repairs and inspections.	7 Good Friday	8 Ask for assistance when lifting heavy and awkward loads.
9 Easter	10 Know the type, location, and the operation of all handicap equipment.	11 When lifting, bend at your knees, not with your back.	12 The generator should be tested monthly in accordance with National Fire Protection Association standards.	13 Don't text and drive.	14 Use a broom and dustpan, not your hands, to pick up debris.	15 Know how to use a fire extinguisher.
16 Rags containing oil and solvents should be disposed within a self-closing steel safety can.	17 Before using any equipment make sure the guards are in place.	18 Tax Day	19 Know your facilities emergency plan.	20 Stretching and strengthening your back can help you reduce your potential for injury.	21 Need to make a call on the road? Pullover!	22 Earth Day
23/30 Lighting for all interior and exterior areas should be in proper working order.	24 Keep work areas free of clutter to prevent potential trip-and-fall hazards.	25 Keep all cash drawers closed and locked.	26 Know what to do if you receive a bomb threat.	27 Know your responsibility in a fire emergency.	28 Arbor Day	29 Do not store any materials within 36" of electrical panels.

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May

Hurricanes and Severe Storms

- Know the difference between a severe weather warning and a fire alarm.
- Know the plan for your location in a weather emergency.
- Know where to go to seek shelter.
- Don't leave the shelter until the "all clear" has been given.



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The life you save may be your own. Plan ahead for severe weather!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Workplace Fall Prevention Week 1st-5th	2 Employees should be trained how to operate equipment before using.	3 The fire pump should be tested weekly in accordance with National Fire Protection Association standards.	4 When the severe storm alarm sounds, seek shelter immediately.	5 Cinco de Mayo	6 Storage areas should be regularly inspected for flammable and hazardous materials.
7 Know your company's security policy.	8 A minimum width of 36" must be maintained in all exit pathways.	9 All exit signs should be properly illuminated and reflect the correct direction of travel.	10 Smoking should not be permitted within 25' of the building.	11 Know the type, location, and the operation of all handicap equipment.	12 All damaged security equipment should be repaired as soon as possible.	13 Know how to lift properly. Get help when lifting heavy or awkward loads.
14 Mother's Day	15 All stairwell doors should properly open and latch closed when released.	16 Know where the Safety Data Sheets (SDS) are located.	17 Fire protection equipment should be inspected monthly in accordance with National Fire Protection Association standards.	18 Report/Repair any damaged furniture in common areas.	19 Don't know where the storm shelter is? Ask!	20 Inspect tools before each use and replace or repair if worn or damaged.
21 Floor mats should be placed at exterior access points on rainy days.	22 All doors should close and latch securely.	23 Wear your safety belt when driving a vehicle.	24 Electrical panels that could be accessed by the public should be locked to prevent tampering.	25 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	26 Inspect trash compactors to ensure the double interlock is in proper working order.	27 Report all workplace incidents to supervisors, department managers or Human Resources.
28 Equipment should be de-energized and locked out prior to maintenance work beginning.	29 Memorial Day	30 The roof access door should be locked and the key placed on the emergency key ring.	31 Report suspicious activity to security.			

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June

National Safety Month

- Know the safety procedures for your facility and tasks.
- If you don't know how to do a task safely, don't guess—Ask!
- If a task requires assistance, such as lifting or parking, don't attempt until help is available.
- Getting injured doesn't just hurt you—think of your family and friends.



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Safety isn't just for one month. Practice Safety Year Round.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Keep 36" of clearance around all electrical panels.	2 Know which fire extinguisher to use and how to use it.	3 Know what to do in case of a power loss.
4 Store all flammable liquids in closed containers within the UL flammable safety cabinet.	5 Do not text or use a cell phone while driving.	6 All contractors should have appropriate identification and guarding of their work areas.	7 Before climbing any ladder, check its condition.	8 Document all facility maintenance, repairs and inspections.	9 Do not give out employee information.	10 The storage of materials should not be permitted in stairwells.
11 Ask for assistance when lifting heavy and awkward loads.	12 Don't "hold the door". Require everyone to use their key card to enter the facility.	13 Make sure all emergency exits are clear of obstructions.	14 Flag Day	15 Know your evacuation procedures.	16 Make sure equipment is grounded and plugged into grounded circuits.	17 If you see a spill, you "own" it.
18 Father's Day	19 Juneteenth	20 Floor mats should be placed at exterior access points on rainy days.	21 Floor mats should be placed at exterior access points on rainy days.	22 Know your company's safety procedures for your job tasks.	23 Flammable liquids should not be stored near electrical panels.	24 Stretching and strengthening your back can help you reduce your potential for injury.
25 Wear proper gloves when handling chemicals and other hazardous materials.	26 Lighting for all interior and exterior areas should be in proper working order.	27 Keep work areas free of clutter to prevent potential trip-and-fall hazards.	28 Report curbs not marked with visible, slip-resistant paint.	29 Ensure the eyewash station is well maintained and protective caps are in place.	30 Don't use machinery or equipment that is missing guards or electrical covers.	

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July

Safe Material Handling

- Size up the load before you lift—get help if needed.
- A lifting device, such as a cart or dolly, is the preferred method of moving materials.
- If the task requires lifting, plan ahead—bring the proper lifting equipment and enough help to get the job done safely.



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If it looks too heavy, it probably is. Get help when lifting!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <p>Start of National Fireworks Safety Month</p>
<p>2</p> <p>Report any broken locks and fill out a work order for repair.</p>	<p>3</p> <p>Trip hazards should be repaired immediately to reduce the potential for injury.</p>	<p>4 Independence Day</p>	<p>5</p> <p>Employees should be trained how to operate equipment before using.</p>	<p>6</p> <p>The fire pump should be tested weekly in accordance with National Fire Protection Association standards.</p>	<p>7</p> <p>Remember ladder safety. Never use the top two rungs of a ladder. If you need to then you need a taller ladder.</p>	<p>8</p> <p>Use knives with retractable blades, and be sure to retract the blade when not in use.</p>
<p>9</p> <p>Wear hearing protection when operating loud machinery and hand tools.</p>	<p>10</p> <p>Keep at least 36" of clearance around all electrical panels.</p>	<p>11</p> <p>All exit signs should be properly illuminated and reflect the correct direction of travel.</p>	<p>12</p> <p>Be aware of which fire extinguisher is used for each type of fire.</p>	<p>13</p> <p>Make sure all interior stairwell locks are working properly.</p>	<p>14</p> <p>Always wear protective gloves when working in guestroom bathrooms.</p>	<p>15</p> <p>Push rather than pull work carts or other equipment.</p>
<p>16</p> <p>Know how to lift properly. Get help when lifting heavy or awkward objects.</p>	<p>17</p> <p>Know how to use a fire extinguisher.</p>	<p>18</p> <p>All stairwell doors should properly open and latch closed when released.</p>	<p>19</p> <p>Before operating equipment, ensure all safety guards are properly in place.</p>	<p>20</p> <p>Fire protection equipment should be inspected monthly in accordance with National Fire Protection Association standards.</p>	<p>21</p> <p>Wear the proper footwear for your job.</p>	<p>22</p> <p>Never lend out your key to a locked area. If necessary, escort the individual to the area.</p>
<p>23/30</p> <p>Inspect equipment before each use and replace or repair if worn or damaged.</p>	<p>24/31</p> <p>The storage of materials should not be permitted in stairwells.</p>	<p>25</p> <p>When lifting, bend at your knees, not with your back.</p>	<p>26</p> <p>Report any suspicious individuals to security.</p>	<p>27</p> <p>All storage must be at least 18" below the sprinkler heads.</p>	<p>28</p> <p>Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.</p>	<p>29</p> <p>Inspect trash compactors to ensure the double interlock is in proper working order.</p>

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August

Heat Stress/Safety

- Limit your time working in the heat - take frequent breaks in shaded areas.
- Drink plenty of fluids. Water is the best—avoid sugar and caffeine.
- Know the signs of heat stress—profuse sweating, confusion, nausea, cramps.



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Can you handle the heat? Work Smart and you can!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Clean up broken glass with a vacuum cleaner, brush and dustpan, or tongs. Never use a mop, cloth, sponge or your hands.	2 Know your responsibility in a fire emergency.	3 Do not store any materials within 36" of electrical panels.	4 Know how to use a fire extinguisher. If a small fire is identified, first report the fire to a supervisor.	5 Know where the first aid kit is and know how to use it.
6 Store all flammable liquids in closed containers within the Underwriters Laboratory flammable safety cabinet.	7 Do not text while driving. If texting, you are eight times more likely to be in an auto accident.	8 Keep all walking paths clear of obstructions.	9 Before climbing any ladder, check its condition.	10 When working in the heat, take regular breaks.	11 If a weather emergency begins during off hours, know what to do.	12 Storage of materials should not be permitted in stairwells.
13 Ask for assistance when lifting heavy and awkward loads.	14 Extension cords are for temporary use, not a permanent fix.	15 You are four times more likely to be in an auto accident while on the phone. Don't talk and drive.	16 When lifting, bend at your knees not with your back.	17 Drink plenty of fluids when working in the heat.	18 Make sure equipment is grounded and plugged into grounded circuits.	19 Use a broom and a dustpan, not your hands, to clean up debris.
20 Wear hearing protection when directed to do so.	21 Report any damaged property or furniture for repair.	22 Electrical panels that could be accessed by the public should be locked to prevent tampering.	23 Know where the nearest eyewash station is. Ensure they are well-maintained and the protective caps are in place.	24 Flammable liquids should not be stored near open flames, boiler room or the electrical room.	25 Stretching and strengthening your back can help you reduce your potential for injury.	26 Never use the top rung of any ladder. Get the right ladder for the task.
27 Wear proper gloves when handling chemicals and other hazardous materials.	28 Lighting for all interior and exterior areas should be in proper working order.	29 Keep work areas free of clutter to prevent potential trip-and-fall hazards.	30 Report all workplace incidents to supervisors managers or Human Resources.	31 Check stairwell lighting to ensure all light fixtures are illuminated.		

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September

National Preparedness Month

- **Make a Plan** - What would you do during a disaster?
- **Build a Kit** - Food, supplies, medicine.
- **Prepare** - What documents do you need, where will you go?
- **Inform** - Let your family and friends know your plan.



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Planning Prevents Poor Performance. Prepare for Emergencies!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Report any suspicious individuals to security.	2 Trip hazards should be repaired immediately to reduce the potential for injury.
3 All doors should close and latch automatically. Report any door that does not fully or properly close.	4 Labor Day	5 Store heavy items on the lower shelf rack or on the floor.	6 Check compactors to ensure all safety controls are in place.	7 Floor mats should be placed at exterior access points on rainy days.	8 What will you do if disaster strikes? Have a plan!	9 Remember ladder safety. Never use the top two rungs of a ladder.
10 Curbs are a trip and fall hazard. Make sure they are clearly marked.	11 Patriot Day	12 Floor mats should be placed at exterior access points on rainy days.	13 All exit signs should be properly illuminated and reflect the correct direction of travel.	14 Report all workplace incidents to supervisors, department managers or Human Resources.	15 Smoking should not be permitted within 25' of the building.	16 Rosh Hashanah
17 All damaged security equipment should be repaired as soon as possible.	18 Know how to lift properly. Get help when lifting heavy or awkward objects.	19 All electrical wiring should be enclosed in a conduit.	20 All stairwell doors should properly open and latch closed when released.	21 Before operating equipment ensure all safety guards are properly in place.	22 Prevent falls! If you see a spill, clean it up!	23 No matter how small the job, wear all the required protective clothing.
24 Never lend out your key to a locked area. If necessary, escort the individual to the area.	25 Yom Kippur	26 Document all facility maintenance, repairs and inspections.	27 All laundry chute doors should close and latch securely.	28 Know how to react to a bomb threat.	29 Adhere to manufacturer's safety suggestions when operating any equipment.	30 Don't "hold the door." Require everyone to key card into the facility.

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October

Fire Safety

- Keep flammables in the proper containers and keep away from heat.
- Store used solvent rags in a proper fire-safe container.
- Don't use gasoline or flammable solvents as a clean-up solvent.
- If a fire or hot work is necessary, maintain a proper fire watch and keep extinguishers nearby.



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Fire tragedies can be prevented. Practice fire safety!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Store all flammable liquids in closed containers within the UL flammable safety cabinet.</p>	<p>2</p> <p>Do not text while driving. If texting, you are eight times more likely to be in an auto accident.</p>	<p>3</p> <p>Check compactors to ensure all safety controls are in place.</p>	<p>4</p> <p>Before climbing any ladder, check its condition.</p>	<p>5</p> <p>Inspect equipment before each use and replace or repair if worn or damaged.</p>	<p>6</p> <p>Know how to use a fire extinguisher. If a small fire is identified, first report the fire to a supervisor.</p>	<p>7</p> <p>The storage of materials should not be permitted in stairwells.</p>
<p>8</p> <p>Start of Fire Safety Week October 8 - 14th</p>	<p>9 Indigenous Peoples' Day</p>	<p>10</p> <p>All pool and spa drain covers should be in place and properly secured.</p>	<p>11</p> <p>Ensure eye protection is located near the pool chemicals.</p>	<p>12</p> <p>The generator should be tested monthly in accordance with National Fire Protection Association standards.</p>	<p>13</p> <p>Make sure equipment is grounded and plugged into grounded circuits.</p>	<p>14</p> <p>Know where extinguishers are and how to use them.</p>
<p>15</p> <p>Use "wet floor" signs appropriately. Clean up spills immediately and remove the signage.</p>	<p>16</p> <p>Know how to use a fire extinguisher.</p>	<p>17</p> <p>Electrical panels that could be accessed by the public should be locked to prevent tampering.</p>	<p>18</p> <p>Know where the nearest eyewash station is.</p>	<p>19</p> <p>Flammable liquids should not be stored near open flames or in a boiler room or electrical room.</p>	<p>20</p> <p>Stretching and strengthening your back can help you reduce your potential for injury.</p>	<p>21</p> <p>All fitness and recreational pool equipment should be inspected daily.</p>
<p>22</p> <p>Wear proper gloves when handling chemicals and other hazardous materials.</p>	<p>23</p> <p>Lighting for all interior and exterior areas should be in proper working order.</p>	<p>24</p> <p>Don't "hold the door". Require everyone to use their key card to enter the facility.</p>	<p>25</p> <p>Report/Clear leaves from walkways. They are a slipping hazard!</p>	<p>26</p> <p>Report any suspicious individuals to security.</p>	<p>27</p> <p>Know your responsibility in a fire emergency. Be aware of which fire extinguisher is used for each type of fire.</p>	<p>28</p> <p>Keep 36" of clearance around all electrical panels.</p>
<p>29</p> <p>Handle sharps containers with caution and proper protection.</p>	<p>30</p> <p>Know where the nearest eyewash station is.</p>	<p>31 Halloween</p>				

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November

Winter Weather Preparedness

- Don't wait! Get what you need now to clear ice and snow.
- Inspect and service heating systems before you need them.
- Clear drains and downspouts.
- Are you driving to visit family? Service your vehicle and inspect your emergency kit.



Please visit www.chubb.com/engineering to learn more about Chubb Risk Engineering Services.

Snow and ice? Not Nice. Prepare Now!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1</p> <p>Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.</p>	<p>2</p> <p>Employees should be trained how to operate equipment before using.</p>	<p>3</p> <p>Floor mats should be placed at exterior access points on rainy days.</p>	<p>4</p> <p>Inspect mats for cleanliness and straight edges. If a mat is lifting or curling, please report.</p>
<p>5 Daylight Saving Time Ends</p>	<p>6</p> <p>Be ready for snow and ice with a removal and treatment plan.</p>	<p>7 Election Day</p>	<p>8</p> <p>The roof access door should be locked and the key placed on the emergency key ring.</p>	<p>9</p> <p>Fire protection equipment should be inspected monthly in accordance with National Fire Protection Association standards.</p>	<p>10</p> <p>Winter's coming! Is your car ready?</p>	<p>11 Veterans Day</p>
<p>12 Diwali</p>	<p>13</p> <p>A minimum width of 36" must be maintained in all exit pathways.</p>	<p>14</p> <p>All exit signs should be properly illuminated and reflect the correct direction of travel.</p>	<p>15</p> <p>Be aware of which fire extinguisher is used for each type of fire.</p>	<p>16</p> <p>Smoking should not be permitted within 25' of the building and/or near combustible and flammable materials.</p>	<p>17</p> <p>Always wear protective gloves when working in guestroom bathrooms.</p>	<p>18</p> <p>Report any suspicious people or packages. If you see something, say something.</p>
<p>19</p> <p>Know how to lift properly. Get help when lifting heavy or awkward loads.</p>	<p>20</p> <p>Know how to use a fire extinguisher.</p>	<p>21</p> <p>All stairwell doors should properly open and latch closed when released.</p>	<p>22</p> <p>Before operating equipment ensure all safety guards are properly in place.</p>	<p>23 Thanksgiving Day</p>	<p>24</p> <p>Don't wait! Get what you need now to clear ice and snow.</p>	<p>25</p> <p>All keys should be signed out and back in with your supervisor.</p>
<p>26</p> <p>Inspect equipment before each use and replace or repair if worn or damaged.</p>	<p>27</p> <p>Wear the proper footwear for your job.</p>	<p>28</p> <p>If you see a spill, "own" it.</p>	<p>29</p> <p>Wear your safety belt when driving a vehicle.</p>	<p>30</p> <p>All storage must be at least 18" below the sprinkler heads.</p>		

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December

Holiday Safety

- Cover that cough, and wash/disinfect hands and surfaces frequently.
- Use open flame cautiously or, better yet, not at all.
- Never drink and drive.
- Keep hot food hot and cold food cold.



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Keep your holidays happy by being safe!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Unplug equipment before trying to correct a malfunction.	2 Never wear rings, jewelry or loose clothing when operating machinery.
3 Store all flammable liquids in closed containers within the UL flammable safety cabinet.	4 Do not text or talk on the phone while driving.	5 Check compactors to ensure all safety controls are in place.	6 Come back from the holidays! Never drink and drive.	7 Hanukkah	8 Have a master key available for fire department use.	9 The storage of materials should not be permitted in stairwells.
10 Ask for assistance when lifting heavy and awkward loads.	11 Make sure the position of a computer workstation and height of the chair is ergonomically correct.	12 Be careful of distracted driving. Eating, drinking, texting and talking on the cell phone can distract you from the road.	13 When lifting, bend at your knees, not with your back.	14 Wash your hands frequently to prevent the spread of germs.	15 Make sure equipment is grounded and plugged into grounded circuits.	16 Use a broom and a dustpan, not your hands, to pick up debris.
17 Know the type, location, and operation of all safety equipment.	18 Water on restroom floors should be cleaned up immediately to prevent a serious slip and fall injury.	19 All facility maintenance, repairs and/or inspections should be documented.	20 Know where your nearest eyewash station is. Ensure they are well maintained and the protective caps are in place.	21 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	22 Stretching and strengthening your back can help you reduce your potential for injury.	23 Do not store any materials within 36" electrical panels.
24/31 New Year's Eve Wear hearing protection whenever noise level is high.	25 Christmas Day	26 Kwanzaa	27 Keep work areas free of clutter to prevent potential trip-and-fall hazards.	28 Report any suspicious individuals to security.	29 Know the procedures for a property evacuation.	30 All forklift equipment should be inspected daily.

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