



2022 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 Know your responsibility in a fire emergency. | 17 Martin Luther King Jr. Day | 18 Before operating equipment ensure all safety guards are properly in place. | 19 Know how to lift properly. Lift with your knees to avoid back strains. | 20 All electrical rooms should be clear of storage. | 21 Inspect equipment before each use and replace or repair if worn or damaged. | 22 All electrical wiring should be enclosed in conduit. |
| 23/30 Wear your safety belt when driving a vehicle. | 24/31 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. |

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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 Rags containing oil and solvents should be disposed within a self-closing steel safety can. | 21 Presidents' Day | 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

Eye Protection

- Wear proper eye protection—regular glasses are not enough.
- Side shields or goggles may be necessary for grinding jobs with flying debris.
- Know where your emergency eyewash station is located.
- Get prompt attention for any eye injury.



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You have two eyes, but you need both! Wear your safety glasses!

| 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 combustibles 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 Know how to lift properly. Get help when lifting heavy or awkward objects. |
| 13 Daylight Saving Time Begins | 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 Know the type, location, and the operation of all handicap equipment. |
| 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 Document all facility maintenance repairs and inspections. | 6 Don't "hold the door". Require everyone to use their key card to enter the facility. | 7 The storage of materials should not be permitted in stairwells. | 8 Ask for assistance when lifting heavy and awkward loads. | 9 Before using any equipment make sure the guards are in place. |
| 10 Palm Sunday | 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 Tax Day Passover Good Friday | 16 Rags containing oil and solvents should be disposed within a self-closing steel safety can. |
| 17 Easter | 18 Know where the nearest eyewash station is. | 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 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 Do not store any materials within 36" of electrical panels. | 29 Arbor Day | 30 Know how to use a fire extinguisher. |

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

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

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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 Store heavy items on the lower shelf rack or on the floor. | 5 Labor Day | 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 Grandparents 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 Document all facility maintenance, repairs and inspections. | 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 Inspect equipment before each use and replace or repair if worn or damaged. | 26 Rosh Hashanah | 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 Yom Kippur</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>Ask for assistance when lifting heavy and awkward loads.</p> |
| <p>9</p> <p>All pool and spa drain covers should be in place and properly secured.</p> | <p>10 Indigenous Peoples' Day</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 Boss' Day</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>23/30</p> <p>Lighting for all interior and exterior areas should be in proper working order.</p> | <p>24/31 Diwali / Halloween</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> |

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

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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.



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

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 All facility maintenance, repairs and/or inspections should be documented. | 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 Hanukkah | 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 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. | 31 New Year's Eve |

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