

CHUBB®

2024 Safety Calendar - Risk Engineering Services



Chubb's Risk Engineering Services:

Our in-house network of more than 400 risk engineers around the globe will help your business anticipate and minimize costly exposures.



Chubb's Risk Engineering Center:

Our interactive state of the art facility for the next generation of risk management can help your business reduce the risk of loss.



Chubb's Risk Management Training Course Schedule:

Training courses are offered virtually and in person at 35 Columbia Road, Branchburg, New Jersey, 08876. Register and pre-pay 1 week prior to the course date to receive pricing discounts for individuals and groups.



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.



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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 Martin Luther King Jr. Day	16 Keep cash drawers closed and locked.	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

National Burn Awareness

- Develop a strategy to spread awareness for preventing burns that may be associated with your operations.
- Identify areas within your operation that have the potential to result in burns (i.e., cooking, flammables, dry ice, portable fuel containers, cryogenics, electrical, etc.).
- Follow your organization's burn prevention plan that mitigates potential hazards associated with burns. Methods used to control burn hazards may use a combination of the following:
 - Removing the hazard
 - Replacing the hazard
 - Isolating the workers from the hazard
 - Work procedures
 - Use of personal protective equipment



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Spread awareness for preventing flammable liquid burn injuries.

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 Ash Wednesday	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 Presidents' Day	20 Crack in a sidewalk? Report it!	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.	29 Report all workplace incidents to supervisors, department managers, or Human Resources		



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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 Daylight Savings Time Begins	11 Your glasses aren't enough. Use protective eye wear.	12 Always wear protective gloves when disposing of waste materials.	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 eye wear.
24/31 Palm Sunday/ Easter	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 Good Friday	30 Review your lockout/tagout procedures.



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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 what to do if you receive a bomb threat.	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 Don't text and drive.	6 Document all facility maintenance repairs and inspections.
7 Do not text while driving. If texting, you are eight times more likely to be in an auto accident.	8 Ask for assistance when lifting heavy and awkward loads.	9 Know how to use a fire extinguisher.	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 Tax Day	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 Ask for assistance when lifting heavy and awkward loads.	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 Passover	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 Arbor Day	27 Know your responsibility in a fire emergency.
28 Know what to do if you receive a bomb threat.	29 Do not store any materials within 36" of electrical panels.	30 Know how to use a fire extinguisher.				



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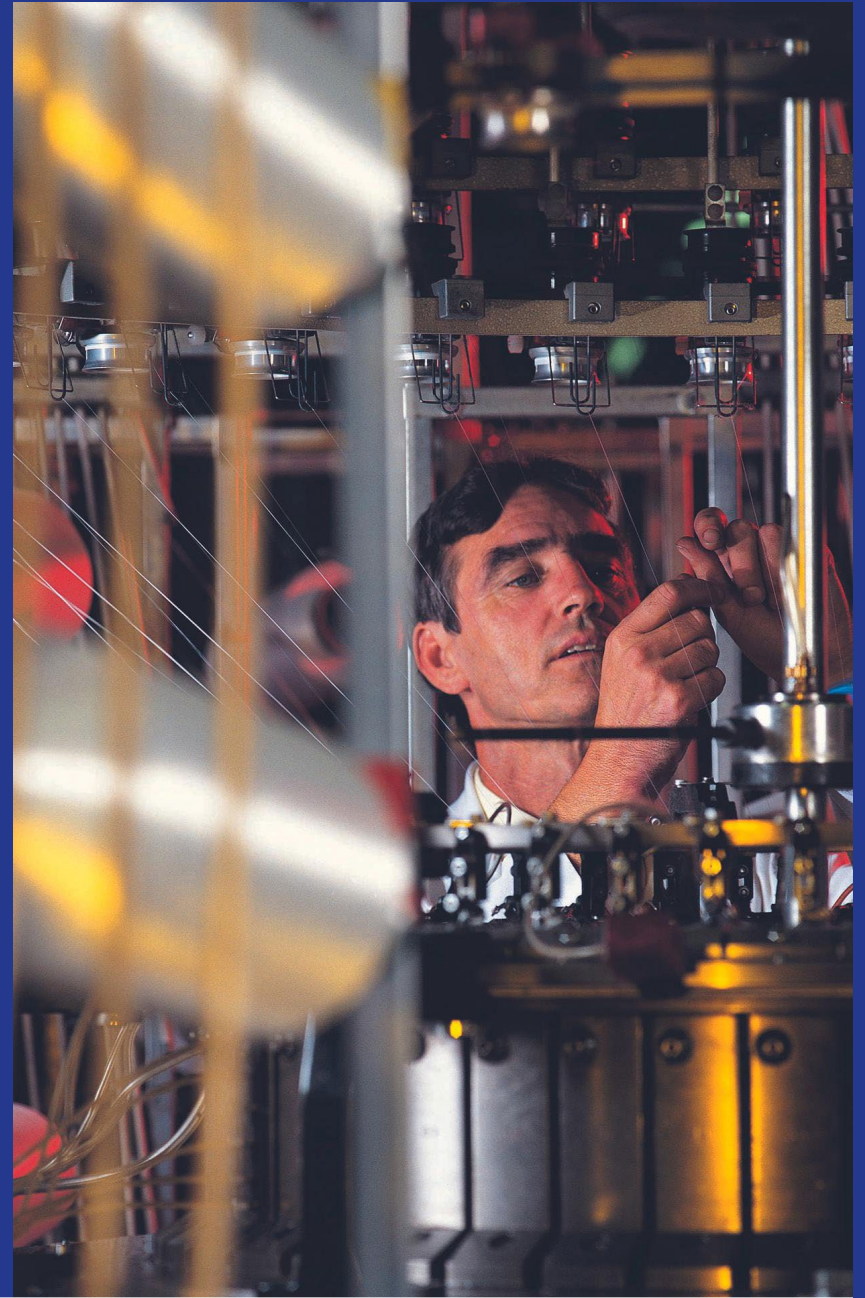


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May

National Electrical Safety Month

- Developing and implementing an Electrical Maintenance Program (EMP) that adheres to the guidelines outlined in NFPA 70B can help mitigate the potential for electrical fires.
- Ensure that all electrical equipment is properly labeled, and all circuit breakers and fuses are correctly sized, the same brand in a circuit, and in good condition.
- Follow your organization's accident prevention program for the use of electrical equipment.



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Raise your awareness at work and home on electrical safety!

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



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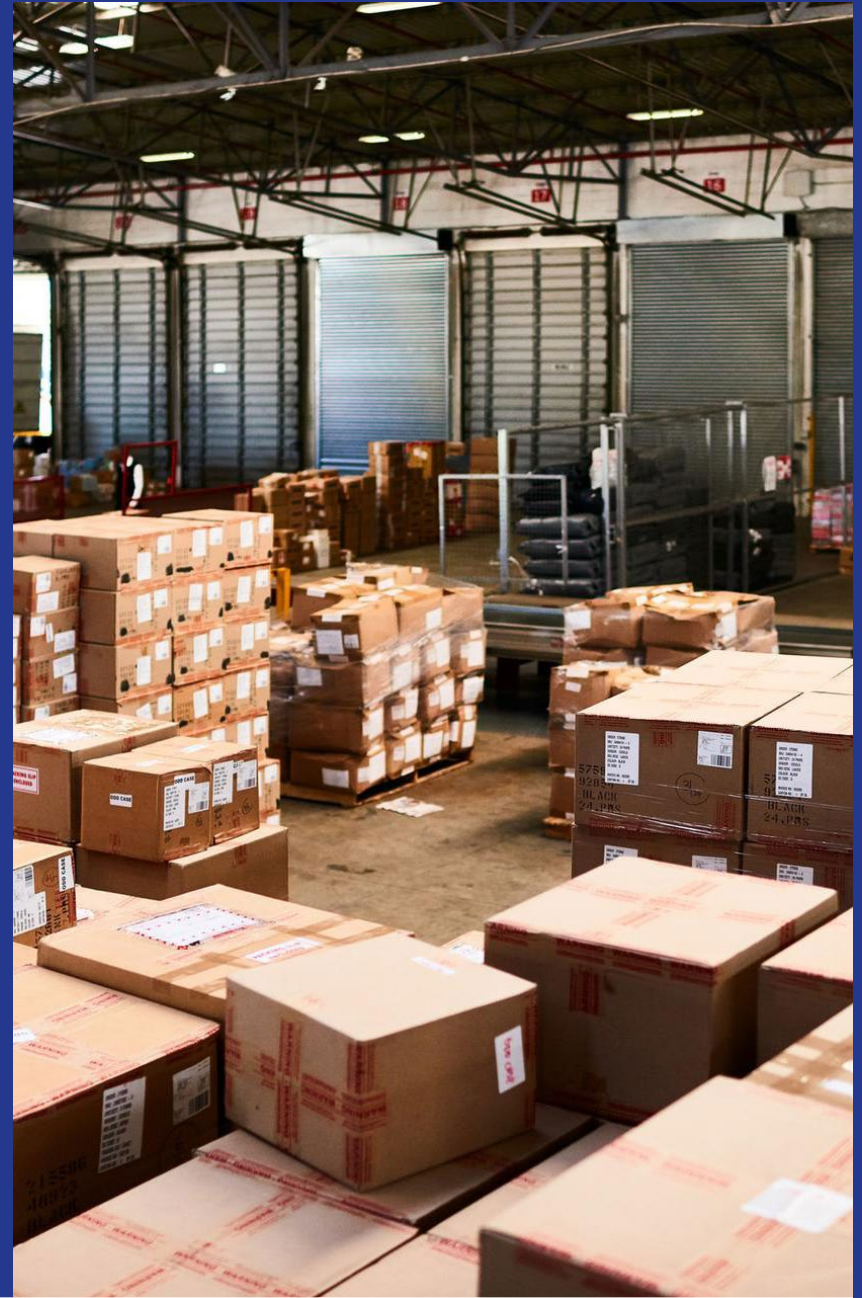


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July

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 Start of National Fireworks Safety Month	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 The storage of materials should not be permitted in stairwells.	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 Keep at least 36" of clearance around all electrical panels.	31 The storage of materials should not be permitted in stairwells.			



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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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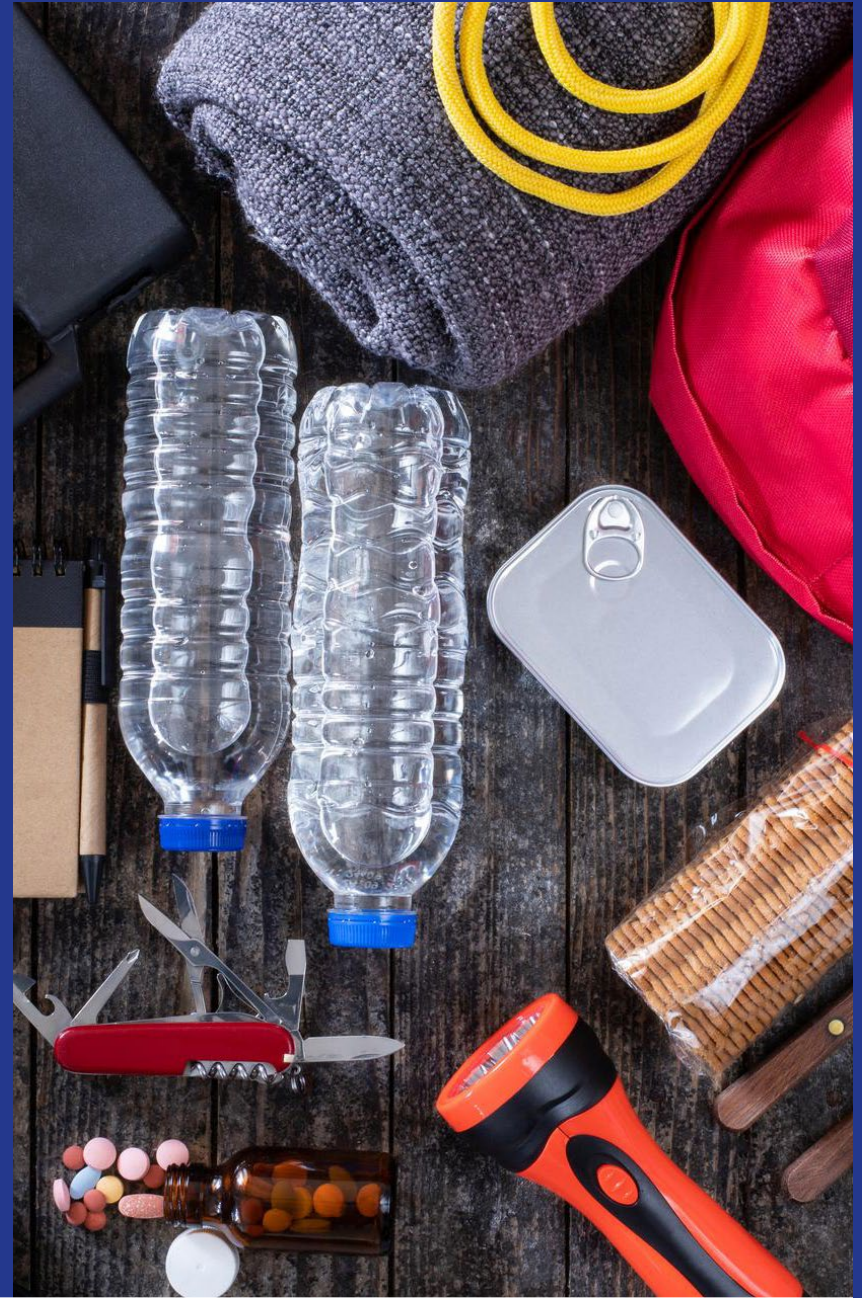


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September

National Preparedness Month

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



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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.



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Snow and ice? Not nice. Prepare now!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Diwali	2 Employees should be trained how to operate equipment before using.
3 Daylight Saving Time Ends	4 Inspect mats for cleanliness and straight edges. If a mat is lifting or curling, please report.	5 Presidential Election	6 Be ready for snow and ice with a removal and treatment plan.	7 Floor mats should be placed at exterior access points on rainy days.	8 The roof access door should be locked and the key placed on the emergency key ring.	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 Be familiar with your Safety Data Sheet (SDS's). They contain useful information in the event of an accident.	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 If you see a spill, "own" it.
24 Don't wait! Get what you need now to clear ice and snow.	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 Thanksgiving Day	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.



To learn more,
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Keep your holidays happy by being safe!

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



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