



2019 Safety Calendar
Food & Beverage

CHUBB®

Chubb Real Estate & Hospitality Industry Practice

January

Slip, Trip, Falls

Do your part to reduce winter slip, trip, and fall hazards!

- Report areas of ice and snow.
- Wear proper footwear.
- Avoid areas that have not been cleared of ice and snow.
- Make sure walk off mats are in place at all entrance points.

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Snow and ice isn't nice - wear shoes that grip, don't slip!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day Report tripping hazards immediately to reduce the potential for injury.	2 Always slow down, look and listen before walking through the kitchen access doors.	3 All inspections should be documented.	4 Always be aware of hazards that can cause burns. Wear oven mitts when handling hot items in the oven or on the stove.	5 Simple stretching before work can help prevent back injuries.
6 Utilize "wet floor" signage before and after cleaning floors and to identify spills.	7 Kitchen sanitation is important! Clean regularly and make sure there is always good ventilation.	8 Jewelry should not be worn when operating equipment.	9 Wear a cutting glove when slicing fruit, bread, meat and fish.	10 Never use glassware to scoop ice. Properly store the ice scooper in its designated area after every use.	11 Wear a cutting glove when cleaning the slicer.	12 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.
13 The best way to protect against food-borne illness is to wash your hands regularly.	14 When you are lifting safely, your legs do the work, not your back.	15 Do not store any materials within 36" of electrical panels.	16 Shut a machine down before cleaning the equipment or correcting a malfunction.	17 Remove flammable items from cooking areas.	18 Know the Heimlich Maneuver and when to use it.	19 Take regular breaks to stretch and shake out your hands.
20 Close drawers and cabinets after every use to reduce the potential for injury.	21 Proper stretching can reduce muscle fatigue.	22 If a tray or bus tub is too full or heavy, make more than one trip or ask for help.	23 Use the buddy system when lifting heavy or awkward loads.	24 Do not try to catch a falling knife or hot pan.	25 Put up signs near bins to remind staff not to overfill and/or use smaller bags or bins to keep the weight of each bag down.	26 Lift with your knees to avoid back strains.
27 Always properly store knives when not in use.	28 Ensure all cleaning containers are properly stored and labeled.	29 Prior to use, inspect both ends and seams of all cans for sharps or damage.	30 Keep all knives clean and sharpened.	31 Bandage any open sores prior to the start of a shift and following any injury.		

February

Cold Weather Safety

Make sure your dress matches the conditions!

- Dress in layers.
- Wear appropriate footwear to avoid slips and keep your feet dry.
- Be sure to wear your gloves.
- Limit your time in cold temperatures.

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Dress for (cold weather) success!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Carry fewer plates and other items at a time. Make two trips or ask other servers to help carry large orders.	2 Report any floor mats that are worn and lifting.
3 Know your responsibility in a fire emergency.	4 All inspections should be documented.	5 Balance the load on trays and place heavy items close to the center.	6 Keep all dumpster areas clean to reduce the presence of rodents and other pests.	7 Use properly sized plungers to eliminate the need for hands to enter the feed throat during meat grinder operation.	8 Know how to use a fire extinguisher.	9 Store the serrated edge of an aluminum foil box facedown after each use.
10 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	11 Avoid wearing clothing that's loose fitting.	12 Never climb on shelves or other materials to obtain out-of-reach items.	13 Wash, rinse and sanitize utensils between uses.	14 Valentine's Day Mount waste bins on wheels for easy movement.	15 Never wipe toward the blade when cleaning the slicer table.	16 Dry hands before plugging in or unplugging equipment.
17 Bandage any open sores prior to the start of the shift and following any injury.	18 Slips and falls can occur on wet or contaminated surfaces and where transitions in floor types occur.	19 Set pot handles away from burners, and make sure they don't stick out over the edge of the range.	20 Presidents' Day Remove flammable items from cooking areas.	21 Keep hot foods at 140oF or above and cold foods at or below 40°F.	22 All electronic heating devices should be unplugged before cleaning.	23 Make sure you are wearing the proper footwear for your job. Nonslip shoes are recommended.
24 Adjust burner flames to cover only the bottom of a pan. Don't fill pots too full, to avoid boiling over.	25 Close drawers and cabinets after every use to reduce the potential for injury.	26 Back strengthening exercises can reduce your potential for future back injuries.	27 Dry off wet food and brush off ice crystals before placing the food in the fryer basket. Wet foods splatter and cause steam.	28 Use tongs to lower food into boiling water. Get help when moving or carrying a heavy pot of simmering liquid.		

March

Chemical Safety

When it comes to chemicals, what you don't know can hurt you!

- Refer to the Safety Data Sheet (SDS) - It has valuable information.
- Before you use, read the label to refresh yourself - refer back to the SDS if you have questions.
- Don't use any chemical where the label is damaged or unavailable.
- Use proper protective gear as recommendation by the label and SDS.

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Read that label! Be chemical hazard aware.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Shut equipment down before cleaning or correcting a malfunction.	2 Report any horseplay observed to your supervisor.
3 Use the buddy system when lifting heavy or awkward loads.	4 For food storage, follow the "First-In, First-Out" rule.	5 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	6 Keep all walkways clear throughout the kitchen and service stations to prevent trip-and-fall hazards.	7 Set the slicer to zero after every use.	8 Lockouts and tagouts should be left alone. Never remove a lock without authorization.	9 Always slow down, look and listen before walking through the kitchen access doors.
10 Daylight Saving Time Begins Always be aware of hazards that can cause burns. Wear protective gloves when handling hot items.	11 Clean up broken glass with a broom, dustpan or tongs. Never use a mop, cloth towel, sponge or your hands.	12 Are you lifting properly? Lift with your knees to avoid back strains.	13 Always properly store knives when not in use.	14 When cleaning floors use the proper amount of cleaning product with hot, softened tap water.	15 Use a step ladder to reach high areas. Do not climb on shelving.	16 The best way to protect against food-borne illness is to wash your hands frequently.
17 St. Patrick's Day When you are lifting safely, your legs do the work, not your back.	18 Wipe slicer blade from the center outward to avoid contact with the blade edge.	19 Check refrigerators and freezers daily to ensure they are in proper working order.	20 Know where the fire extinguisher is located.	21 Utilize "wet floor" signage before and after cleaning floors and to identify spills.	22 Kitchen sanitation is important! Clean regularly and make sure there is always good ventilation.	23 Jewelry should not be worn when operating machinery.
24/31 Wear a cutting glove when slicing fruit, bread, meat and fish.	25 Never use glassware to scoop ice. Properly store the ice scooper in the designated area after every use.	26 Ensure all cleaning containers are properly stored and labeled.	27 Prior to use, inspect both ends and seams of all cans for sharps and damage.	28 Know the Heimlich Maneuver and when it should be used.	29 Take regular breaks to stretch and shake out your hands.	30 If a tray or bus tub is too full or heavy, make more than one trip or ask for help.

April

Personal Protective Equipment

Wear the proper protective gear for the job. Remember these tips:

- Check for leaks, tears, and damage before using.
- Check with your supervisor if you are unsure about the equipment or what you need.
- Wear the correct size.
- Keep it clean and serviceable.

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Make the best dressed list. Wear your protective gear!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p>1 April Fool's Day</p> <p>All inspections should be documented.</p>	<p>2</p> <p>When cleaning floors, apply cleaning product evenly on the floor surface with a clean mop.</p>	<p>3</p> <p>If you see a spill on the floor, you "own" it.</p>	<p>4</p> <p>Keep all dumpster areas clean to reduce the presence of rodents and other pests.</p>	<p>5</p> <p>Simple stretching before work can help prevent back injuries.</p>	<p>6</p> <p>When cleaning floors, temporarily block floor drains to permit chemicals sufficient time to penetrate—usually 5 to 10 minutes.</p>
<p>7</p> <p>Push carts, don't pull. Pushing puts less stress on your back and gives you twice the power.</p>	<p>8</p> <p>Avoid wearing clothing that's loose fitting or has dangling sleeves.</p>	<p>9</p> <p>Keep step ladders in areas where they are needed.</p>	<p>10</p> <p>Wash, rinse and sanitize utensils between uses.</p>	<p>11</p> <p>Be aware of distractions while driving, such as texting or talking on the cell phone, as well as eating and drinking.</p>	<p>12</p> <p>Keep cash drawers closed and locked.</p>	<p>13</p> <p>Dry hands before plugging in or unplugging equipment.</p>
<p>14 Palm Sunday</p> <p>Report any floor mats that are worn or lifting.</p>	<p>15 Tax Day</p> <p>Turn off appliances that aren't being used.</p>	<p>16</p> <p>Exercising 15 minutes a day can help prevent illness and injuries.</p>	<p>17</p> <p>Remove flammable items from cooking areas.</p>	<p>18</p> <p>Use additional wait staff to serve parties of three or more in order to reduce the number of plates/amount of food carried at one time.</p>	<p>19 Passover & Good Friday</p> <p>All electronic heating devices should be unplugged before cleaning.</p>	<p>20</p> <p>Make sure you are wearing the proper footwear for your job. Nonslip shoes are recommended.</p>
<p>21 Easter</p> <p>Recognize your stress signs and learn to manage them.</p>	<p>22 Earth Day</p> <p>Close drawers and cabinets after every use to reduce the potential for injuries.</p>	<p>23</p> <p>Back strengthening exercises can reduce your potential for future back injuries.</p>	<p>24</p> <p>Control tray weights and keep plates flat on the tray surface. As a rule of thumb, keep plates inside the outer rim of the tray.</p>	<p>25</p> <p>Do not try to catch a falling knife or hot pan.</p>	<p>26 Arbor Day</p> <p>Never leave knives soaking in water.</p>	<p>27</p> <p>Bandage any open sores or wounds prior to the start of a shift.</p>
<p>28</p> <p>Know your responsibility in a fire emergency.</p>	<p>29</p> <p>Report tripping hazards immediately to reduce the potential for injury.</p>	<p>30</p> <p>Know where the fire extinguisher is located.</p>				

May

Hurricanes and Severe Storms

Do you know what to do when the severe weather alarm sounds?

- 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 or have a plan in place to seek shelter.
- Don't leave the shelter until the "all clear" has been sounded.

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Can you weather the storm? Know your severe weather plan!

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			1 Keep all walkways clear throughout the kitchen and service stations to prevent trip-and-fall hazards.	2 Wear a cutting glove when cleaning the slicer.	3 Use a step ladder to reach high areas. Do not climb on shelving.	4 The best way to protect against food-borne illness is to wash your hands frequently.
5 When you are lifting safely you use your legs, not your back, to do the work.	6 If you are interrupted while cutting, put the knife down on a flat, safe place.	7 Check refrigerators and freezers daily to ensure they are in proper working order.	8 Know where your fire extinguisher is located.	9 Store heavy items between shoulder and knuckle height and use mechanical devices to transfer them.	10 Lockout/tagout should not be removed unless authorized.	11 Always slow down, look and listen before walking through the kitchen access doors.
12 Mother's Day Always be aware of hazards that can cause burns. Wear protective gloves when handling hot items.	13 Clean up broken glass with a broom, dust pan or tongs. Never use a mop, cloth towel, sponge or your hands.	14 Recognize your stress signs and learn to manage them.	15 Always properly store knives when not in use.	16 Storage areas should be kept neat and clean. Place heavier items on lower shelves, light items on upper shelves.	17 Utilize "wet floor" signage before and after cleaning floors and to identify spills.	18 Kitchen sanitation is important. Clean regularly and make sure there is good ventilation.
19 Jewelry should not be worn when operating kitchen equipment.	20 Wear a cutting glove when slicing fruit, bread, meat and fish.	21 Never use glassware to scoop ice. Properly store the ice scooper in its designated area after every use.	22 Drink water frequently when your work area is hot.	23 Prior to use, inspect both ends and seams of all cans for sharps or damage.	24 Take regular breaks to stretch and shake out your hands.	25 If a tray or bus tub is too full or heavy, use more than one or ask for help.
26 Proper stretching can help reduce muscle fatigue.	27 Memorial Day For food storage, follow the "First In, First Out" rule.	28 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	29 Shut equipment down before cleaning or correcting a malfunction.	30 If you observe horseplay, please report it to a supervisor.	31 Use the buddy system when lifting heavy or awkward loads.	

June

Hearing Protection

Make sure that you can hear for years to come.

- Use hearing protection when directed by your supervisor.
- Use the right hearing protection for the noise level.
- Make sure your hearing protection fits and creates a proper noise seal.
- Take personal responsibility for using hearing protection - you need your ears for more than just your job.

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What did you say? Wear your hearing protection!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <p>Report tripping hazards immediately to reduce the potential for injury.</p>
<p>2</p> <p>Know your evacuation plan.</p>	<p>3</p> <p>All inspections should be documented.</p>	<p>4</p> <p>To reduce burns, change or filter fryer oil in the morning before equipment is turned on.</p>	<p>5</p> <p>Keep the dumpster area clean to reduce the presence of rodents and other pests.</p>	<p>6</p> <p>When closing, finish your work and leave the premises as quickly as possible. Travel in groups when leaving the building.</p>	<p>7</p> <p>Simple stretching before work can help prevent back injuries.</p>	<p>8</p> <p>Store the serrated edge of an aluminum foil box facedown after use.</p>
<p>9</p> <p>Push carts, don't pull. Pushing puts less stress on your back and gives you twice the power.</p>	<p>10</p> <p>Make sure your footwear is in good condition. Check the soles to make sure you have good traction.</p>	<p>11</p> <p>Never climb on shelves or other materials to obtain out-of-reach items.</p>	<p>12</p> <p>Wash, rinse, and sanitize utensils between uses.</p>	<p>13</p> <p>Sharpen knives regularly. Dull knives increase the force required to accomplish a cutting task by as much as 30 percent.</p>	<p>14 Flag Day</p> <p>Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.</p>	<p>15</p> <p>Dry hands before plugging in or unplugging equipment.</p>
<p>16 Father's Day</p> <p>Pass a knife to another person by laying it on a counter or passing it with blade pointed down.</p>	<p>17</p> <p>Turn off appliances that aren't being used.</p>	<p>18</p> <p>Exercising 15 minutes a day can help prevent illness and injury.</p>	<p>19</p> <p>Remove flammable items from cooking areas.</p>	<p>20</p> <p>Don't over stack banquet carts.</p>	<p>21</p> <p>All electronic heating devices should be unplugged before cleaning.</p>	<p>22</p> <p>Make sure you are wearing the proper footwear for your job. Nonslip shoes are recommended.</p>
<p>23/30</p> <p>To reduce burns, use a closed grease transport system (i.e., no open pots or buckets) when removing and disposing of fryer grease.</p>	<p>24</p> <p>Close drawers and cabinets after every use to reduce the potential for injury.</p>	<p>25</p> <p>Back-stretching exercises can help reduce your potential for future back injuries.</p>	<p>26</p> <p>Use nonslip pads under cutting boards.</p>	<p>27</p> <p>Prohibit workers from standing on cooking equipment when cleaning ventilation hoods.</p>	<p>28</p> <p>Exercise helps build healthy muscles and bones and can increase your energy.</p>	<p>29</p> <p>Bandage any open sores prior to the start of a shift and following any injury.</p>

July

Safe Material Handling/Lifting

You only have one back. Keep it healthy!

- Size up the load before you lift it.
- Bend at your knees, not your back.
- Grip the load close to your body.
- If it's too heavy - get a helper.

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Have your back's back - think before you lift!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Do not use knives that cut meat to cut fruit and vegetables without proper cleaning.	2 Use the buddy system when lifting heavy or awkward loads.	3 Do not remove guards on mixers or other equipment.	4 Independence Day Designate one clearly marked trash can for broken glass and sharp can lids.	5 Use a step ladder to reach high areas. Do not climb on shelving.	6 The best way to protect against food-borne illness is to wash your hands regularly.
7 When you are lifting safely, your legs do the work, not your back.	8 Store glasses, bottles and dishware away from areas with a lot of foot traffic.	9 Check refrigerators and freezers daily to ensure they are in proper working order.	10 If you see a spill, "own" it.	11 All servers/employees that are required to clean wine glasses should be trained in how to correctly polish wine glasses.	12 Keep all walkways clear throughout the kitchen and service stations.	13 Always slow down, look and listen before walking through the kitchen access doors.
14 Always be aware of hazards that can cause burns. Wear protective gloves when handling hot items.	15 Clean up broken glass with a broom, dust pan or tongs. Never use a mop, cloth towel, sponge or your hands.	16 Are you lifting properly? Lift with your legs, not your back.	17 Always properly store knives when not in use.	18 Utilize "wet floor" signage before and after cleaning floors and to identify spills.	19 Kitchen sanitation is important. Clean regularly and make sure there is good ventilation.	20 Store glasses in racks. Don't stack them directly on top of each other.
21 Never use glassware to scoop ice. Properly store the ice scooper in its designated area after every use.	22 Bandage any open sores prior to the start of a shift and following any injury.	23 Prior to use, inspect both ends and seams of all cans for sharps or damage.	24 Take regular breaks to stretch and shake out your hands.	25 If a tray or bus tub is too full or heavy, use more than one or ask for help.	26 Proper stretching can help reduce muscle fatigue.	27 Plan your lift before you start: Make extra trips if necessary or ask for help.
28 Parents' Day Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	29 Shut equipment down before cleaning or correcting a malfunction.	30 Make sure all emergency exits are clear of obstructions.	31 When lifting, bend at your knees, not with your back.			

August

Heat Stress/Safety

Heat is great for swimming, not so much for working.

- 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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Don't let summer stress you out. Know the signs of heat stress.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Be aware of your nearest fire pull stations.	2 All storage should be off the floor (minimum of 6").	3 Report tripping hazards immediately to reduce the potential for injury.
4 Know your responsibility in a fire emergency.	5 All inspections should be documented.	6 Know if the fire suppression system UL300 is compliant.	7 Keep all dumpster areas clean to reduce the presence of rodents and other pests.	8 When closing, finish your work and leave the premises as quickly as possible. Travel in groups when leaving the building.	9 Remove flammable items from cooking areas.	10 Store the serrated edge of an aluminum foil box facedown after use.
11 Push carts, don't pull. Pushing puts less stress on your back and gives you twice the power.	12 Make sure your footwear is in good condition. Check the soles to make sure you have good traction.	13 Never climb on shelves or other materials to obtain out-of-reach items.	14 Wash, rinse and sanitize utensils between uses.	15 Make sure the fire suppression system discharge nozzles are correctly pointing at the hazard.	16 Dry hands before plugging in or unplugging equipment.	17 Report suspicious individuals or activity to security.
18 Turn off appliances that aren't being used.	19 Exercising 15 minutes a day can help prevent illness and injury.	20 Ensure all cleaning containers are properly stored and labeled.	21 Don't over stack banquet carts.	22 Keep hot foods at 140oF or above and cold foods at or below 40°F.	23 All electronic heating devices should be unplugged before cleaning.	24 Make sure you are wearing the proper footwear for your job. Nonslip shoes are recommended.
25 Recognize your stress signs and learn to manage them.	26 Close drawers and cabinets after every use to reduce the potential for injury.	27 Bandage any open sores prior to the start of a shift and following any injury.	28 Clean exhaust ductwork regularly by a qualified contractor and place a certificate of performance on or near the hood.	29 Make sure the exhaust hoods and baffle filters are cleaned weekly.	30 Exercise helps build healthy muscles and bones and can increase your energy.	31 Make sure there is at least 16" of space between deep fat fryers and any adjacent cooking equipment with surface flames.

September

Knife Safety

It only takes a moment to injure yourself - practice knife safety.

- Keep your knife sharp. A dull blade is more likely to slip and cut you.
- If your knife has a retractable blade retract it when not in use.
- If a knife drops, don't try to catch it. Let it fall!
- When washing a kitchen knife, place in the dishwasher blade down in the utensil holder.

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Practice knife safety - your fingers will thank you!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Shut equipment down before cleaning or correcting a malfunction.</p>	<p>2 Labor Day</p> <p>Report any horseplay observed to your supervisor.</p>	<p>3</p> <p>Use the buddy system when lifting heavy or awkward loads.</p>	<p>4</p> <p>When cleaning items low to the ground, place one knee on a padded surface and use the opposite hand for support.</p>	<p>5</p> <p>Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.</p>	<p>6</p> <p>Keep all walkways clear throughout the kitchen and service stations to prevent trip-and-fall hazards.</p>	<p>7</p> <p>Set the slicer to zero after every use.</p>
<p>8 Grandparents Day</p> <p>Lockouts and tagouts should be left alone. Never remove a lock without authorization.</p>	<p>9</p> <p>Always slow down, look and listen before walking through the kitchen access doors.</p>	<p>10</p> <p>Always be aware of hazards that can cause burns. Wear protective gloves when handling hot items.</p>	<p>11 Patriot Day</p> <p>Clean up broken glass with a broom, dustpan or tongs. Never use a mop, cloth towel, sponge or your hands.</p>	<p>12</p> <p>Are you lifting properly? Lift with your knees to avoid back strains.</p>	<p>13</p> <p>Can you make loads easier to handle? For example: break down trays of A10-size cans before loading them onto storage shelving.</p>	<p>14</p> <p>Wear a cutting glove when cleaning the slicer.</p>
<p>15</p> <p>Use a step ladder to reach high areas. Do not climb on shelving.</p>	<p>16</p> <p>The best way to protect against food-borne illness is to wash your hands frequently.</p>	<p>17</p> <p>When you are lifting safely, your legs do the work, not your back.</p>	<p>18</p> <p>Keep a 36" clearance around all electrical panels.</p>	<p>19</p> <p>Check refrigerators and freezers daily to ensure they are in proper working order.</p>	<p>20</p> <p>When someone is injured: Know who to notify, who is designated to provide aid, and follow procedures to get medical care.</p>	<p>21</p> <p>Utilize "wet floor" signage before and after cleaning floors and to identify spills.</p>
<p>22</p> <p>Kitchen sanitation is important! Clean regularly and make sure there is always good ventilation.</p>	<p>23</p> <p>Jewelry should not be worn when operating machinery.</p>	<p>24</p> <p>Make loads easier to handle. For example: buy cooking oil in easy-to-handle cardboard boxes with sturdy handles/grips.</p>	<p>25</p> <p>Never use glassware to scoop ice. Properly store the ice scooper in the designated area after every use.</p>	<p>26</p> <p>Remove flammable items from cooking areas.</p>	<p>27</p> <p>Prior to use, inspect both ends and seams of all cans for sharps and damage.</p>	<p>28</p> <p>Know the Heimlich Maneuver and when it should be used.</p>
<p>29 Rosh Hashanah</p> <p>Take regular breaks to stretch and shake out your hands.</p>	<p>30</p> <p>If a tray or bus tub is too full or heavy, make more than one trip or ask for help.</p>					

October

Fire Safety

Fire and smoke kills! Remember these tips:

- 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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A fire emergency is no treat. Practice fire safety!

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		1 Make loads easier to handle. For example: buy cooking oil in easy-to-handle cardboard boxes with sturdy handles/grips.	2 Lockouts and tagouts should be left alone. Never remove a lock without authorization.	3 Always slow down, look and listen before walking through the kitchen access doors.	4 Always be aware of hazards that can cause burns. Wear oven mitts when handling hot items in the oven or on the stove.	5 Document all facility maintenance, repairs and inspections.
6 Utilize “wet floor” signage before and after cleaning floors and to identify spills.	7 Kitchen sanitation is important! Clean regularly and make sure there is always good ventilation.	8 Yom Kippur Jewelry should not be worn when operating equipment.	9 Wear a cutting glove when slicing fruit, bread, meat and fish.	10 Never use glassware to scoop ice. Properly store the ice scooper in its designated area after every use.	11 Know where your closest fire extinguisher is located.	12 Use a step ladder to reach high areas. Do not climb on shelving.
13 The best way to protect against food-borne illness is to wash your hands regularly.	14 Columbus Day When you are lifting safely, your legs do the work, not your back.	15 Do not store any materials within 36” of electrical panels.	16 Boss’s Day Shut a machine down before cleaning the equipment or correcting a malfunction.	17 If horseplay is observed, let the employee know it’s unsafe and report it to a supervisor.	18 Know your responsibility in a fire emergency.	19 Take regular breaks to stretch and shake out your hands.
20 If a tray or bus tub is too full or heavy, make more than one trip or ask for help.	21 Where pot size allows, use false bottoms in deep sinks to reduce awkward bending at the waist.	22 Do not store any materials within 36” of electrical panels.	23 Use the buddy system when lifting heavy or awkward loads.	24 Be familiar with your Safety Data Sheets (SDS’s). They contain useful information in the event of an accident.	25 Keep all walkways clear throughout the kitchen and service stations to prevent trip-and-fall hazards.	26 Are you lifting properly? Lift with your knees to avoid back strains.
27 Always properly store knives when not in use.	28 Ensure all cleaning containers are properly stored and labeled.	29 Prior to use, inspect both ends and seams of all cans for sharps or damage.	30 Check refrigerators and freezers daily to ensure they are in proper working order.	31 Halloween Check all candy to make sure it is in its original wrapping and there has been no tampering.		

November

Eye Protection

You only have one set of eyes for life - Protect them!

- Wear proper eye protection - regular glasses are not enough.
- Side shields or goggles may be necessary when using chemicals that might splatter.
- Know where your emergency eye wash station is located.
- Get prompt attention for any eye injury.

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You have two but you need both - wear your eye protection.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Where possible, use chopping machines for vegetables to reduce manual chopping and/or buy pre-chopped vegetables.	2 Bandage any open sores prior to the start of a shift and following any injury.
3 Daylight Saving Time Ends Know your responsibility in a fire emergency.	4 All inspections should be documented.	5 Election Day Use foot rails to shift body weight and reduce stress on the legs and lower back of workers when standing for long periods.	6 Keep all dumpster areas clean to reduce the presence of rodents and other pests.	7 When closing, finish your work and leave the premises as quickly as possible. Travel in groups when leaving the building.	8 Ensure that large mixers are placed at a height that allows access to the mixing bowl handles between knuckle and elbow height.	9 Store the serrated edge of an aluminum foil box facedown after each use.
10 Push carts, don't pull. Pushing puts less stress on your back and gives you twice the power.	11 Veterans Day Avoid clothing that's loose fitting.	12 Never climb on shelves or other materials to obtain out-of-reach items.	13 Wash, rinse and sanitize utensils between uses.	14 Always slow down, look and listen before walking through the kitchen access doors.	15 Utilize "wet floor" signage before and after cleaning floors and to identify spills.	16 Dry hands before plugging in or unplugging equipment.
17 Report any floor mats that are worn and lifting.	18 Turn off appliances that aren't being used.	19 Exercising 15 minutes a day can help prevent back injury.	20 Remove flammable items from cooking areas.	21 Make loads easier to handle. For example: buy cooking oil in easy-to-handle cardboard boxes with sturdy handles/grips.	22 All electronic heating devices should be unplugged before cleaning.	23 Make sure you are wearing the proper footwear for your job. Nonslip shoes are recommended.
24 Recognize your stress signs and learn to manage them.	25 Use long-handled cleaning brushes to prevent awkward reaching into soup kettles or pots.	26 Back-strengthening exercises can reduce your potential for future back injuries.	27 When washing large diameter pots, move them as close as possible to the front of the sink.	28 Thanksgiving Day Choose cleaning tools that have soft rubber-like handles to reduce gripping force.	29 Take regular breaks to stretch and shake out your hands.	30 If a tray or bus tub is too full or heavy, make more than one trip or ask for help.

December

Holiday Safety

Be home for the holidays, not in the hospital. At this time of year:

- Wear proper footwear for walking in snow and ice.
- Use open flame items cautiously or better yet, not at all.
- Drink responsibly and never drink and drive.
- Have a healthy and safe holiday and a happy (safe) new year!

Scan the below QR Code to learn more about Chubb Real Estate & Hospitality on your mobile device.



www.chubb.com/REHInsights

Give your family the gift of a healthy you this holiday season!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Use ovens with side-hinged doors rather than bottom-hinged doors, as these allow easier access to items in the oven.</p>	<p>2</p> <p>Know how to use a fire extinguisher.</p>	<p>3</p> <p>Lockouts and tagouts should be left alone. Never remove a lock without authorization.</p>	<p>4</p> <p>Use strong-bristled scrubbing brushes, which help reduce the amount of force required to remove baked-on food stuck to pots.</p>	<p>5</p> <p>Keep all dumpster areas clean to reduce the presence of rodents and other pests.</p>	<p>6</p> <p>When closing, finish your work and leave the premises as quickly as possible. Travel in groups when leaving the building.</p>	<p>7</p> <p>All facility maintenance, repairs and/or inspections should be documented.</p>
<p>8</p> <p>Store the serrated edge of an aluminum foil box facedown after use.</p>	<p>9</p> <p>Push carts, don't pull. Pushing puts less stress on your back and gives you twice the power.</p>	<p>10</p> <p>Make sure your footwear is in good condition. Check the soles to make sure you have good traction.</p>	<p>11</p> <p>Never climb on shelves or other materials to obtain out-of-reach items.</p>	<p>12</p> <p>Wash, rinse and sanitize utensils between uses.</p>	<p>13</p> <p>Wear gloves that fit properly, have extra-long cuffs and are properly insulated to protect skin from hot water.</p>	<p>14</p> <p>Use a step ladder to reach high areas. Do not climb on shelving.</p>
<p>15</p> <p>Dry hands before plugging in or unplugging equipment.</p>	<p>16</p> <p>Where possible use oven racks between waist and elbow height to minimize awkward bending.</p>	<p>17</p> <p>Turn off appliances that aren't being used.</p>	<p>18</p> <p>Know the dangers of contacting another person's blood. Blood can carry organisms that cause diseases such as Hepatitis B or AIDS.</p>	<p>19</p> <p>If horseplay is observed, let the employee know it's unsafe and report it to a supervisor.</p>	<p>20</p> <p>All electronic heating devices should be unplugged before cleaning.</p>	<p>21</p> <p>Make sure you are wearing the proper footwear for your job. Nonslip shoes are recommended.</p>
<p>22 Hanukkah</p> <p>Do not apply ointments, sprays, antiseptics, home remedies, butter or grease to burns.</p>	<p>23</p> <p>For food storage, follow the "First In, First out" rule.</p>	<p>24</p> <p>Back-stretching exercises can help reduce your potential for future back injuries.</p>	<p>25 Christmas</p> <p>All individuals inside the car must use their seat belt.</p>	<p>26</p> <p>Keep all walkways clear throughout the kitchen and service stations to prevent trip-and-fall hazards.</p>	<p>27</p> <p>Don't over stack banquet trays when delivering food.</p>	<p>28</p> <p>Exercise helps build healthy muscles and bones and can increase your energy.</p>
<p>29</p> <p>Know where your closest fire extinguisher is located.</p>	<p>30</p> <p>Clean up broken glass with a broom and dust pan or tongs. Never use a mop, cloth, sponges or your hands.</p>	<p>31</p> <p>How do you use a fire extinguisher?</p>				

This document is advisory in nature and is offered as a resource to be used together with your professional insurance advisors in maintaining a loss prevention program. It is an overview only, and is not intended as a substitute for consultation with your insurance broker, or for legal, engineering or other professional advice.

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