



2019 Safety Calendar
Housekeeping

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 Make sure you wear slip-resistant shoes that are in good condition. Start the year with a new pair if needed.	2 Dryer lint should be removed after each cycle.	3 Keep all paths of travel free of trip-and-fall hazards.	4 Clean up broken glass with a vacuum cleaner, brush, dustpan, or tongs. Never use a mop, cloth towel, sponges, or your hands.	5 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.
6 Tripping hazards, such as worn carpet or damaged sidewalks should be reported immediately to prevent an accident.	7 Inspect linens for sharps prior to removal from the guestroom bed or floor.	8 Lockout/tagout should be left alone. Never remove a lock without authorization.	9 Do not twist at the waist when vacuuming. Rock forward and backward to help reduce back strain.	10 Always wear protective gloves when working in guestroom bathrooms.	11 Use the buddy system when turning mattresses or lifting awkward/heavy loads.	12 Know how to lift properly. Lift with your knees while keeping a straight back to avoid back strains.
13 All keys should be signed out and back in with your supervisor.	14 If a guest requests access to a guestroom, direct him or her to the front desk.	15 Unplug all vacuum cleaners before clearing a jam.	16 Inspect housekeeping carts daily and report any necessary repairs.	17 Look before you walk. Manage your vacuum cord to prevent tripping.	18 Do not overstock carts. Carts should be kept clean and organized.	19 Do not place your hand within a guestroom trash can. It may contain sharps.
20 Wear latex gloves when handling soiled linens.	21 Kneel on a towel, rug or padded surface when cleaning guestroom toilets and tubs.	22 Use a ladder or provided tool to reach high areas. Do not stand on the edge of a tub.	23 Any missing fire extinguishers should be reported.	24 Do not block exits or other access areas with housekeeping carts.	25 Do not store any materials within 36" of the electrical panels.	26 Ensure all cleaning containers within storage and on room carts are properly stored and labeled.
27 Report any suspicious individuals or activity to security.	28 All non-functioning lights should be reported.	29 How do you use a fire extinguisher? If a small fire is identified, first report the fire to a supervisor or security.	30 Push room carts from the steering end for easier maneuverability.	31 Proper stretching can reduce muscle fatigue.		

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 Exercise helps you build healthy muscles and bones. Exercise can also increase your energy.	2 Fully extinguish cigarette butts before disposing of them in the trash.
3 Know your responsibility in a fire emergency.	4 Promptly disconnect frayed or broken electrical cords and report the problem to a supervisor.	5 Know who is responsible for safety at your hotel.	6 Continuously rotate laundry chute carts to reduce the potential for overflowing.	7 All damaged smoke detectors should be reported.	8 Know what to do if chemicals are spilled while working.	9 Use long-handled tools to clean hard-to-reach places.
10 Push your cart, don't pull. Pushing puts less stress on your back and gives you twice the power.	11 Do not store materials in the stairwells or freight elevator bays.	12 Never climb on shelves, or other objects to obtain items out of reach.	13 Know who to tell if you find a safety hazard.	14 Valentine's Day Use hands-free devices while talking on the phone and driving.	15 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	16 Report any unlawful and suspicious materials found in guestrooms.
17 Report any floor mats that are worn and lifting	18 When removing linens from the bed, walk around the bed to each corner. Do not pull them off from one spot.	19 Ask for help if an item seems too heavy or is too big to lift by yourself.	20 Presidents' Day Do not try to prevent a cart from tipping.	21 Guestroom locks should be inspected daily. Any malfunctions should be reported.	22 All electronic heating devices - such as a coffee pot or blow dryer- should be unplugged before cleaning.	23 Make sure you are wearing the proper footwear for your job.
24 Know what a PPE is and when to use it.	25 Keep housekeeping storage rooms locked when unattended to prevent theft.	26 Back-strengthening exercises can reduce your potential for back injuries.	27 Any damaged furnishings should be reported.	28 Kneel on one knee when tucking sheets. This better supports your back.		

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 Wear your seat belt when driving a vehicle.	2 Any missing fire extinguishers should be reported.
3 Rotate laundry chute carts to reduce the potential for overflowing.	4 Report all chemical spills immediately.	5 All damaged smoke detectors should be reported.	6 Inspect all light fixtures the room to make sure they operate for the guest.	7 Know the hotel policy for blood-borne pathogen safety. Know who to contact if heavily soiled linen is found.	8 Do not store materials in stairwells or elevator areas.	9 Tripping hazards should be reported immediately to reduce the potential for injury.
10 Daylight Saving Time Begins Maintain control of room keys at all times. Do not leave them on carts or in storage rooms.	11 Do not play the radio or TV while working. This will reduce your ability to hear someone enter the room.	12 Report any unlawful and suspicious materials found in guestrooms.	13 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	14 When removing linens from the bed, walk around the bed to each corner. Do not pull.	15 Exercising 15 minutes a day will help prevent illness and injury.	16 Do not block your view by overloading the cart.
17 St. Patrick's Day Guestroom locks should be inspected daily. Any malfunctions should be reported.	18 All electronic heating devices should be unplugged before cleaning.	19 Close all cabinet doors after cleaning.	20 Stress can affect your mental and physical well-being. Ask yourself: How do I deal with stress?	21 Wear goggles and gloves when refilling chemical containers.	22 Do not place your hand within a guestroom trash can. It may contain sharps.	23 Know your responsibility in the case of an emergency.
24/31 Fully extinguish cigarette butts before disposing of them in the trash.	25 Fold a cuff on rubber gloves. Drips could result in slips and falls.	26 Promptly unplug frayed or damaged electrical cords and report the problem.	27 Be aware of your nearest fire-pull stations.	28 Report all damaged furnishings in the guestrooms.	29 Use a ladder or stepstool to reach high areas.	30 Use long-handled tools to clean hard-to-reach places.

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>Keep your cart clean and organized. No food or drink should be stored within sight of guests.</p>	<p>2</p> <p>Use the buddy system when rotating mattresses' or moving furniture.</p>	<p>3</p> <p>Wear protective gloves when handling soiled linens.</p>	<p>4</p> <p>Tripping hazards should be reported immediately to reduce the potential for injury.</p>	<p>5</p> <p>Review your hotel's procedure for cart positioning while working in guestrooms.</p>	<p>6</p> <p>If equipment is locked out, do not use it.</p>
<p>7</p> <p>Always wear protective gloves when working in guestroom bathrooms.</p>	<p>8</p> <p>Use a ladder or stepstool to reach high areas.</p>	<p>9</p> <p>Inspect linens for sharps prior to removal from the guestroom bed or floor.</p>	<p>10</p> <p>Know how to lift properly. Lift with your knees to avoid back strains.</p>	<p>11</p> <p>If you removed in-room dining dishware, be sure to store properly. Do not overload dish tubs.</p>	<p>12</p> <p>If a guest requests access to a guestroom, direct him or her to the front desk.</p>	<p>13</p> <p>Push the vacuum with one hand and hold the cord with the other to prevent tripping.</p>
<p>14 Palm Sunday</p> <p>Inspect room carts daily and report any necessary repairs.</p>	<p>15 Tax Day</p> <p>Do not store any materials within 36" of electrical panels.</p>	<p>16</p> <p>Report any unlawful and suspicious materials found in guestrooms.</p>	<p>17</p> <p>Report any suspicious individuals to security.</p>	<p>18</p> <p>When cleaning around the toilet, support your upper body by placing one hand on the toilet.</p>	<p>19 Passover & Good Friday</p> <p>Ladders and step stools should be kept in areas where they are used.</p>	<p>20</p> <p>Kneel on a towel or padded surface when cleaning guestroom tubs.</p>
<p>21 Easter</p> <p>Dryer lint should be removed after each dryer use.</p>	<p>22 Earth Day</p> <p>Do not change any equipment without proper authorization.</p>	<p>23</p> <p>Inspect guestrooms daily and report any necessary repairs.</p>	<p>24</p> <p>Move all pillows, towels and blankets from the floor prior to room cleaning. This will help prevent trips and falls.</p>	<p>25</p> <p>Any damaged furnishings in the guestroom should be reported (damaged cords, legs, drawers, bed frame, etc.)</p>	<p>26 Arbor Day</p> <p>Keep emergency exits and stairwells clear. Do not store items in these areas.</p>	<p>27</p> <p>Turn on all lights and open window curtains when you first enter the room.</p>
<p>28</p> <p>Know how to use a fire extinguisher.</p>	<p>29</p> <p>Wear gloves while cleaning the guestroom.</p>	<p>30</p> <p>Wear your seat belt when driving a vehicle.</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!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Be aware of your nearest fire-pull stations.	2 Use the buddy system when rotating mattresses or lifting furniture.	3 Know your responsibility in a fire emergency.	4 Do not eat or drink while cleaning a guestroom.
5 Fold a cuff on rubber gloves. Drips could pose a slip and fall hazard.	6 Disconnect frayed or broken electrical cords and report the problem to a supervisor.	7 Do not overload laundry carts. Ensure you can see over the carts and that they can be easily moved.	8 All damaged smoke detectors should be reported.	9 Report any missing furnishings to your supervisor.	10 Know what chemicals you use and what PPE you should wear while using them.	11 Push your carts, don't pull. Pushing puts less stress on your back and gives you twice the power.
12 Mother's Day If equipment is locked out, do not use it.	13 Clean up any water spills you see. Use a wet floor sign when there is a spill.	14 Wash your hands after using the restroom and eating.	15 When cleaning around the toilet, support your upper body by placing one hand on the toilet.	16 Report any floor mats that are worn or lifting.	17 Do not use any electronic devices while driving.	18 Review proper lifting techniques. Bend at the knees.
19 Do not reach for materials; use a step ladder to obtain those hard-to-reach items in the housekeeping closet.	20 Keep housekeeping storage rooms locked when unattended to prevent theft.	21 Inspect your footwear; replace if slip-resistant soles are worn down.	22 Drink water to prevent heat-induced illnesses.	23 Do not try to prevent a cart from tipping.	24 Store heavier items on lower shelves and light and less used items on the top shelf in the storage room.	25 Inspect all lighting fixtures, and report any repairs needed.
26 Back-strengthening exercises can reduce your potential for future back injuries.	27 Memorial Day Inspect cart wheels daily. Report any malfunctions or repairs needed.	28 Do not use any chemicals from outside the hotel to clean the guestrooms.	29 Report any chemical spills or splashes.	30 All electrical heating devices - such as the coffee pot or hair dryer - should be unplugged before cleaning.	31 Fully extinguish cigarette butts before disposing of them in the trash.	

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>All room lists should be stored out of sight.</p>
<p>2</p> <p>Fold a cuff on rubber gloves to prevent dripping onto walking surfaces.</p>	<p>3</p> <p>Promptly disconnect frayed or broken electrical cords and report the problem to a supervisor.</p>	<p>4</p> <p>Wear your seat belt when driving a vehicle.</p>	<p>5</p> <p>Rotate laundry chute carts to reduce the potential for overflowing.</p>	<p>6</p> <p>Keep items close to your body when lifting.</p>	<p>7</p> <p>Keep housekeeping storage rooms locked when unattended to prevent theft.</p>	<p>8</p> <p>All chemical containers should be labeled appropriately.</p>
<p>9</p> <p>Push your cart, don't pull. Pushing puts less stress on your back and gives you twice the power.</p>	<p>10</p> <p>Storing materials is not permitted in stairwells or freight elevator bays.</p>	<p>11</p> <p>Make sure you are wearing the proper footwear for your job.</p>	<p>12</p> <p>Keys should be secured to the room attendant at all times.</p>	<p>13</p> <p>Do not forget to use proper lifting techniques when setting things down. Picking an item up is only part of the process.</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>Report any unlawful and suspicious materials found in guest rooms.</p>
<p>16 Father's Day</p> <p>Kneel when tucking in sheets. Bending at the waist presents extra stress on your back.</p>	<p>17</p> <p>When removing linens from the bed, walk around the bed to each corner. Do not pull.</p>	<p>18</p> <p>Exercising 15 minutes a day can help prevent injuries.</p>	<p>19</p> <p>Do not try to prevent a cart from tipping.</p>	<p>20</p> <p>Guestroom locks should be inspected daily. Any malfunctions should be reported.</p>	<p>21</p> <p>Make sure your shoes are slip-resistant.</p>	<p>22</p> <p>Share any safety ideas you have with your manager.</p>
<p>23/30</p> <p>Wear goggles and gloves when filling chemical containers.</p>	<p>24</p> <p>Keep housekeeping storage rooms locked when unattended to prevent theft.</p>	<p>25</p> <p>Back-strengthening exercises can reduce your potential for future back injuries.</p>	<p>26</p> <p>Bend at the knee to fold linens under the mattress.</p>	<p>27</p> <p>Any damaged furnishings in the guestroom or hallways should be reported.</p>	<p>28</p> <p>Know your responsibility in a fire emergency.</p>	<p>29</p> <p>Exercise helps you build healthy muscles and bones. It can also increase your energy.</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 Know how to use a fire extinguisher. If a small fire is identified, first report it to a supervisor or security.	2 Dryer lint should be removed after each use.	3 Shut a machine down before trying to correct a malfunction.	4 Independence Day Keep all parts of travel areas free of trip-and-fall hazards.	5 When you are lifting use your legs, not your back. Keep your back straight and do not twist.	6 Do not store any materials within 36" of electrical panels.
7 Wear latex gloves when handling soiled linens.	8 Ensure the stairwells and emergency exits are clear. Do not store items in these areas.	9 All non-functioning lights should be reported.	10 Push room carts from the steering end for easier maneuverability.	11 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	12 Look before you walk. Manage your vacuum cord to prevent tripping.	13 Close the laundry chute door after every use.
14 Ensure all cleaning containers in storage and on room carts are properly stored and labeled.	15 Do not place your hand within a guestroom trash can. It may contain sharps.	16 Kneel on a towel, rug, or padded surface when cleaning guestroom tubs.	17 Use a ladder or provided tools to reach high areas. Do not stand on the end of the tub.	18 Any missing fire extinguishers should be reported.	19 Always wear protective gloves when working in guestrooms.	20 Clean up broken glass with a vacuum cleaner, brush and dustpan, or tongs. Never use a mop, cloth, sponge or your hands.
21 Know how to lift properly. Life with your knees to avoid back strains.	22 All keys should be signed out and back in with your supervisor.	23 If a guest requests access to a guestroom, direct him or her to the front desk.	24 Turn lights on and open blinds prior to cleaning a guestroom.	25 Inspect room carts daily and report any necessary repairs. Do not overstock carts.	26 Use the buddy system when rotating mattresses or lifting awkward loads.	27 Know what to do if you find a hypodermic needle in a room.
28 Parents' Day Tripping hazards should be reported immediately to reduce the potential for injury.	29 Inspect linens for sharps prior to removal from the guestroom bed or floor.	30 Keep items close to your body when lifting.	31 Know your responsibility in a fire emergency.			

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 alarm pull stations.	2 Promptly unplug any frayed or damaged electrical cord and report it to a supervisor.	3 Wear your seat belt when driving a vehicle.
4 Do not block your vision by overstocking the laundry carts.	5 Use carts to move laundry and trash. Do not drag bags to the laundry/trash chutes.	6 Bend at the knee and keep your back straight or kneel on one knee to tuck in sheets and blankets.	7 All damaged smoke detectors should be reported.	8 Report all chemical spills immediately.	9 Know the hotel policy for blood-borne pathogen safety. Know who to contact if heavily soiled linen is found.	10 Do not climb on counters to clean mirrors.
11 Store heavier items on lower shelves and lighter items on upper shelves in storage rooms.	12 Keep ladders and step stools in areas where they are needed.	13 Keys should be secured to the room attendant at all times.	14 All inspections should be documented.	15 Push your cart, don't pull. Pushing puts less stress on your back and gives you more power.	16 When removing linens from the bed, walk around the bed to each corner. Do not pull linen off the bed from one spot.	17 Wear protective gloves at all times when cleaning a guestroom. Gloves protect you from chemicals and blood-borne pathogens.
18 Exercising 15 minutes a day can help prevent illness and injury.	19 Guestroom locks should be inspected daily. Any malfunctions should be reported.	20 Make sure your slip-resistant footwear is in good condition.	21 Unplug all heating devices prior to cleaning.	22 Do not text, input addresses into a GPS or talk on the cell phone while driving.	23 Keep housekeeping storage rooms locked when unattended to prevent theft.	24 Wear goggles and gloves when refilling chemical containers.
25 Fold a cuff on rubber gloves to prevent dripping onto walking surfaces.	26 All room lists should be stored out of sight.	27 Know your responsibility in a fire emergency.	28 Report any damaged furnishings in the guestrooms or hallways.	29 Exercise helps you build healthy muscles and bones. It can also increase your energy.	30 Pick up any pillows, towels or blankets off the floor prior to cleaning to prevent tripping.	31 Do not stand on sides of tub to clean the shower head.

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>Clean up broken glass with a brush and dustpan, vacuum, or tongs. Never use a mop, cloth, sponge or your hand.</p>	<p>2 Labor Day</p> <p>Dryer lint should be removed after each use.</p>	<p>3</p> <p>Shut a machine down before trying to correct a malfunction.</p>	<p>4</p> <p>Push room carts from the steering end for easier maneuverability.</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>Never climb on shelves or other furniture to obtain items out of reach.</p>	<p>7</p> <p>Inspect linens for sharps prior to removal from the guestroom bed or floor.</p>
<p>8 Grandparents Day</p> <p>Equipment that has been affixed with a lock should not be used.</p>	<p>9</p> <p>To prevent slipping, place a towel into a bathtub prior to stepping into it to clean.</p>	<p>10</p> <p>Be aware of sharps and other hazards when cleaning under beds.</p>	<p>11 Patriot Day</p> <p>Close the laundry chute door after every use.</p>	<p>12</p> <p>Rock back and forth when vacuuming to reduce back strain.</p>	<p>13</p> <p>All keys should be signed out and back in with your supervisor.</p>	<p>14</p> <p>If a guest requests access to a room, direct him or her to the front desk.</p>
<p>15</p> <p>Stress can affect your mental and physical well-being. Know how you deal with stress.</p>	<p>16</p> <p>Inspect room cart condition daily and report any necessary repairs.</p>	<p>17</p> <p>Look before you walk. Manage your vacuum cord to prevent tripping.</p>	<p>18</p> <p>Dryer lint should be removed after each use.</p>	<p>19</p> <p>Ensure all cleaning containers in storage and on room carts are properly stored and labeled.</p>	<p>20</p> <p>Ensure guest privacy by ensuring guestroom lists are stored out of sight.</p>	<p>21</p> <p>Kneel on a towel or padded surface when cleaning guestroom tubs.</p>
<p>22</p> <p>Do not climb on counters to clean mirrors.</p>	<p>23</p> <p>Keys should be secured to the room attendant at all times.</p>	<p>24</p> <p>When you are lifting safely, your legs do the work, not your back.</p>	<p>25</p> <p>Do not store any materials within 36" of electrical panels.</p>	<p>26</p> <p>Wear latex gloves when handling soiled linens. They protect you from bloodborne pathogens.</p>	<p>27</p> <p>Report any suspicious individuals to security.</p>	<p>28</p> <p>All non-functioning lights should be reported.</p>
<p>29 Rosh Hashanah</p> <p>Know how to use a fire extinguisher. If a small fire is identified, first report the fire to a supervisor or security.</p>	<p>30</p> <p>Do not mix cleaning chemicals. Use them as provided by the supplier.</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!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Use the buddy system when moving mattresses or lifting furniture.	2 Push the vacuum with one hand and hold the cord with the other hand to prevent tripping.	3 Tripping hazards should be reported immediately to prevent injuries.	4 Inspect linens for sharps prior to removal from the guestroom bed or floor.	5 Ensure the emergency exit lights in the hallways are properly illuminated.
6 Be familiar with your Safety Data Sheets (SDS's) and where they are located.	7 Only use approved chemicals supplied by the hotel when cleaning. Do not bring your own items.	8 Yom Kippur Do not use your hands to clean up broken glass.	9 Know how to lift properly. Life with your knees to avoid back strains.	10 All keys should be signed out and back in with your supervisor.	11 Keep all carts to the sides of the guest hallways to prevent from blocking access.	12 Close the laundry chute door after every use.
13 Report any damage in the hotel to your supervisor.	14 Columbus Day Inspect cart wheels and report any repairs needed.	15 All inspections should be documented.	16 Boss's Day Ensure all cleaning containers in storage and on room carts are properly stored and labeled.	17 Do not place your hand within a guestroom trash can. It may contain sharps.	18 Push room carts from the steering end for easier maneuverability.	19 Do not stick your hands or arm into the laundry chute as someone on an upper floor may drop items.
20 Do not twist while reaching for items. Face the item you are moving or working on.	21 Any missing fire extinguishers should be reported.	22 When you are lifting safely, use your legs, not your back.	23 Do not store any materials within 36" of electrical panels.	24 Be familiar with all chemicals that you use. Refer to the SDS for information.	25 Report any suspicious individuals to security.	26 All non-functioning room lights should be reported.
27 Proper stretching can reduce muscle fatigue.	28 Clean up broken glass with a vacuum cleaner, brush and dustpan or tongs. Never use a mop, cloth, sponge or your hands.	29 When pushing your cart you should be able to see over the top. Do not overstock your carts.	30 Keep all paths of travel free of trip-and-fall hazards.	31 Halloween Do not stand on tub sides to clean the shower head.		

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 Promptly disconnect any frayed or broken electrical cord and report the problem to a supervisor.	2 Consider stretching prior to moving large items.
3 Daylight Saving Time Ends Continuously rotate laundry chute carts to reduce the potential for overflowing.	4 All damaged smoke detectors should be reported.	5 Election Day Make sure all cleaning containers you use are properly labeled with the content and hazards.	6 Use cleaning products provided by the hotel. Do not use any external products.	7 Never climb on shelves or other materials to obtain out of reach items.	8 The storage of materials should not be permitted in stairwells.	9 Kneel on a towel or padded surface when cleaning guestroom tubs.
10 Keys should be secured to the room attendant at all times.	11 Veterans Day Use hands-free devices while talking on the phone and driving.	12 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	13 Report any unlawful and suspicious materials found in guestrooms.	14 Back-strengthening exercises can reduce your potential for future back injuries.	15 When removing linens from the bed, walk around the bed to each corner. Do not pull.	16 Exercising 15 minutes a day can help prevent back injury.
17 Do not try to stop a cart that is tipping once it has started to tip.	18 Guestroom locks should be inspected daily. Any malfunctions should be reported.	19 All electronic heating devices (coffee pot, blow dryer, etc.) should be unplugged before cleaning.	20 Make sure you are wearing the proper footwear for your job.	21 Wear goggles and gloves when filling chemical containers.	22 Ensure electrical cords for vacuums and other equipment used are in good condition.	23 Review SDS's for chemicals you use.
24 Do not text while driving.	25 Know your responsibility in a fire emergency.	26 Exercise gives healthy muscles and bones and can increase your energy.	27 Fully extinguish cigarette butts before disposing of them in the trash.	28 Thanksgiving Day What does the fire alarm sound like? Where is the assembly area?	29 All guestroom lists should be stored out of sight.	30 Do not store any materials within 36" of electrical panels.

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!

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1</p> <p>Tripping hazards should be reported immediately to reduce the potential for injury.</p>	<p>2</p> <p>Inspect linens for sharps prior to removal from the guestroom bed or floor.</p>	<p>3</p> <p>Lockouts and tagouts should be left alone. Never remove a lock without authorization.</p>	<p>4</p> <p>Rock when vacuuming to reduce back strain.</p>	<p>5</p> <p>Know what blood-borne pathogens are and how to protect yourself.</p>	<p>6</p> <p>If items need to be carried, hold them at waist level.</p>	<p>7</p> <p>Know how to lift properly. Lift with your knees to avoid back strains.</p>
<p>8</p> <p>All keys should be signed out and back in with your supervisor.</p>	<p>9</p> <p>If a guest requests access to a guestroom, direct him or her to the front desk.</p>	<p>10</p> <p>Stress can affect your mental well-being. Know how you deal with times of high stress.</p>	<p>11</p> <p>Inspect room carts daily and report any necessary repairs. Do not overstock carts.</p>	<p>12</p> <p>Clean up broken glass with a vacuum cleaner, brush and dustpan, or tongs. Never a mop, cloth towels, sponges or your hands.</p>	<p>13</p> <p>Look before you walk. Manage your vacuum cord to prevent tripping.</p>	<p>14</p> <p>Ensure all cleaning containers in storage and on room carts are properly stored and labeled.</p>
<p>15</p> <p>Report any sharps that are found in guestrooms so they can be properly disposed of.</p>	<p>16</p> <p>Kneel on a towel, rug or padded surface when cleaning guestroom tubs.</p>	<p>17</p> <p>Use a ladder or provided tool to reach high areas. Do not stand on the edge of a tub.</p>	<p>18</p> <p>Any missing fire extinguishers should be reported.</p>	<p>19</p> <p>When you are lifting safely, your legs do the work, not your back.</p>	<p>20</p> <p>Exercise helps you build healthy muscles and bones.</p>	<p>21</p> <p>Wear latex gloves when handling soiled linens.</p>
<p>22 Hanukkah</p> <p>Report any suspicious individuals to security.</p>	<p>23</p> <p>All non-functioning lights should be reported.</p>	<p>24</p> <p>Know how to use a fire extinguisher. If a small fire is identified, first report the fire to a supervisor.</p>	<p>25 Christmas</p> <p>Push room carts from the steering end for easier maneuverability.</p>	<p>26</p> <p>Proper stretching can reduce muscle fatigue.</p>	<p>27</p> <p>Dryer lint should be removed 3-4 times daily.</p>	<p>28</p> <p>Shut a machine down before trying to correct a malfunction.</p>
<p>29</p> <p>Keep all paths of travel free of trip-and-fall hazards.</p>	<p>30</p> <p>Use the buddy system when rotating mattresses or lifting awkward loads.</p>	<p>31</p> <p>When you are lifting safely, use your legs, not your back.</p>				