



2021 Safety Calendar Risk Engineering Services

CHUBB®

Risk Engineering Services

January

Cold Weather Safety

- Dress in layers to allow for temperature changes
- If driving, give yourself plenty of time and keep your gas tank at least half full
- Wear appropriate footwear for warmth and slip-resistance
- Limit your time outside, taking frequent breaks to warm up



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

Keep your Cool in Cold Weather!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day	2 All stairwell doors should be properly opened and latched 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 You "own" any spill you discover.	15 Keep cash drawers closed and locked.	16 Know your responsibility in a fire emergency.
17 Before operating equipment ensure all safety guards are properly in place.	18 Martin Luther King, Jr. Day	19 Know how to lift properly. Lift with your knees to avoid back strains.	20 All electrical rooms should be clear of storage.	21 Inspect equipment before each use and replace or repair if worn or damaged.	22 All electrical wiring should be enclosed in conduit.	23 Wear your safety belt when driving a vehicle.
24/ 31 Check stairwell lighting to ensure all light fixtures are illuminated.	25 Know where the nearest eyewash station is.	26 All storage must be at least 18" below the sprinkler heads.	27 When a fire trouble signal sounds at the fire alarm panel, you should...	28 Wear the proper footwear for your job.	29 Trip hazards should be repaired immediately to prevent potential injuries.	30 Know the type, location, and the operation of all handicap equipment.

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February

Slip and Fall

- Be aware of areas where ice, snow, and water accumulate
- If walkways are not properly cleared, report to maintenance
- Keep entryways clean and dry - walk off mats are a must!
- Use signage to warn of wet/slippery areas



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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Tripping hazards should be reported immediately to reduce the potential for injury.	2 Before operating equipment ensure all safety guards are in place.	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 something, say something.	11 Do not reach into any trash can to empty it out.	12 Ask for assistance when lifting heavy and awkward loads.	13 Adhere to manufacturer's instructions for the operation of any equipment.
14 Valentine's Day	15 Presidents' Day	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 Wear hearing protection whenever the noise level is high or as otherwise directed by management.	20 Rags containing oil and solvents should be disposed within a self-closing steel safety can.
21 Inspect all electrical tools prior to and after use. Report any necessary repairs.	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 but you need both! Wear your eye protection.	26 Wear proper gloves when handling chemicals and other hazardous materials.	27 Lighting for all interior and exterior areas should be in proper working order.
28 Keep work areas free of clutter to prevent potential trip-and-fall hazards.						

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March

Ladder Safety

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



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Climb the ladder of success but do it safely!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Wear the proper footwear for your job.	2 Smoking should not be permitted within 25' of the building and/or near combustible and flammable materials.	3 Shut a machine down before trying to correct a malfunction.	4 All damaged security equipment should be repaired as soon as possible.	5 Be familiar with your Safety Data Sheets (SDS's). Know where they are located.	6 Trip hazards should be repaired immediately to prevent potential injuries.
7 All exit signs should be properly illuminated and reflect the correct direction of travel.	8 Be aware of which fire extinguisher is used for each type of fire.	9 Know your evacuation plan.	10 Always wear protective gloves when disposing of waste materials.	11 Never lend out your key to a locked area. If necessary, escort the individual to the area.	12 Know how to lift properly. Get help when lifting heavy or awkward objects.	13 Don't leave confidential information lying in the open or visible on your computer screen.
14 Daylight Saving Time Begins 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 Know what to do if an employee reports an injury.	24 Rags containing oil and solvents should be disposed within a self-closing steel safety can.	25 Floor mats should be placed at exterior access points.	26 Report/Replace and missing fire extinguishers.	27 Passover
28 Palm Sunday	29 Review your lockout/tagout procedures.	30 Never wear rings, jewelry or loose clothing when operating machinery.	31 Wear the proper footwear for your job.			

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April

Chemical Safety

- Read the label - It has important safety information
- If you can't read the label - Don't use it!
- Wear proper protection - such as gloves and protective eyewear - as directed by the label
- For more information, refer to the Safety Data Sheet (SDS) for the chemical



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You don't have to be a scientist to know about safe chemical usage!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 April Fool's Day	2 Good Friday	3 When you note trip and fall hazards, don't wait for someone else to report it. Own it!
4 Easter	5 Document all facility maintenance repairs and inspections.	6 Don't "hold the door". Require everyone to use their key card to enter the facility.	7 The storage of materials should not be permitted in stairwells.	8 Ask for assistance when lifting heavy and awkward loads.	9 Before using any equipment make sure the guards are in place.	10 Report suspicious activity to security.
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 Inspect all fire doors.	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 Electrical panels that could be accessed by the public should be locked to prevent tampering.
18 Know where the nearest eyewash station is.	19 Know your facilities emergency plan.	20 Stretching and strengthening your back can help you reduce your potential for injury.	21 Don't use compressed air to clean off a work bench. Use a brush and pan.	22 Earth Day	23 Lighting for all interior and exterior areas should be in proper working order.	24 Keep work areas free of clutter to prevent potential trip-and-fall hazards.
25 Keep all cash drawers closed and locked.	26 Know what to do if you receive a bomb threat.	27 Know your responsibility in a fire emergency.	28 Do not store any materials within 36" of electrical panels.	29 Know how to use a fire extinguisher.	30 Arbor Day	

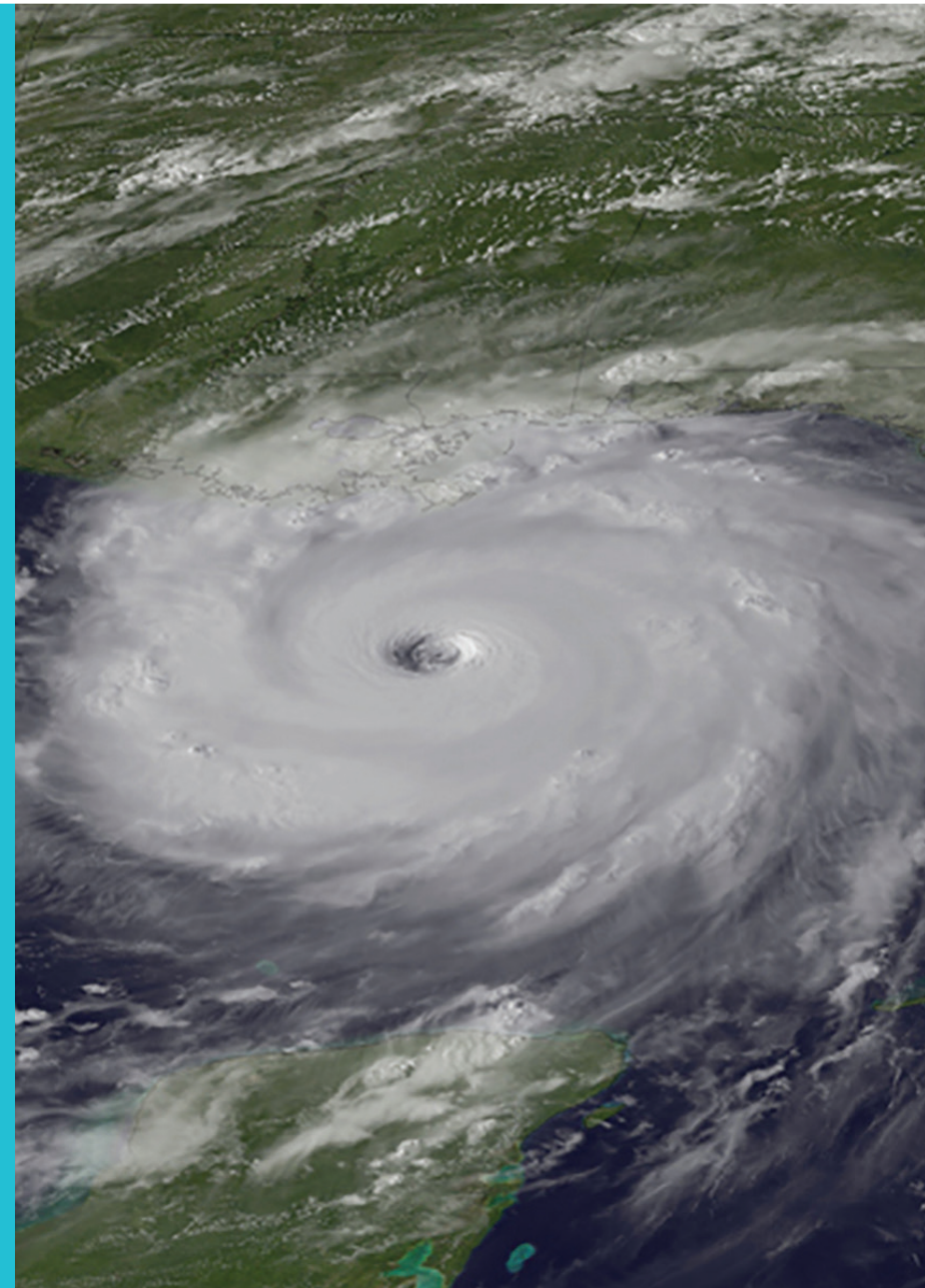
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May

Hurricanes and Severe Storms

- Plan ahead for severe weather
- Have emergency supplies available - water, food, flashlights, portable radio
- Know where you are going to go before the storm
- Monitor weather information broadcasts when storms are possible



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Don't wait! Know your plan before the storm!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 The roof access door should be locked and the key placed on the emergency key ring.
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 Use knives with retractable blades, and be sure to retract the blade when not in use.	5 Cinco de Mayo	6 Storage areas should be regularly inspected for flammable and hazardous materials.	7 A minimum width of 36" must be maintained in all exit pathways.	8 All exit signs should be properly illuminated and reflect the correct direction of travel.
9 Mother's Day	10 Smoking should not be permitted within 25' of the building.	11 Know the type, location, and the operation of all handicap equipment.	12 All damaged security equipment should be repaired as soon as possible.	13 Know how to lift properly. Get help when lifting heavy or awkward loads.	14 Know what to do if someone approaches you and pulls out a gun.	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 Never lend out your keys. If necessary, escort the individual to the locked area.	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.
23/30 Wear your safety belt when driving a vehicle.	24/31 Memorial Day	25 Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	26 Inspect trash compactors to ensure the double interlock is in proper working order.	27 Report all workplace incidents to supervisors, department managers or Human Resources.	28 Equipment should be de-energized and locked out prior to maintenance work beginning.	29 Goggles should be located near the pool chemical supplies for easy use.

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June

Safe Material Handling and lifting

- Don't lift if you don't have to - use a cart or dolly
- Get a helper vs. lifting yourself
- If you must lift, size up the load first, to be sure you can
- Bend at the knees, not the back
- Move in straight lines, avoid twisting and turning



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Think before you lift! Your back will thank you!

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

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July

Personal Protective Equipment

- If damaged, don't use it
- Make sure it fits properly
- Get the right equipment for the job
- Don't start the job without the right equipment



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Know what you need! Always have the right protective equipment on hand!

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

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August

Distracted Driving

- If you need to make a call, pull over and stop in a safe area
- Never text and drive
- Don't perform other tasks while driving
- Eyes on the road to see school buses and other vehicles that stop frequently



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That text can wait! Keep your focus on driving when behind the wheel!

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 Document all facility maintenance, repairs and inspections.	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 The generator should be tested monthly in accordance with National Fire Protection Association standards.	18 Make sure equipment is grounded and plugged into grounded circuits.	19 Use a broom and a dustpan, not your hands, to clean up debris.	20 Wear hearing protection when directed to do so.	21 Report any damaged property or furniture for repair.
22 Electrical panels that could be accessed by the public should be locked to prevent tampering.	23 Know where the nearest eyewash station is. Ensure they are well-maintained and the protective caps are in place.	24 Flammable liquids should not be stored near open flames, boiler room or the electrical room.	25 Stretching and strengthening your back can help you reduce your potential for injury.	26 Never use the top rung of any ladder. Get the right ladder for the task.	27 Wear proper gloves when handling chemicals and other hazardous materials.	28 Lighting for all interior and exterior areas should be in proper working order.
29 Keep work areas free of clutter to prevent potential trip-and-fall hazards.	30 Report all workplace incidents to supervisors managers or Human Resources.	31 Check stairwell lighting to ensure all light fixtures are illuminated.				

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September

Eye Protection

- You only have two eyes, but you need both!
- Regular glasses are not enough - use proper eye protection
- Know where the eye wash station is and keep it clean
- When protective eyewear is damaged, dispose of it



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Keep your eyes safe for life! Use protective eyewear!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Report any suspicious individuals to security.	2 Trip hazards should be repaired immediately to reduce the potential for injury.	3 All doors should close and latch automatically. Report any door that does not fully or properly close.	4 Store heavy items on the lower shelf rack or on the floor.
5 Check compactors to ensure all safety controls are in place.	6 Labor Day	7 Rosh Hashanah	8 Use umbrella bags at entrance points to reduce water on floor surfaces.	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 Grandparents Day	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 Yom Kippur	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 Fire protection equipment should be inspected monthly in accordance with National Fire Protection Association standards.	23 No matter how small the job, wear all the required protective clothing.	24 Never lend out your key to a locked area. If necessary, escort the individual to the area.	25 Inspect equipment before each use and replace or repair if worn or damaged.
26 Floor mats should be placed at exterior access points on rainy days.	27 All laundry chute doors should close and latch securely.	28 Wear your safety belt when driving a vehicle.	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

Cyber Security

- Use strong passwords - letters, symbols and numbers
- Don't recognize that sender? Don't click that link
- Know your company's IT protocols and get regular security updates
- Protect your data - Don't leave your screen active when you step away from your computer



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Don't be a weak link! Practice Cyber Security!

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					1 Store all flammable liquids in closed containers within the UL flammable safety cabinet.	2 Do not text while driving. If texting, you are eight times more likely to be in an auto accident.
3 Check compactors to ensure all safety controls are in place.	4 Before climbing any ladder, check its condition.	5 Document all facility maintenance, repairs and inspections.	6 Know how to use a fire extinguisher. If a small fire is identified, first report the fire to a supervisor.	7 The storage of materials should not be permitted in stairwells.	8 Ask for assistance when lifting heavy and awkward loads.	9 All pool and spa drain covers should be in place and properly secured.
10 Ensure eye protection is located near the pool chemicals.	11 Columbus/Indigenous Peoples' Day	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 Use a brush, not your hands, to wipe away debris.	15 Boss' Day	16 Use "wet floor" signs appropriately. Clean up spills immediately and remove the signage.
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.
24/31 Halloween	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 Inspect mats for cleanliness and straight edges. If a mat is lifting or curling, please report.

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November

Water Damage Prevention

- Know where water shutoffs are located
- Keep the heat on in remote areas during winter months
- If you notice something leaking, report it immediately
- Consider installing leak detection alarms to alert staff in the event of a leak



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Don't wait for that pipe to break! Take steps now to prevent water damage!

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

Fire Safety

- Keep proper and adequate fire extinguishers nearby and maintained
- Store flammable liquids in proper containers and cabinets
- Test fire suppression systems regularly
- Know what to do when you hear the fire alarm



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

Fire and Smoke Kill! Practice fire safety habits!

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

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