

2020 Safety Calendar
Risk Engineering Services

CHUBB®

Chubb Risk Engineering Services

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.



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

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 Flammable liquids should not be stored near open flames.	2 Wear the proper footwear for your job.	3 All stairwell doors should be properly opened and latched closed when released.	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 Report tripping hazards immediately to prevent an accident or injury.	7 All damaged security equipment should be repaired as soon as possible.	8 Exercise helps reduce the potential for illness and injury.	9 Floor mats should be placed at exterior access points on rainy days.	10 All exit signs should be properly illuminated and reflect the correct direction of travel.	11 Use the buddy system when lifting awkward/heavy loads.
12 All facility maintenance, repairs and inspections should be documented.	13 Remember ladder safety. Never use the top two rungs of a ladder.	14 Never lend out your key to a locked area. If necessary, escort the individual to the area.	15 You "own" any spill you discover.	16 Keep cash drawers closed and locked.	17 Know your responsibility in a fire emergency.	18 Before operating equipment ensure all safety guards are properly in place.
19 Fire protection equipment should be inspected monthly in accordance with National Fire Protection Association standards.	20 Martin Luther King Jr. Day Know how to lift properly. Lift with your knees to avoid back strains.	21 All electrical rooms should be clear of storage.	22 Inspect equipment before each use and replace or repair if worn or damaged.	23 All electrical wiring should be enclosed in conduit.	24 Wear your safety belt when driving a vehicle.	25 Check stairwell lighting to ensure all light fixtures are illuminated.
26 Know where the nearest eyewash station is.	27 All storage must be at least 18" below the sprinkler heads.	28 Driving? Keep your eyes on the road, not your phone.	29 Wear the proper footwear for your job.	30 Trip hazards should be repaired immediately to prevent potential injuries.	31 Know the type, location, and the operation of all handicap equipment.	

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

Dress for (cold weather) success!

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 Use protective eyewear and gloves when appropriate.	15 Know where your nearest eyewash station is.
16 When lifting, bend at your knees, not with your back.	17 Presidents' Day 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.	29 Ensure that all eyewash stations are well maintained and protective caps are in place.

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

Read that label! Be chemical hazard aware.

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 Daylight Saving Time Begins 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 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 Remember ladder safety. Never use the top two rungs of a ladder.	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 Don't click on suspicious links in emails. Report them to your information technology department.	28 All storage must be at least 18" below the sprinkler heads.
29 Review your lockout/tagout procedures.	30 Note damaged or uneven walkways and report them to your maintenance department.	31 Never wear rings, jewelry or loose clothing when operating machinery.				

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

Make the best dressed list. Wear your protective gear!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 April Fools' Day Store all flammable liquids in closed containers within the UL flammable safety cabinet.	2 Report all workplace incidents to supervisors managers or Human Resources.	3 When you note trip and fall hazards, don't wait for someone else to report it. Own it!	4 Before climbing any ladder, check its condition.
5 Palm Sunday 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 Passover Ask for assistance when lifting heavy and awkward loads.	9 Before using any equipment make sure the guards are in place.	10 Good Friday Report suspicious activity to security.	11 When lifting, bend at your knees, not with your back.
12 Easter 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 Wear hearing protection whenever you are directed to do so.	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 All electrical rooms should be clear of storage.	23 Lighting for all interior and exterior areas should be in proper working order.	24 Ramadan Starts 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 Trip hazards should be repaired immediately to reduce the potential for injury.		

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

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

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 Remember ladder safety. Never use the top two rungs of a ladder.	5 Cinco de Mayo Use knives with retractable blades, and be sure to retract the blade when not in use.	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 Be aware of what fire extinguishers are used for and what type of fire.
10 Mother's Day 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 Wear your safety belt when driving a vehicle.
24/31 All storage must be at least 18" below the sprinkler heads.	25 Memorial Day 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.	30 Do not text while driving.

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

What did you say? Wear your hearing protection!

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 When lifting, bend at your knees, not with your back.	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 Rags containing oil and solvents should be disposed within a self-closing steel safety can.	20 Electrical panels that could be accessed by the public should be locked to prevent tampering.
21 Father's Day 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.				

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

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

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 Contractors can create trip and fall hazards. Make sure their work areas are adequately controlled.
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 All laundry chute and trash chute doors should close and latch securely.
26 Parents' Day 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.	

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

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

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 Senior Citizens Day Report any damaged property or furniture for repair.	22 Electrical panels that could be accessed by the public should be locked to prevent tampering.
23/30 Know where the nearest eyewash station is. Ensure they are well-maintained and the protective caps are in place.	24/31 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.

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.



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

Practice knife safety - your fingers will thank you!

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 The roof access door should be locked and the key placed on the emergency key ring.	7 Labor Day Employees should be trained how to operate equipment before using.	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 Falling leaves are a slip and fall hazard! Remove them from outdoor walking areas.	12 Know how to operate a fire extinguisher.
13 Grandparents Day 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 Always wear protective gloves when cleaning up glass, metal or other sharp debris.	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 Rosh Hashanah 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 Yom Kippur 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.			

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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.



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

A fire emergency is no treat. Practice fire safety!

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Store all flammable liquids in closed containers within the UL flammable safety cabinet.	2 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 When lifting bend at your knees, not with your back.	12 Columbus Day 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 Wear hearing protection when directed to do so.	16 Boss's Day 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 Keep work areas free of clutter to prevent potential trip-and-fall hazards.
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.	31 Halloween Never lend out your key to a locked area. If necessary, escort the individual to the area.

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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 for grinding jobs with flying debris.
- Know where your emergency eye wash station is located.
- Get prompt attention for any eye injury.



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

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Saving Time Ends Be familiar with your Safety Data Sheets (SDS's). They contain useful information in the event of an accident.	2 Inspect all ladders prior to use. Remove defective/damaged ladders from service.	3 Election Day Floor mats should be placed at exterior access points on rainy days.	4 Store heavy items on lower shelves or on the floor to avoid shelf tip-over.	5 Be ready for snow and ice with a removal and treatment plan.	6 If you see a spill, "own" it.	7 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 Report all workplace incidents to supervisors, department managers or Human Resources.	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 Diwali 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 Do not give out employee information.	26 Thanksgiving Day Inspect equipment before each use and replace or repair if worn or damaged.	27 Wear the proper footwear for your job.	28 Sports are great to play, but not at work. Leave the horseplay on the field.
29 Wear your safety belt when driving a vehicle.	30 All storage must be at least 18" below the sprinkler heads.					

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

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!



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

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

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 Hanukkah 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 Be ready for snow and ice with a removal and treatment plan.	26 Kwanzaa 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 any suspicious individuals to security.	29 Know the procedures for a property evacuation.	30 All forklift equipment should be inspected daily.	31 New Year's Eve Know how to use a fire extinguisher.		

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.

Chubb is the marketing name used to refer to subsidiaries of Chubb Limited providing insurance and related services. For a list of these subsidiaries, please visit our website at www.chubb.com. Insurance provided by ACE American Insurance Company and its U.S. based Chubb underwriting company affiliates. All products may not be available in all states. Loss control evaluations, reports, recommendations and services are made solely to assist the insurer in underwriting and loss control and are not to be construed as an added benefit for the insured, property owner or any other party. Evaluation for any hazard or condition does not imply that it is covered under any policy.

