

# Engineering manager's

2024 Safety calendar





## How the calendar works

Each calendar date has a daily safety topic listed. After December there are talking points listed that correspond with the safety topic for that date. Supervisors can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every few months.

The information in the calendar is an accumulation of recommended practices. It should be of great value to your operation. Management generating safety awareness is a key practice to help control and reduce claims and related expenses.

The safety topics provided cover slip, trip, and fall prevention, powered material handling, manual material handling, cutting safety, fire extinguisher safety, sprinkler system testing, industrial rack/module safety and many other topics.

# January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Let's kick off a safe new year!	1 Avoiding elevator falls  <i>New Year's Day</i>	2 Cribs should be free of snag points.	3 Are exit discharges properly maintained?	4 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	5 Is a master key available for fire department use if needed?	6 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.
7 Does it matter where we place entrance mats?	8 Recreational and exercise equipment should be inspected daily.	9 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	10 Know your fire alarm panels.	11 Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.	12 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	13 What is wrong with wearing open back shoes?
14 Guest room windows should open a maximum of four inches for the safety of children and for security.	15 Flammable and combustible materials should be minimized.  <i>Vispera de Año Nuevo</i>	16 Are the chemicals used in your area properly labeled?	17 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	18 Highlight trip hazards until they can be permanently corrected.	19 Wash Hands	20 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.
21 Do you know how to report a visitor injury?	22 Always wear protective rubber gloves when working on guest room toilets.	23 Are floors in your work area free of slip, trip, and fall hazards?	24 When a fire trouble signal sounds at the fire alarm panel, you should...	25 Perform a monthly test of the smoke and carbon monoxide detectors in your home.	26 Always wash your hands after using the restroom.	27 Practice good personal cleanliness.
28 My hands hurt when I go home. What could be causing it?	29 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	30 Housekeeping reminders.	31 Never lend your keys to someone else.			

# February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted. Lent starts on the 14th</p>				<p><b>1</b> Check compactors to confirm all safety controls are in place.</p>	<p><b>2</b> Check the bathtub bottom for slip resistance when cleaning guest rooms.</p>	<p><b>3</b> In an emergency, Engineering is key.</p>
<p><b>4</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>5</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>6</b> Locate the fire alarm pull stations in your work area.</p>	<p><b>7</b> Did you move that mat?</p>	<p><b>8</b> A weekly test of the fire pump should be conducted by starting the pump automatically.</p>	<p><b>9</b> What is the two-person approach to slip, trip, or fall prevention?</p>	<p><b>10</b> Inspections are not complete until they are properly documented.</p>
<p><b>11</b> The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.</p>	<p><b>12</b> What is the proper way to lift a carton/object?</p>	<p><b>13</b> Mixing pool chemicals can have deadly results.</p>	<p><b>14</b> Your safety audits/inspections are not complete until they are documented.</p>	<p><b>15</b> Snow and ice control.</p>	<p><b>16</b> Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.</p>	<p><b>17</b> Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>
<p><b>18</b> The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.</p>	<p><b>19</b> De-escalation to prevent workplace violence.</p> <p><i>President's Day</i></p>	<p><b>20</b> Watch those disabled ramps and speed bumps!</p>	<p><b>21</b> Do you have a working fire extinguisher in your home?</p> <p><i>Vispera de Año Nuevo</i></p>	<p><b>22</b> Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>	<p><b>23</b> What is your role in an emergency drill?</p>	<p><b>24</b> Make sure holiday decorations are not near heat sources.</p>
<p><b>25</b> If you see that the power indicator light on the electric fire pump is not lit, investigate, or report the outage.</p>	<p><b>26</b> Keep bottles and containers closed and properly labeled.</p>	<p><b>27</b> Good shoes are essential to preventing slips, trips, and falls.</p>	<p><b>28</b> After renovations, check for painted sprinkler heads and smoke detectors.</p>	<p><b>29</b> Why do my shoulders ache after a hard day at work?</p>		

# March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p>1 Hand washing basics.</p>	<p>2 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>
<p>3 For the security of guests and staff alike, always wear your name tag.</p>	<p>4 Practice infection control 24/7.</p>	<p>5 Storage rooms with electrical panels.</p>	<p>6 Extension cord use</p>	<p>7 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.</p>	<p>8 Are all entrance mats in good condition?</p>	<p>9 A clay-based non-combustible absorbent - not rags - should be used for oil spills.</p>
<p>10 Report missing or damaged fire equipment.</p>	<p>11 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.</p>	<p>12 Equipment powered by air, gas, electricity, or other energy sources should be locked out and/or tagged out before work on that equipment begins.</p>	<p>13 Smoke and carbon monoxide detectors save lives.</p>	<p>14 Smoking should be strictly prohibited in storage areas and around flammable materials.</p>	<p>15 Cut prevention.</p>	<p>16 The laundry chute doors should close and latch securely.</p>
<p>17 What does <i>building a bridge</i> mean regarding back safety?</p>	<p>18 Report non-functioning lighting promptly.</p>	<p>19 Will I get in trouble if I report that safety violation?</p>	<p>20 Use good judgment and take action to eliminate unsafe acts!</p>	<p>21 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.</p>	<p>22 Know how to report an employee on-the-job injury.</p>	<p>23 Think about safety in all office areas.</p>
<p><i>St. Patrick's Day</i></p>						
<p>24 Why do my shoulders ache after a hard day at work?</p>	<p>25 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>	<p>26 Before you begin to lift an object...</p>	<p>27 Are you using the correct capacity ladder?</p>	<p>28 A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p>29 A clearance of 18 inches must be maintained between storage and sprinkler heads.</p>	<p>30 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.</p>
					<p><i>Good Friday</i></p>	
<p>31 The swimming pool's chemical concentration and pH should be checked at least daily.</p>						

# April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
At the end of the month, take down and file the OSHA 300A summary log with your permanent records.	1 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.  <i>Easter</i>	2 The shop grinder should not be used to grind soft materials that may load the wheel.	3 Never defeat a safety device	4 Report unlocked doors that are normally locked.	5 Covers on pool drains should be secured with each retaining screw in its proper location.	6 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.
7 Inventory paint storage; dispose of paint not used in the last six months.	8 Get help when lifting heavy or awkward objects.	9 All hotel key rings should be turned in before leaving the property at the end of a shift.	10 Report damage to ladders immediately; do not use damaged ladders.	11 Document non-functional lights and repair ASAP!	12 Fire extinguisher basics.	13 If I wear slip resistant shoes, will it fully protect me from slipping and falling?
14 Carbon monoxide; the silent killer.	15 Restrict access to the exercise room to prevent unsupervised children from entering.	16 Never mix chemicals.	17 Electrical panels in public access areas should be locked to prevent tampering.	18 What is ergonomics?	19 Lockout/tag out affected employees.	20 When on a ladder, remember and practice the <i>belt buckle rule</i> .
21 Clean up or report all spills, leaks, and wet areas immediately.	22 When you work with chemicals, you have a right to know...	23 Do not let a near miss go unreported.	24 Bend at your knees; save your back.	25 Unless the local fire code required that it remain unlocked, the door to the roof should be locked and the key placed on the emergency key ring.	26 When you do not have time to do it safely...	27 Report fire hazards.
28 Practice a fire safety plan at home with your family.	29 Take extra precautions when taking fire protection systems out of service.	30 Storage in the stairwells is strictly prohibited and should be removed at once.				

# May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p><b>1</b> Avoiding elevator falls</p>	<p><b>2</b> Cribs should be free of snag points.</p>	<p><b>3</b> Are exit discharges properly maintained?</p>	<p><b>4</b> Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.</p>
<p><b>5</b> Is a master key available for fire department use if needed?</p>	<p><b>6</b> All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.</p>	<p><b>7</b> Does it matter where we place entrance mats?</p>	<p><b>8</b> Recreational and exercise equipment should be inspected daily.</p>	<p><b>9</b> Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>	<p><b>10</b> Know your fire alarm panels.</p>	<p><b>11</b> Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.</p>
<p><b>12</b> Breaches to walls should be repaired with a patch of the same fire rating as the original wall.</p> <p><i>Mother's Day</i></p>	<p><b>13</b> What is wrong with wearing open back shoes?</p>	<p><b>14</b> Guest room windows should open a maximum of four inches for the safety of children and for security.</p>	<p><b>15</b> Flammable and combustible materials should be minimized.</p>	<p><b>16</b> Are the chemicals used in your area properly labeled?</p>	<p><b>17</b> Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.</p>	<p><b>18</b> Highlight trip hazards until they can be permanently corrected.</p>
<p><b>19</b> Wash Hands</p>	<p><b>20</b> A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.</p>	<p><b>21</b> Do you know how to report a visitor injury?</p>	<p><b>22</b> Always wear protective rubber gloves when working on guest room toilets.</p>	<p><b>23</b> Are floors in your work area free of slip, trip, and fall hazards?</p>	<p><b>24</b> When a fire trouble signal sounds at the fire alarm panel, you should...</p>	<p><b>25</b> Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p>
<p><b>26</b> Always wash your hands after using the restroom.</p>	<p><b>27</b> Practice good personal cleanliness.</p> <p><i>Memorial Day</i></p>	<p><b>28</b> My hands hurt when I go home. What could be causing it?</p>	<p><b>29</b> Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.</p>	<p><b>30</b> Housekeeping reminders.</p>	<p><b>31</b> Never lend your keys to someone else.</p>	

# June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <p>Check compactors to confirm all safety controls are in place.</p>
<p>2</p> <p>Check the bathtub bottom for slip resistance when cleaning guest rooms.</p>	<p>3</p> <p>In an emergency, Engineering is key.</p>	<p>4</p> <p>Do you know where the closest fire extinguisher is located and how to use it?</p>	<p>5</p> <p>Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p>6</p> <p>Locate the fire alarm pull stations in your work area.</p>	<p>7</p> <p>Did you move that mat?</p>	<p>8</p> <p>A weekly test of the fire pump should be conducted by starting the pump automatically.</p>
<p>9</p> <p>What is the two-person approach to slip, trip, or fall prevention?</p>	<p>10</p> <p>Inspections are not complete until they are properly documented.</p>	<p>11</p> <p>The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.</p>	<p>12</p> <p>What is the proper way to lift a carton/object?</p>	<p>13</p> <p>Mixing pool chemicals can have deadly results.</p>	<p>14</p> <p>Your safety audits/inspections are not complete until they are documented.</p>	<p>15</p> <p>Snow and ice control.</p>
<p>16</p> <p>Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.</p> <p><i>Vispera de Año Nuevo</i></p>	<p>17</p> <p>Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>	<p>18</p> <p>The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.</p>	<p>19</p> <p>De-escalation to prevent workplace violence.</p> <p><i>Juneteenth</i></p>	<p>20</p> <p>Watch those disabled ramps and speed bumps!</p>	<p>21</p> <p>Do you have a working fire extinguisher in your home?</p>	<p>22</p> <p>Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>
<p>23</p> <p>What is your role in an emergency drill?</p>	<p>24</p> <p>Make sure holiday decorations are not near heat sources.</p>	<p>25</p> <p>If you see that the power indicator light on the electric fire pump is not lit, investigate, or report the outage.</p>	<p>26</p> <p>Keep bottles and containers closed and properly labeled.</p>	<p>27</p> <p>Good shoes are essential to preventing slips, trips, and falls.</p>	<p>28</p> <p>After renovations, check for painted sprinkler heads and smoke detectors.</p>	<p>29</p> <p>Why do my shoulders ache after a hard day at work?</p>
<p>30</p> <p>Become familiar with SDS. They contain information needed for first aid and medical treatment in an accident.</p>						



# July

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Hand washing basics.	2 Trip hazards should be repaired ASAP to reduce the potential for accidents.	3 For the security of guests and staff alike, always wear your name tag.	4 Practice infection control 24/7.  <i>Independence Day</i>	5 Storage rooms with electrical panels.	6 Extension cord use
7 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	8 Are all entrance mats in good condition?	9 A clay-based non-combustible absorbent - not rags - should be used for oil spills.	10 Report missing or damaged fire equipment.	11 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	12 Equipment powered by air, gas, electricity, or other energy sources should be locked out and/or tagged out before work on that equipment begins.	13 Smoke and carbon monoxide detectors save lives.
14 Smoking should be strictly prohibited in storage areas and around flammable materials.	15 Cut prevention.	16 The laundry chute doors should close and latch securely.	17 What does <i>building a bridge</i> mean regarding back safety?	18 Report non-functioning lighting promptly.	19 Will I get in trouble if I report that safety violation?	20 Use good judgment and take action to eliminate unsafe acts!
21 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	22 Know how to report an employee on-the-job injury.	23 Think about safety in all office areas.	24 Why do my shoulders ache after a hard day at work?	25 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	26 Before you begin to lift an object...	27 Are you using the correct capacity ladder?
28 A minimum width of 36 inches must be maintained in all exit pathways.	29 A clearance of 18 inches must be maintained between storage and sprinkler heads.	30 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.	31 The swimming pool's chemical concentration and pH should be checked at least daily.			

# August

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
The new school year is coming, watch for buses!				1 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	2 The shop grinder should not be used to grind soft materials that may load the wheel.	3 Never defeat a safety device
4 Report unlocked doors that are normally locked.	5 Covers on pool drains should be secured with each retaining screw in its proper location.	6 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	7 Inventory paint storage; dispose of paint not used in the last six months.	8 Get help when lifting heavy or awkward objects.	9 All hotel key rings should be turned in before leaving the property at the end of a shift.	10 Report damage to ladders immediately; do not use damaged ladders.
11 Document non-functional lights and repair ASAP!	12 Fire extinguisher basics.	13 If I wear slip resistant shoes, will it fully protect me from slipping and falling?	14 Carbon monoxide; the silent killer.	15 Restrict access to the exercise room to prevent unsupervised children from entering.	16 Never mix chemicals.	17 Electrical panels in public access areas should be locked to prevent tampering.
18 What is ergonomics?	19 Lockout/tag out affected employees.	20 When on a ladder, remember and practice the <i>belt buckle rule</i> .	21 Clean up or report all spills, leaks, and wet areas immediately.	22 When you work with chemicals, you have a right to know...	23 Do not let a near miss go unreported.	24 Bend at your knees; save your back.
25 Unless the local fire code required that it remain unlocked, the door to the roof should be locked and the key placed on the emergency key ring.	26 When you do not have time to do it safely...	27 Report fire hazards.	28 Practice a fire safety plan at home with your family.	29 Take extra precautions when taking fire protection systems out of service.	30 Storage in the stairwells is strictly prohibited and should be removed at once.	31 Report damage to ladders immediately; never use damaged ladders.

# September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Avoiding elevator falls	2 Cribs should be free of snag points.  <i>Labor Day</i>	3 Are exit discharges properly maintained?	4 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	5 Is a master key available for fire department use if needed?	6 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	7 Does it matter where we place entrance mats?
8 Recreational and exercise equipment should be inspected daily.	9 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	10 Know your fire alarm panels.	11 Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.	12 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	13 What is wrong with wearing open back shoes?	14 Guest room windows should open a maximum of four inches for the safety of children and for security.
15 Flammable and combustible materials should be minimized.	16 Are the chemicals used in your area properly labeled?	17 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	18 Highlight trip hazards until they can be permanently corrected.	19 Wash Hands	20 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	21 Do you know how to report a visitor injury?
22 Always wear protective rubber gloves when working on guest room toilets.	23 Are floors in your work area free of slip, trip, and fall hazards?	24 When a fire trouble signal sounds at the fire alarm panel, you should...	25 Perform a monthly test of the smoke and carbon monoxide detectors in your home.	26 Always wash your hands after using the restroom.	27 Practice good personal cleanliness.	28 My hands hurt when I go home. What could be causing it?
29 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	30 Housekeeping reminders.					

# October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b> Check compactors to confirm all safety controls are in place.</p>	<p><b>2</b> Check the bathtub bottom for slip resistance when cleaning guest rooms.</p>	<p><b>3</b> In an emergency, Engineering is key.</p>	<p><b>4</b> Do you know where the closest fire extinguisher is located and how to use it?</p>	<p><b>5</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>
<p><b>6</b> Locate the fire alarm pull stations in your work area.</p>	<p><b>7</b> Did you move that mat?</p>	<p><b>8</b> A weekly test of the fire pump should be conducted by starting the pump automatically.</p>	<p><b>9</b> What is the two-person approach to slip, trip, or fall prevention?</p>	<p><b>10</b> Inspections are not complete until they are properly documented.</p>	<p><b>11</b> The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.</p>	<p><b>12</b> What is the proper way to lift a carton/object?</p> <p><i>Yom Kippur</i></p>
<p><b>13</b> Mixing pool chemicals can have deadly results.</p>	<p><b>14</b> Your safety audits/inspections are not complete until they are documented.</p> <p><i>Columbus Day</i></p>	<p><b>15</b> Snow and ice control.</p>	<p><b>16</b> Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.</p>	<p><b>17</b> Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>	<p><b>18</b> The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.</p>	<p><b>19</b> De-escalation to prevent workplace violence.</p>
<p><b>20</b> Watch those disabled ramps and speed bumps!</p>	<p><b>21</b> Do you have a working fire extinguisher in your home?</p> <p><i>Rosh Hashanah</i></p>	<p><b>22</b> Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>	<p><b>23</b> What is your role in an emergency drill?</p>	<p><b>24</b> Make sure holiday decorations are not near heat sources.</p>	<p><b>25</b> If you see that the power indicator light on the electric fire pump is not lit, investigate, or report the outage.</p>	<p><b>26</b> Keep bottles and containers closed and properly labeled.</p>
<p><b>27</b> Good shoes are essential to preventing slips, trips, and falls.</p>	<p><b>28</b> After renovations, check for painted sprinkler heads and smoke detectors.</p>	<p><b>29</b> Why do my shoulders ache after a hard day at work?</p>	<p><b>30</b> Become familiar with SDS. They contain information needed for first aid and medical treatment in an accident.</p>	<p><b>31</b> Heart disease</p> <p><i>Halloween</i></p>		

# November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p>1 Hand washing basics.</p>	<p>2 Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>
<p>3 For the security of guests and staff alike, always wear your name tag.</p>	<p>4 Practice infection control 24/7.</p>	<p>5 Storage rooms with electrical panels.</p>	<p>6 Extension cord use</p>	<p>7 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.</p>	<p>8 Are all entrance mats in good condition?</p>	<p>9 A clay-based non-combustible absorbent - not rags - should be used for oil spills.</p>
<p>10 Report missing or damaged fire equipment.</p>	<p>11 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.</p> <p><i>Veterans Day</i></p>	<p>12 Equipment powered by air, gas, electricity, or other energy sources should be locked out and/or tagged out before work on that equipment begins.</p>	<p>13 Smoke and carbon monoxide detectors save lives.</p>	<p>14 Smoking should be strictly prohibited in storage areas and around flammable materials.</p>	<p>15 Cut prevention.</p>	<p>16 The laundry chute doors should close and latch securely.</p>
<p>17 What does <i>building a bridge</i> mean regarding back safety?</p>	<p>18 Report non-functioning lighting promptly.</p>	<p>19 Will I get in trouble if I report that safety violation?</p>	<p>20 Use good judgment and take action to eliminate unsafe acts!</p>	<p>21 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.</p>	<p>22 Know how to report an employee on-the-job injury.</p>	<p>23 Think about safety in all office areas.</p>
<p>24 Why do my shoulders ache after a hard day at work?</p>	<p>25 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>	<p>26 Before you begin to lift an object...</p>	<p>27 Are you using the correct capacity ladder?</p>	<p>28 A minimum width of 36 inches must be maintained in all exit pathways.</p> <p><i>Thanksgiving</i></p>	<p>29 A clearance of 18 inches must be maintained between storage and sprinkler heads.</p>	<p>30 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.</p>

# December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b></p> <p>The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.</p> <p><i>Advent Starts</i></p>	<p><b>2</b></p> <p>The shop grinder should not be used to grind soft materials that may load the wheel.</p>	<p><b>3</b></p> <p>Never defeat a safety device</p>	<p><b>4</b></p> <p>Report unlocked doors that are normally locked.</p>	<p><b>5</b></p> <p>Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p><b>6</b></p> <p>'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.</p>	<p><b>7</b></p> <p>Inventory paint storage; dispose of paint not used in the last six months.</p>
<p><b>8</b></p> <p>Get help when lifting heavy or awkward objects.</p>	<p><b>9</b></p> <p>All hotel key rings should be turned in before leaving the property at the end of a shift.</p>	<p><b>10</b></p> <p>Report damage to ladders immediately; do not use damaged ladders.</p>	<p><b>11</b></p> <p>Document non-functional lights and repair ASAP!</p>	<p><b>12</b></p> <p>Fire extinguisher basics.</p>	<p><b>13</b></p> <p>If I wear slip resistant shoes, will it fully protect me from slipping and falling?</p>	<p><b>14</b></p> <p>Carbon monoxide; the silent killer.</p>
<p><b>15</b></p> <p>Restrict access to the exercise room to prevent unsupervised children from entering.</p>	<p><b>16</b></p> <p>Never mix chemicals.</p>	<p><b>17</b></p> <p>Electrical panels in public access areas should be locked to prevent tampering.</p>	<p><b>18</b></p> <p>What is ergonomics?</p>	<p><b>19</b></p> <p>Lockout/tag out affected employees.</p>	<p><b>20</b></p> <p>When on a ladder, remember and practice the <i>belt buckle rule</i>.</p>	<p><b>21</b></p> <p>Clean up or report all spills, leaks, and wet areas immediately.</p>
<p><b>22</b></p> <p>When you work with chemicals, you have a right to know...</p>	<p><b>23</b></p> <p>Do not let a near miss go unreported.</p>	<p><b>24</b></p> <p>Bend at your knees; save your back.</p>	<p><b>25</b></p> <p>Unless the local fire code required that it remain unlocked, the door to the roof should be locked and the key placed on the emergency key ring.</p> <p><i>Christmas</i></p>	<p><b>26</b></p> <p>When you do not have time to do it safely...</p> <p><i>Hanukkah Starts</i></p>	<p><b>27</b></p> <p>Report fire hazards.</p>	<p><b>28</b></p> <p>Practice a fire safety plan at home with your family.</p>
<p><b>29</b></p> <p>Take extra precautions when taking fire protection systems out of service.</p>	<p><b>30</b></p> <p>Storage in the stairwells is strictly prohibited and should be removed at once.</p>	<p><b>31</b></p> <p>Report damage to ladders immediately; never use damaged ladders.</p> <p><i>New Year's Eve</i></p>				

# Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at morning or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management may help verify the correct response to daily conditions by regularly training workers on these topics.

Not every possible scenario is listed on the calendar. The situations that are listed are those we know may commonly occur that might affect the safety and security of associates and the general public. These topics repeat every few months.

*January | May | September*

Day	Statement	Response
1	Avoiding elevator falls	Watch for elevators that do not stop evenly with the floor. They may result in you tripping and falling. If you notice this situation, report the situation to facilities management, who may need to contact the elevator contractor for repair or adjustment.
2	Cribs should be free of snag points.	The hotel's cribs hold the guests' most precious objects. Cribs usually arrive safely from the manufacturer. We must be sure they are maintained in that condition.
3	Are exit discharges properly maintained?	Seldom-used doors may be critical exits in case of fire or another emergency. All exits should lead to safe areas of refuge and be maintained in a serviceable condition. In the winter, ice and snow must be removed. In the summer, grass must be mowed. Solid walkways should be available in all weather conditions.
4	Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	Wherever electrical appliances can come into contact with water or excessive moisture, the electrical circuit supplying the appliance should be protected with a GFCI.
5	Is a master key available for fire department use if needed?	Master keys provide easy access and save doors in the event of a fire. Be sure to get them back after the emergency.
6	All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	Exposed electrical wiring can often be damaged, expose the conductor inside the insulation and create shock and fire hazards.
7	Does it matter where we place entrance mats?	Entrance mats should be placed tightly against the door threshold and tightly against each other to provide customers with as much opportunity as possible to rid their shoes of moisture and debris. Mats should extend 12 to 16 feet into the building.  Check door threshold height before ordering mats to avoid having to place quality mats three feet beyond the door entrance due to the mat being too thick.
8	Recreational and exercise equipment should be inspected daily.	The recreational and exercise equipment receives hard usage and wear. The equipment should be inspected daily. If the equipment is unsafe, it should be taken out of service until the necessary repairs can be made.
9	Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	Inoperable security equipment is a liability and should be repaired immediately. If the equipment cannot be repaired, it should be replaced or removed.
10	Know your fire alarm panels.	<b>Green</b> lights probably mean everything is okay. <b>Amber</b> lights probably indicate trouble or supervisory signal; call engineering. <b>Red</b> lights mean a fire alarm. Call 911 and follow your emergency procedure.

January | May | September

Day	Statement	Response
11	Fire extinguisher basics: use the <i>PASS</i> system to put out the fire.	<p>Pull the pin.</p> <p>Aim the extinguisher nozzle at the base of the fire.</p> <p>Squeeze or press the handle.</p> <p>Sweep from side to side slowly at the base of the fire until it goes out.</p> <p>Remember to never endanger yourself. If the fire is too large to put out, sound the alarm immediately, and follow evacuation protocols.</p>
12	Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	Firewalls and fire barriers, including floors, are put into place for the purpose of stopping or retarding the spread of fire, heat, and smoke. Holes or other breaches in walls should be repaired with fire-rated materials so they may be considered reliable.
13	What is wrong with wearing open back shoes?	Follow company footwear policy and make sure your shoes are in good condition.
14	Guest room windows should open a maximum of four inches for the safety of children and for security.	Hotels have learned the hard way that small children can fall out of windows that open six inches or more. A maximum opening of four inches is necessary to be sure children are safe.
15	Flammable and combustible materials should be minimized.	Reducing the amount of flammable and combustible materials minimizes the potential fire hazard presented by these materials. The fewer the better.
16	Are the chemicals used in your area properly labeled?	Containers should include the name of the chemical and appropriate hazard warnings per OSHA requirements. Never use unlabeled containers that are left from the prior shift.
17	Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	Gas bottles containing helium, CO <sub>2</sub> , oxygen, and acetylene are heavy and can easily crush the bones in a foot. They also have the potential to become rockets if the valve is broken off accidentally. Some cylinders have well over 1,000 psi of stored pressure in them.
18	Highlight trip hazards until they can be permanently corrected.	Hazards should be eliminated as soon as possible. In the interim, highlighting a hazard can prevent many accidents.
19	Wash Hands	<p>Frequent hand washing helps to prevent the spread of colds, flu, and other communicable diseases. The US Centers for Disease Control suggests following these five steps every time:</p> <ol style="list-style-type: none"> <li>1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.</li> <li>2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.</li> <li>3. Scrub your hands for at least 20 seconds. (Need a timer? Hum the <i>Happy Birthday</i> song from beginning to end twice.)</li> <li>4. Rinse your hands well under clean, running water.</li> <li>5. Dry your hands using a clean towel or air dry them.</li> </ol>
20	A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	Hot work (oxy-acetylene cutting/welding, electric welding, open flame soldering, hot tar roof, etc.) should be carefully supervised to ensure proper precautions are taken to reduce the fire hazard (move combustibles, reduce the potential exposure, move tar kettles away from the building) and to prevent starting a fire with the flame, hot slag or other residue.
21	Do you know how to report a visitor injury?	Any witnessed visitor injury should be promptly reported according to company policy. In addition, offer assistance and seek advice from management if the injured visitor requests medical attention.



*January | May | September*

Day	Statement	Response
22	Always wear protective rubber gloves when working on guest room toilets.	One of the greatest hazards to the health of the engineer is hepatitis. The germ of this disease can live outside the body for an extended period of time. Hepatitis C is not a curable disease.
23	Are floors in your work area free of slip, trip, and fall hazards?	In order to control needless falls, it is critical that every effort be made to ensure that walking areas are free of slip, trip, and fall hazards during all hours of the day. All employees are accountable for either correcting the hazards or alerting the appropriate party to address issues promptly.
24	When a fire trouble signal sounds at the fire alarm panel, you should...	The fire alarm panel is frequently at the front desk or in the front office. When a fire trouble signal sounds at the fire alarm panel, you should call the fire department or 911; different hotels have different procedures. The front desk crew should know what they are to do in this situation.
25	Perform a monthly test of the smoke and carbon monoxide detectors in your home.	Safety experts recommend that smoke and carbon monoxide detectors be tested monthly in the home and batteries should be replaced annually. Do you also check the smoke and carbon monoxide detectors of your parents and grandparents? Other relatives?
26	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
27	Practice good personal cleanliness.	Avoid touching your eyes, face, and mouth with gloves or hands that are dirty. Wash well and use barrier creams when necessary. Most industrial illnesses and skin rashes are the result of poor hygiene practices.
28	My hands hurt when I go home. What could be causing it?	Seek advice from your health nurse about possible causes for hand pain. Do you work all day in repetitive work, or perform activity that requires you to hold your hands still for long periods of time? Although you may not be able to vary your work duties, there may be ways to prevent injury, such as taking mini breaks to vary your routine, stretching, and ergonomic tools and equipment.
29	Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	Flammable liquids and aerosols contain a high concentration of BTUs per pound and therefore have an increased fire hazard potential. Aerosols may become flaming rockets during a fire.
30	Housekeeping reminders.	Housekeeping is not just the responsibility of employees who regularly clean your area. Housekeeping is everyone's responsibility. It means cleaning up after yourself and keeping your work area safe and orderly.
31	Never lend your keys to someone else.	You are responsible for the contents of the rooms that your keys open. Electronic keys leave an audit trail of whose key opened a door.

*February | July | October*

Day	Statement	Response
1	Check compactors to confirm all safety controls are in place.	Compactor accidents do not happen with great frequency, but they are frequently tragic. Dead-man type switches and door interlocks should be operable. Every year in the United States, workers are killed or seriously injured when using powered equipment such as compactors. Fatalities normally occur when workers attempt to service the equipment and fail to shut off the power and properly lockout and tagout the equipment. Only authorized and properly trained individuals should ever attempt to service a compactor.

February | July | October

Day	Statement	Response
2	Check the bathtub bottom for slip resistance when cleaning guest rooms.	Slips and falls remain the most frequent accidents in hotels. Many tubs do not have factory-etched slip protection, and in older tubs this etched surface can become dirty and lose its effectiveness. There are permanent mats and etching products that can be used to restore these surfaces.
3	In an emergency, Engineering is key.	Everyone should know his or her responsibility during an emergency. However, the engineering department is especially important because engineers frequently know more about the building than the other staff members.
4	Do you know where the closest fire extinguisher is located and how to use it?	Fire extinguishers should be clearly visible to all personnel. Employees should understand how to operate an extinguisher effectively, unless the company policy dictates only designated personnel are authorized to use them. What does your policy say?
5	Exit signs with arrows should correctly reflect the direction of travel to exit the building.	There have been several deaths in fires because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter.
6	Locate the fire alarm pull stations in your work area.	Knowing where the manual fire alarm pull stations are important if you need to notify all occupants of a fire in the hotel.
7	Did you move that mat?	Mats slide around on floors under some conditions and may need to be replaced to prevent falls. Mats placed at doorways should be against the door threshold.  If you observe a mat that continually moves, discuss it with facilities management. Perhaps a different type of mat needs to be used or something can be done to eliminate the need for even having a mat in the area.
8	A weekly test of the fire pump should be conducted by starting the pump automatically.	This is an National Protection Fire Association (NFPA) standard. Equipment operated on a regular basis is more reliable and equipment failures can be detected in non-emergency situations.
9	What is the two-person approach to slip, trip, or fall prevention?	Many times, a spill or trip hazard will be observed that cannot be immediately corrected. With a two-person approach, one associate stays in an unsafe condition while the other obtains the proper assistance, cleanup materials, caution signs, or barriers to keep visitors or associates away from the hazard.
10	Inspections are not complete until they are properly documented.	In the event of an accident, a fire or other emergency, part of the defense of the hotel's response is the documentation of preventative maintenance and inspections related to the safety of equipment. If you document it, you can prove you did it.
11	The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.	We do not want to give anyone the ability to turn the lights off and commit assaults or other crimes in public restrooms, exercise rooms, guest laundry rooms, etc.
12	What is the proper way to lift a carton/object?	When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees.
13	Mixing pool chemicals can have deadly results.	Mixing chemicals of any kind is discouraged. The chemicals used to keep a swimming pool or spa ready for use are very reactive to each other and can release deadly gases when mixed.

## February | July | October

Day	Statement	Response
14	Your safety audits/inspections are not complete until they are documented.	Documentation is proof that you did something. You should document safety audits/inspections, safety meetings, safety warnings given to others, weather conditions, etc. Remember DDDD: <i>Did not document, did not do.</i>
15	Snow and ice control.	Reasonable care should be taken to ensure walking surfaces are properly cleaned and salted during and after a snowfall. <ul style="list-style-type: none"> <li>* Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned and salt or other abrasives added as needed.</li> <li>* Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted.</li> <li>* Parking lots, sidewalks and other exterior walking surfaces should be monitored for black ice and the exposure reported, protected, and/or treated with salt/abrasives.</li> <li>* Entrance mats or runners should extend 15 feet into the building to permit customers and employees to rid their shoes of moisture.</li> <li>* Entrances should be closely monitored during inclement weather and water noted and cleaned up immediately to reduce slip-and-fall incidents.</li> <li>* <i>Wet floor</i> signs should be utilized to give customers and employees notice that the walking surface may be wet. Signs should be placed to the side of main walking aisles to prevent them from becoming a trip hazard.</li> </ul> Please be sure to use handrails when climbing or descending steps or stairs. In the event you trip or step on a foreign object or substance, the grip of the rail could reduce your exposure to falling.
16	Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.	Leather shoes are needed because leather is more puncture-resistant and less absorbent than other materials. Some shoe soles feel like you are on ice when there is the slightest bit of moisture or oil on the floor. Slip-resistant shoes are essential. Shoes with safety toes are a judgment call, usually not necessary, but their use should be considered.
17	Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.	Eyes are one of the most delicate organs; sight is one of our most valued senses. Protect your eyes from damage due to chemical exposure. Protect your hands also; replacement skin is not readily available.
18	The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.	Guests, and particularly young guests, must be protected from themselves. Likewise, the hotel must be protected from curious guests and visitors as well as those with malicious intent.
19	De-escalation to prevent workplace violence.	Workplace injuries can occur because of the aggressive actions of customers, family members, friends, or fellow employees. It is important to be able to recognize any clues leading up to a violent act and know how to react so that the developing situation de-escalates.  If you need refresher training, never be afraid to ask for it.
20	Watch those disabled ramps and speed bumps!	Being alert to your surroundings while walking outside on company property is essential. Avoid distracting behaviors like talking on phones, texting, and reading while walking. Inattentiveness may lead to falls over curbs and speed bumps or stumbling when there is a change in walking surface grade or slant due to disabled ramping onto sidewalks.
21	Do you have a working fire extinguisher in your home?	Include a working fire extinguisher in your disaster preparedness plans at home.  Like all fire extinguishers, regularly inspect it to guarantee you have full charge when you need it.

## February | July | October

Day	Statement	Response
22	Eye guards and tool rests missing from the shop grinder should be replaced before use.	There are no replacements for your eyes. Protect them at all times. Properly adjusted tool rests help prevent accidents. Tools can become trapped between the grinder wheel and tool rest and the torque of the wheel throws the tools off the rest.
23	What is your role in an emergency drill?	Your role in a drill is most likely your role in the event of an emergency. Be familiar with what your responsibilities are by fully understanding your emergency preparedness program.
24	Make sure holiday decorations are not near heat sources.	None
25	If you see that the power indicator light on the electric fire pump is not lit, investigate, or report the outage.	The power indicator light on the electric fire pump is the only confirmation that power is available for the pump should it be needed. If the bulb burns out, there is no way to know if the pump will work in the event of a fire. If you discover an unlit bulb, investigate, or report it to the maintenance supervisor or chief engineer.
26	Keep bottles and containers closed and properly labeled.	Many sports drinks are approximately the same color as the cleaning chemicals used by hotels. This may be confusing to guests, particularly children, as well as employees. The best labels also have hazard identification.
27	Good shoes are essential to preventing slips, trips, and falls.	Shoes should be slip resistant and in good condition. Sports shoes are not all slip resistant. When you walk, your heel hits the ground first, so watch for wear and tear in the heel areas.
28	After renovations, check for painted sprinkler heads and smoke detectors.	After a renovation is completed, sprinkler heads and smoke detectors are often left covered with plastic or tape, or have been painted over. These require replacement to be considered reliable.
29	Why do my shoulders ache after a hard day at work?	<p>Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor.</p> <p>Consider the value of daily stretching as a key component of injury prevention.</p>
30	Become familiar with <i>SDS</i> . They contain information needed for first aid and medical treatment in an accident.	The <i>SDS</i> contains the first-aid information should an associate be exposed to a chemical. Exposure can occur in the eyes, mouth, nose, etc., and <i>SDS</i> contains instructions for dealing with various types of exposure. Hotels also frequently add chemicals to their inventory, and the associates need to be familiar with the hazards associated with the product.
31	Heart disease	<p>Heart disease is the leading cause of death for both men and women. According to the Centers for Disease Control (CDC) approximately 697,000 people die of heart disease in the United States every year.</p> <p>That is, one in every five deaths is caused by heart disease. To help prevent heart disease:</p> <ul style="list-style-type: none"> <li>* Eat a healthy diet.</li> <li>* Maintain a healthy weight.</li> <li>* Exercise regularly.</li> <li>* Do not smoke.</li> <li>* Limit alcohol use.</li> </ul>

March | July | November

Day	Statement	Response
1	Hand washing basics.	<p>When washing your hands:</p> <ul style="list-style-type: none"> <li>* Place hands together under water (preferably warm).</li> <li>* Apply soap (according to the manufacturer's directions) and rub your hands together for at least 20 seconds.</li> <li>* Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs, and under the fingernails.</li> <li>* Clean dirt from under your fingernails.</li> <li>* Rinse the soap from your hands.</li> <li>* Use a towel to turn off the faucet.</li> <li>* Dry your hands completely with a clean towel, if possible. If towels are not available, it is okay to air dry your hands.</li> <li>* Pat your skin rather than rub to avoid chapping and cracking.</li> <li>* Avoid turning off the water with your clean hands. Use your paper towel or elbow. Then use your towel to open any doors before towel disposal.</li> </ul>
2	Trip hazards should be repaired ASAP to reduce the potential for accidents.	Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.
3	For the security of guests and staff alike, always wear your name tag.	Without a proper uniform and a name tag identifying you as staff, you cannot be distinguished from the general public. The guests and other staff members rely on this confirmation of your identity as you enter guest rooms and work about the hotel.
4	Practice infection control 24/7.	<p>Remember that communicable diseases can be passed by you to others when you leave work. Controlling contamination of others by containing your cough or sneeze and not working when you have a communicable illness is essential. Make sure your vaccinations are current, wash hands frequently, and practice cough/sneeze etiquette.</p> <p>Report any illness or symptoms, or whether you have been exposed to disease, promptly to your supervisor.</p>
5	Storage rooms with electrical panels.	The areas directly in front of electrical panels should never be blocked. This poses a fire risk and may limit access if there is a need to get into the breaker box in an emergency.
6	Extension cord use	Unsafe use of extension cords can lead to fractures, cuts, contusions, and sprains, usually the result of a person tripping over them. Unsafe use can also result in fires from short circuits, overloading, and misuse. Extension cords should only be used in approved areas. They should always be in good condition and never be placed where someone may trip over them.
7	Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	Guests and employees alike have suffered major eye injuries because bungee cords slipped from their hands while stretched and the metal hook struck them in the eye.
8	Are all entrance mats in good condition?	<p>Mats with curled edges or waves are a safety hazard and should be destroyed or returned to the vendor, if leased.</p> <p>Place entrance mats tightly against the door threshold and tightly against each other to maximize your slip reduction efforts.</p>
9	A clay-based non-combustible absorbent - not rags - should be used for oil spills.	Clay-based absorbents are the safest way to clean up oil spills. We should all be aware of the hazards of piles of oily rags.
10	Report missing or damaged fire equipment.	The safety of the guests and associates may depend upon the fire protection equipment being present and operational.

March | July | November

Day	Statement	Response
11	Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	The explosive power of gasoline fumes is tremendous. Even small containers of gasoline should be stored in an outside storage building or an approved cabinet.
12	Equipment powered by air, gas, electricity, or other energy sources should be locked out and/or tagged out before work on that equipment begins.	What is the Energy Control Procedure? This OSHA standard, sometimes referred to as Lockout/Tagout, covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy; could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy. OSHA Standard 1910.147
13	Smoke and carbon monoxide detectors save lives.	<p>Replace household smoke and carbon monoxide detector batteries annually and test them regularly to ensure they work in the event of a fire or carbon monoxide exposure.</p> <p>Replace household:</p> <ul style="list-style-type: none"> <li>* Smoke detector units every eight to 10 years, or as recommended by the manufacturer.</li> <li>* Carbon monoxide detectors every five years, or as directed by the manufacturer.</li> </ul>
14	Smoking should be strictly prohibited in storage areas and around flammable materials.	<p>Where there's smoke, there's fire. Fire and flammable liquids, which emit heavier-than-air fumes, do not mix well.</p> <p>Carelessly discarded cigarette butts can also ignite ordinary combustibles such as paper and linens.</p>
15	Cut prevention.	Some basic tips include storing sharp devices in designated areas, cleaning sharp items separately from other equipment, practicing safe handling during use of the sharp items, and never bypassing safety devices that are part of the devices. What exposures to cuts from equipment are there in your area?
16	The laundry chute doors should close and latch securely.	<p>Unlocked laundry chute doors present two hazards:</p> <ul style="list-style-type: none"> <li>* A fire in the laundry can send heat and smoke up the chute where it can escape to the guest room corridors if the door is not securely latched.</li> <li>* There have been numerous incidents of children and young guests falling down chutes, resulting in severe injuries and death.</li> </ul>
17	What does <i>building a bridge</i> mean regarding back safety?	<p>You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to <i>build a bridge</i>. This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back.</p> <p>In many industries, strains and over exertion injuries remain one of the top workers' compensation causes of loss.</p>
18	Report non-functioning lighting promptly.	Even though it may not be your job to change a burnt-out light bulb, it is everyone's job to report the outages to the department responsible promptly so that visibility and safety can be restored.
19	Will I get in trouble if I report that safety violation?	If your company practices a positive safety culture, reporting unsafe conditions and acts should be rewarded, not punished. Using this calendar as a daily reminder of your safety responsibilities shows that your company is acknowledging their commitment to safety.

March | July | November

Day	Statement	Response
20	Use good judgment and take action to eliminate unsafe acts!	<p>Most injuries are the result of an unsafe act instead of an unsafe condition. Your actions can help to minimize unsafe acts, which can help prevent you from being injured.</p> <p>For example, use good judgment and if an item is too heavy to lift, use a mechanical assist or co-worker to help lift it.</p>
21	The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	As we become more international in our business, it is more important to ensure our guests do not confuse feet (ft) with meters (m).
22	Know how to report an employee on-the-job injury.	Promptly report employee injuries to the supervisor or designated person regardless of whether medical treatment is required. Minor injuries may be handled by a designated clinical professional onsite. Applicable staff should keep first aid/AED training current and first aid supplies/kits should be well stocked in non-clinical areas.
23	Think about safety in all office areas.	<p>Keep office areas free of clutter and walkways free of cords.</p> <p>For employees who regularly enter data into the computer, workstations should be adjusted for comfort and good ergonomic posture.</p>
24	Why do my shoulders ache after a hard day at work?	<p>Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor.</p> <p>Consider the value of daily stretching as a key component of injury prevention.</p>
25	In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	If any equipment is to be considered reliable, it must be inspected to be sure there has been no tampering or breakage of vital components.
26	Before you begin to lift an object...	<p>First, ask yourself if it is safe to perform a lifting task without help. If you answer is yes, stand close to the object, bend down at the knees, straddle it, get a good grip, and lift with your legs while keeping your back straight.</p> <p>If the item appears too heavy or bulky, use a mechanical device (e.g., hand cart, pallet jack) or ask a co-worker to help you lift the item.</p>
27	Are you using the correct capacity ladder?	Ladders are rated by the manufacturer as to their weight capacity. On most construction sites, you should use a Type I or Type I-A. A Type I is rated at 250 pounds and a Type I-A is rated at 300 pounds. Remember, the weight rating includes the weight of the worker plus their tools/equipment. Never use an aluminum ladder on a construction site and never use a ladder that is not equipped with the manufacturer's weight ratings.
28	A minimum width of 36 inches must be maintained in all exit pathways.	<p>To ensure adequate exit pathways, 36 inches of walking space is a bare minimum to meet ADA compliance and to help assure that everyone can get out of the building.</p> <p>Back-of-house exit paths may require more space if several meeting rooms, a ballroom, or other large areas use the path as an exit.</p> <p>Keep storage out of the pathways.</p>
29	A clearance of 18 inches must be maintained between storage and sprinkler heads.	For sprinklers to operate as designed, it is necessary to leave a clearance of 18 inches or more between sprinkler heads and the top of storage.
30	'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.	Carelessly discarded cigarette butts can ignite ordinary combustibles such as paper and linens.

*March | July | November*

Day	Statement	Response
31	The swimming pool's chemical concentration and pH should be checked at least daily.	To maintain the quality of the swimming pool water, the pH, and chemicals should be checked daily; more frequent checks will be necessary as usage increases. Some hotels check the water three times per day.

*April | August | December*

Day	Statement	Response
1	The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	The swimming pool gates should be checked daily to ensure the automatic closing device and the latch are operating as designed. If they are not, repairs should be made immediately. These may be the only barriers preventing a tragic accident.
2	The shop grinder should not be used to grind soft materials that may load the wheel.	Grinding wheels are designed for ferrous metals (steel and iron), which are worn away while wearing away the wheel. Aluminum, brass, copper, and other soft metals adhere to the wheels and have potential for collecting heat and causing the wheel to explode.
3	Never defeat a safety device	Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to increased risk of serious injury.  Report violations of this nature to management for investigation.
4	Report unlocked doors that are normally locked.	Remote exit doors and storage rooms are usually kept locked. If you discover such a door unlocked, ask. Check to be sure that the electronic locks on exit doors are working properly.
5	Covers on pool drains should be secured with each retaining screw in its proper location.	There have been horrible accidents where hair and body parts have been caught in drains. Having drain covers in place can help prevent these accidents.
6	'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	The injuries resulting from guests striking their heads when diving into the pool are often severe, sometimes resulting in paralysis and lawsuit settlements in the millions of dollars. Not having proper signage adversely affects the hotel's defense against lawsuits.
7	Inventory paint storage; dispose of paint not used in the last six months.	If you have not used paint in the last six months, it may be obsolete, taking up space, and may present an unnecessary fire hazard.
8	Get help when lifting heavy or awkward objects.	This is a frequent cause of back injuries, trip, and fall accidents and damage to objects being dropped. Get help from a fellow worker or a piece of equipment such as a dolly or cart and plan your move to ensure a clear path.
9	All hotel key rings should be turned in before leaving the property at the end of a shift.	To protect the security of hotel property and guests, all hotel keys should be left at the hotel at the end of the work shift. If property goes missing after hours, returning your keys at the end of your shift rules you out as a suspect.
10	Report damage to ladders immediately; do not use damaged ladders.	Using damaged ladders is a sure recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Portable ladders must be inspected before the first use on each shift. An inspection tag on each ladder is a good way to ensure this is done.



## April | August | December

Day	Statement	Response
11	Document non-functional lights and repair ASAP!	<p>Lights that are not functional can be a safety and security liability and should be restored as soon as possible.</p> <p>Lights include emergency exit lights, battery-powered emergency evacuation lights, and any light inside or outside of the building.</p> <p>Emergency evacuation lights should be tested monthly (hold the test button for 30 seconds) and annually (disconnect the light from the power supply for 90 minutes) to verify the batteries are still holding a charge.</p>
12	Fire extinguisher basics.	<p>Use a fire extinguisher only if it is completely safe to do so. Make sure you have a clear path to the exit in case the extinguisher is not effective.</p> <p>If there is any danger at all from fire, smoke, fumes, or extreme heat, leave the area immediately and follow emergency protocols for a fire.</p>
13	If I wear slip resistant shoes, will it fully protect me from slipping and falling?	<p>Slip resistant footwear, while a very important component of any fall prevention program, is only part of a successful program. Proper flooring for the circumstance, good drainage, and strong cleaning and maintenance of the floors are also essential. Make sure your shoes are in good condition and fit well.</p>
14	Carbon monoxide; the silent killer.	<p>Carbon monoxide is known as the silent killer because it is an odorless, colorless, tasteless gas that claims about 300 lives a year and is the #1 cause of poisoning deaths in the U.S. Safety tips:</p> <ul style="list-style-type: none"> <li>* Have a CO detector on every floor of your home.</li> <li>* Do not put one too close to your furnace.</li> <li>* Watch for flu-like symptoms.</li> <li>* If the detector sounds, evacuate.</li> </ul>
15	Restrict access to the exercise room to prevent unsupervised children from entering.	<p>Small children can be and have been severely injured in exercise rooms. They do not know the machines are not large toys.</p>
16	Never mix chemicals.	<p>Mixing chemicals is potentially deadly. Most of us are not chemists, so we never know what the result will be or what the hazards associated with mixing certain chemicals.</p>
17	Electrical panels in public access areas should be locked to prevent tampering.	<p>Preventing the general public from having access to electrical equipment prevents potential problems, from mischief to malicious actions.</p>
18	What is ergonomics?	<p>Ergonomics is the science that focuses on the relationship between workers and their work environment. When someone is making an ergonomic assessment of your work area, they are evaluating how best to fit your workplace specifically to you. This may involve office workstation adjustments, tool selection, job rotation and other factors. Be open to suggestions for improvement.</p>
19	Lockout/tag out affected employees.	<p>Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need to know that it is locked out. Inform affected employees of the activity being performed. Verify that those affected employees are trained in lockout/tag out procedures and that they know not to remove the lock or tag that has been applied.</p>
20	When on a ladder, remember and practice the <i>belt buckle rule</i> .	<p>Never lean further than the center of your body or where a belt buckle is normally located when on a ladder. If you need to reach further, climb down, and move the ladder as needed to eliminate the risk of the ladder sliding and a serious fall occurring. Never stand on the top step of a ladder and never straddle one. Contact a Zurich risk engineer for a risk topic on this subject.</p>

*April | August | December*

Day	Statement	Response
21	Clean up or report all spills, leaks, and wet areas immediately.	Immediately attend to wet spots to prevent trip and fall injuries to yourself, other associates and guests.  If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible person.
22	When you work with chemicals, you have a right to know...	For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe.  If you have any questions about a product you work with, you should review the Safety Data Sheet (SDS).
23	Do not let a near miss go unreported.	Failure to report a near miss provides an opportunity for a serious accident to occur. A near miss is an incident in which someone could have gotten hurt. Management and associates need to evaluate or investigate the incident and put a plan in place to make certain another near miss or actual loss does not occur.
24	Bend at your knees; save your back.	This old familiar message is still important.
25	Unless the local fire code required that it remain unlocked, the door to the roof should be locked and the key placed on the emergency key ring.	An open door to the roof can be an invitation to a tragedy or malicious activities that can result in personal injury and property damage.
26	When you do not have time to do it safely...	If you do not take time to do an action safely, you may need to take time to recuperate from an on-the-job injury. What is more important?
27	Report fire hazards.	The easiest way to fight a fire is to stop it from happening by reporting fire hazards right away. Fire endangers the guests and employees of the hotel.
28	Practice a fire safety plan at home with your family.	Develop a fire safety plan with your family and other members of your household. Update your plan, if needed, as your household changes. Practice your plan: <ul style="list-style-type: none"> <li>* At least twice a year</li> <li>* When anything changes in your household</li> </ul>
29	Take extra precautions when taking fire protection systems out of service.	Notify the proper authorities to avoid a delayed alarm. Notify the alarm company, fire department, insurance carrier, and corporate safety department or other designated corporate representative before taking the system out of service.  Minimizing hazards and delaying hazardous operations (hot work, etc.) while the fire alarm or sprinkler system is out of service, makes good sense.  Maintain a fire watch until the fire protection system has been restored. Call all parties back when the system has been put back in service.
30	Storage in the stairwells is strictly prohibited and should be removed at once.	The stairwell is your way out of the building in the event of an emergency. Storage could block this emergency egress.

April | August | December

Day	Statement	Response
31	Report damage to ladders immediately; never use damaged ladders.	<p>Using damaged ladders is a recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Before use, inspect ladders for cracks, bent or missing rungs, etc. Do not load ladders beyond their maximum manufacturer's rated capacity, which includes the total weight of the climber, tools, supplies, and other objects placed upon the ladder. When purchasing a ladder for work or home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> <li>* Special Duty (Type I-AA): 375 pounds</li> <li>* Extra Heavy Duty (Type I-A): 300 pounds</li> <li>* Heavy Duty (Type I): 250 pounds</li> <li>* Medium Duty (Type II): 225 pounds</li> <li>* Light Duty (Type III): 200 pounds</li> </ul> <p>Type I-A and I-AA ladders are recommended for home use.</p> <p>If purchasing a one, two or three-step stepladder, ensure the ladder has a protective railing on the front to prevent falls due to loss of balance.</p>

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