

Engineering manager's

2021 Safety Calendar





How the calendar works

Each calendar date has a daily safety topic listed. After the month of December, or on page 15 of the calendar, there are talking points listed that correspond with the safety topic for that date. Engineering managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every other month.

The information in this calendar is an accumulation of best practices. The calendar 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 a large number of other topics.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Restrict access to the exercise room to prevent unsupervised children from entering. New Year's Day	2 Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.
3 The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.	4 Guest room windows should open a maximum of four inches for the safety of children and for security.	5 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	6 A clay-based non-combustible absorbent - not rags - should be used for oil spills.	7 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	8 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	9 Stairwell doors should close and latch when released.
10 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	11 Never lend your keys to someone else.	12 Highlight trip hazards until they can be permanently corrected.	13 Inspections are not complete until they are properly documented.	14 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	15 Always wear protective rubber gloves when working on guest room toilets.	16 After renovations, check for painted sprinkler heads and smoke detectors.
17 Minimize flammable and combustible materials to reduce fire hazards.	18 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP. MLK Jr's Birthday	19 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	20 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	21 The shop grinder should not be used to grind soft materials that may load the wheel.	22 Report damage to ladders immediately; don't use damaged ladders.	23 Check compactors to confirm all safety controls are in place.
24 Cribs should be free of snag points.	25 Document non-functional lights and repair ASAP!	26 Exit signs with arrows should correctly reflect the direction of travel to exit the building.	27 In an emergency, Engineering is key.	28 Mixing pool chemicals can have deadly results.	29 Electrical panels in public access areas should be locked to prevent tampering.	30 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.
31 Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.	Happy New Year Let's kick off a safe new year!					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Recreational and exercise equipment should be inspected daily.	2 Get help when lifting heavy or awkward objects.	3 If you see that the power indicator light on the electric fire pump is not lit, investigate or report the outage.	4 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.	5 The fire protection equipment, sprinkler valves, and fire extinguishers should be inspected monthly in accordance with NFPA code.	6 A weekly test of the fire pump should be conducted by starting the pump automatically.
7 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.	8 For the security of guests and staff alike, always wear your name tag.	9 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	10 Buckle up when traveling to and from work.	11 The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.	12 Inventory paint storage; dispose of paint not used in the last six months.	13 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.
14 All hotel key rings should be turned in before leaving the property at the end of a shift. Valentine's Day	15 Breaches to walls should be repaired with a patch of the same fire rating as the original wall. President's Day	16 Smoking should be strictly prohibited in storage areas and around flammable materials.	17 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported. Ash Wednesday	18 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	19 Storage in the stairwells is strictly prohibited and should be removed at once.	20 Eye guards and tool rests missing from the shop grinder should be replaced before use.
21 Know your responsibility in every emergency situation.	22 Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	23 Trip hazards should be repaired ASAP to reduce the potential for accidents.	24 A minimum width of 36 inches must be maintained in all exit pathways.	25 Report unlocked doors that are normally locked.	26 A clearance of 18 inches must be maintained between storage and sprinkler heads.	27 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.
28 Covers on pool drains should be secured with each retaining screw in its proper location.	Post OSHA Log By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted.					

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	1 Restrict access to the exercise room to prevent unsupervised children from entering.	2 Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.	3 The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.	4 Guest room windows should open a maximum of four inches for the safety of children and for security.	5 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	6 A clay-based non-combustible absorbent - not rags - should be used for oil spills.
7 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	8 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	9 Stairwell doors should close and latch when released.	10 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	11 Never lend your keys to someone else.	12 Highlight trip hazards until they can be permanently corrected.	13 Inspections are not complete until they are properly documented.
14 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use. Daylight Savings Begins	15 Always wear protective rubber gloves when working on guest room toilets.	16 After renovations, check for painted sprinkler heads and smoke detectors.	17 Minimize flammable and combustible materials to reduce fire hazards. St. Patrick's Day	18 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	19 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	20 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.
21 The shop grinder should not be used to grind soft materials that may load the wheel.	22 Report damage to ladders immediately; don't use damaged ladders.	23 Check compactors to confirm all safety controls are in place.	24 Cribs should be free of snag points.	25 Document non-functional lights and repair ASAP!	26 Exit signs with arrows should correctly reflect the direction of travel to exit the building.	27 In an emergency, Engineering is key. Passover
28 Mixing pool chemicals can have deadly results.	29 Electrical panels in public access areas should be locked to prevent tampering.	30 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	31 Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.	Spring Forward Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Recreational and exercise equipment should be inspected daily.	2 Get help when lifting heavy or awkward objects. Good Friday	3 If you see that the power indicator light on the electric fire pump is not lit, investigate or report the outage.
4 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. Easter	5 The fire protection equipment, sprinkler valves, and fire extinguishers should be inspected monthly in accordance with NFPA code.	6 A weekly test of the fire pump should be conducted by starting the pump automatically.	7 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.	8 For the security of guests and staff alike, always wear your name tag.	9 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	10 Buckle up when traveling to and from work.
11 The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.	12 Inventory paint storage; dispose of paint not used in the last six months.	13 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	14 All hotel key rings should be turned in before leaving the property at the end of a shift.	15 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	16 Smoking should be strictly prohibited in storage areas and around flammable materials.	17 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.
18 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	19 Storage in the stairwells is strictly prohibited and should be removed at once.	20 Eye guards and tool rests missing from the shop grinder should be replaced before use.	21 Know your responsibility in every emergency situation.	22 Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	23 Trip hazards should be repaired ASAP to reduce the potential for accidents.	24 A minimum width of 36 inches must be maintained in all exit pathways.
25 Report unlocked doors that are normally locked.	26 A clearance of 18 inches must be maintained between storage and sprinkler heads.	27 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	28 Covers on pool drains should be secured with each retaining screw in its proper location.	29 The laundry chute doors should close and latch securely.	30 The swimming pool chemical concentration and pH should be checked at least daily.	Save OSHA Log At the end of the month, take down and file the OSHA 300A summary log with your permanent records.

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						1 Restrict access to the exercise room to prevent unsupervised children from entering.
2 Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.	3 The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.	4 Guest room windows should open a maximum of four inches for the safety of children and for security.	5 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended. Cinco de Mayo	6 A clay-based non-combustible absorbent - not rags - should be used for oil spills.	7 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	8 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.
9 Stairwell doors should close and latch when released. Mother's Day	10 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	11 Never lend your keys to someone else.	12 Highlight trip hazards until they can be permanently corrected.	13 Inspections are not complete until they are properly documented.	14 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	15 Always wear protective rubber gloves when working on guest room toilets.
16 After renovations, check for painted sprinkler heads and smoke detectors.	17 Minimize flammable and combustible materials to reduce fire hazards.	18 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	19 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	20 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	21 The shop grinder should not be used to grind soft materials that may load the wheel.	22 Report damage to ladders immediately; don't use damaged ladders.
23 Check compactors to confirm all safety controls are in place.	24 Cribs should be free of snag points.	25 Document non-functional lights and repair ASAP!	26 Exit signs with arrows should correctly reflect the direction of travel to exit the building.	27 In an emergency, Engineering is key.	28 Mixing pool chemicals can have deadly results.	29 Electrical panels in public access areas should be locked to prevent tampering.
30 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	31 Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals. Memorial Day					

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		1 Recreational and exercise equipment should be inspected daily.	2 Get help when lifting heavy or awkward objects.	3 If you see that the power indicator light on the electric fire pump is not lit, investigate or report the outage.	4 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.	5 The fire protection equipment, sprinkler valves, and fire extinguishers should be inspected monthly in accordance with NFPA code.
6 A weekly test of the fire pump should be conducted by starting the pump automatically.	7 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.	8 For the security of guests and staff alike, always wear your name tag.	9 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	10 Buckle up when traveling to and from work.	11 The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.	12 Inventory paint storage; dispose of paint not used in the last six months.
13 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	14 All hotel key rings should be turned in before leaving the property at the end of a shift.	15 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	16 Smoking should be strictly prohibited in storage areas and around flammable materials.	17 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.	18 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	19 Storage in the stairwells is strictly prohibited and should be removed at once.
20 Eye guards and tool rests missing from the shop grinder should be replaced before use.	21 Know your responsibility in every emergency situation.	22 Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	23 Trip hazards should be repaired ASAP to reduce the potential for accidents.	24 A minimum width of 36 inches must be maintained in all exit pathways.	25 Report unlocked doors that are normally locked.	26 A clearance of 18 inches must be maintained between storage and sprinkler heads.
Father's Day						
27 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	28 Covers on pool drains should be secured with each retaining screw in its proper location.	29 The laundry chute doors should close and latch securely.	30 The swimming pool chemical concentration and pH should be checked at least daily.			

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4 Guest room windows should open a maximum of four inches for the safety of children and for security. Independence Day	5 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	6 A clay-based non-combustible absorbent - not rags - should be used for oil spills.	7 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	8 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	9 Stairwell doors should close and latch when released.	10 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.
11 Never lend your keys to someone else.	12 Highlight trip hazards until they can be permanently corrected.	13 Inspections are not complete until they are properly documented.	14 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	15 Always wear protective rubber gloves when working on guest room toilets.	16 After renovations, check for painted sprinkler heads and smoke detectors.	17 Minimize flammable and combustible materials to reduce fire hazards.
18 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	19 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	20 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	21 The shop grinder should not be used to grind soft materials that may load the wheel.	22 Report damage to ladders immediately; don't use damaged ladders.	23 Check compactors to confirm all safety controls are in place.	24 Cribs should be free of snag points.
25 Document non-functional lights and repair ASAP!	26 Exit signs with arrows should correctly reflect the direction of travel to exit the building.	27 In an emergency, Engineering is key.	28 Mixing pool chemicals can have deadly results.	29 Electrical panels in public access areas should be locked to prevent tampering.	30 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	31 Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.

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8 For the security of guests and staff alike, always wear your name tag.	9 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	10 Buckle up when traveling to and from work.	11 The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted.	12 Inventory paint storage; dispose of paint not used in the last six months.	13 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	14 All hotel key rings should be turned in before leaving the property at the end of a shift.
15 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	16 Smoking should be strictly prohibited in storage areas and around flammable materials.	17 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.	18 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	19 Storage in the stairwells is strictly prohibited and should be removed at once.	20 Eye guards and tool rests missing from the shop grinder should be replaced before use.	21 Know your responsibility in every emergency situation.
22 Become familiar with 'SDS' . They contain information needed for first aid and medical treatment in the event of an accident.	23 Trip hazards should be repaired ASAP to reduce the potential for accidents.	24 A minimum width of 36 inches must be maintained in all exit pathways.	25 Report unlocked doors that are normally locked.	26 A clearance of 18 inches must be maintained between storage and sprinkler heads.	27 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	28 Covers on pool drains should be secured with each retaining screw in its proper location.
29 The laundry chute doors should close and latch securely.	30 The swimming pool chemical concentration and pH should be checked at least daily.	31 Check the bathtub bottom for slip resistance when cleaning guest rooms.	School Starts The new school year is coming, watch for buses!			

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			1 Restrict access to the exercise room to prevent unsupervised children from entering.	2 Good shoes are essential to a good safety program; they should be leather with slip-resistant soles and possibly have safety toes.	3 The doors and gates to the pool, electrical, and telephone equipment, etc., should be kept locked to prevent unauthorized access.	4 Guest room windows should open a maximum of four inches for the safety of children and for security.
5 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	6 A clay-based non-combustible absorbent - not rags - should be used for oil spills. Labor Day	7 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children.	8 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	9 Stairwell doors should close and latch when released.	10 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	11 Never lend your keys to someone else.
12 Highlight trip hazards until they can be permanently corrected.	13 Inspections are not complete until they are properly documented.	14 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	15 Always wear protective rubber gloves when working on guest room toilets.	16 After renovations, check for painted sprinkler heads and smoke detectors. Yom Kippur	17 Minimize flammable and combustible materials to reduce fire hazards.	18 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.
19 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	20 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	21 The shop grinder should not be used to grind soft materials that may load the wheel.	22 Report damage to ladders immediately; don't use damaged ladders.	23 Check compactors to confirm all safety controls are in place.	24 Cribs should be free of snag points.	25 Document non-functional lights and repair ASAP!
26 Exit signs with arrows should correctly reflect the direction of travel to exit the building.	27 In an emergency, Engineering is key.	28 Mixing pool chemicals can have deadly results.	29 Electrical panels in public access areas should be locked to prevent tampering.	30 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.		

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					1 Recreational and exercise equipment should be inspected daily.	2 Get help when lifting heavy or awkward objects.
3 If you see that the power indicator light on the electric fire pump is not lit, investigate or report the outage.	4 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.	5 The fire protection equipment, sprinkler valves, and fire extinguishers should be inspected monthly in accordance with NFPA code.	6 A weekly test of the fire pump should be conducted by starting the pump automatically.	7 Equipment powered by air, gas, electricity or other energy sources should be locked out and/or tagged out before work on that equipment begins.	8 For the security of guests and staff alike, always wear your name tag.	9 Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.
10 Buckle up when traveling to and from work.	11 The ability to control lights in public areas such as guest laundry rooms, fitness centers, and public restrooms should be restricted. Columbus Day	12 Inventory paint storage; dispose of paint not used in the last six months.	13 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	14 All hotel key rings should be turned in before leaving the property at the end of a shift.	15 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	16 Smoking should be strictly prohibited in storage areas and around flammable materials.
17 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.	18 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.	19 Storage in the stairwells is strictly prohibited and should be removed at once.	20 Eye guards and tool rests missing from the shop grinder should be replaced before use.	21 Know your responsibility in every emergency situation.	22 Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	23 Trip hazards should be repaired ASAP to reduce the potential for accidents.
24 A minimum width of 36 inches must be maintained in all exit pathways.	25 Report unlocked doors that are normally locked.	26 A clearance of 18 inches must be maintained between storage and sprinkler heads.	27 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	28 Covers on pool drains should be secured with each retaining screw in its proper location.	29 The laundry chute doors should close and latch securely.	30 The swimming pool chemical concentration and pH should be checked at least daily.
31 Check the bathtub bottom for slip resistance when cleaning guest rooms. Halloween	Fire Prevention Month Fire Safety Month is here!					

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7 The swimming pool gate should close and latch automatically. The latch should be above the reach of small children. Daylight Savings Ends	8 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	9 Stairwell doors should close and latch when released.	10 Gasoline and gasoline-fueled equipment should not be stored near open flames, i.e., in the boiler room or kitchen.	11 Never lend your keys to someone else. Veterans Day	12 Highlight trip hazards until they can be permanently corrected.	13 Inspections are not complete until they are properly documented.
14 Flammable and aerosol materials should be stored in the flammable liquids cabinet when not in use.	15 Always wear protective rubber gloves when working on guest room toilets.	16 After renovations, check for painted sprinkler heads and smoke detectors.	17 Minimize flammable and combustible materials to reduce fire hazards.	18 Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	19 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	20 In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.
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28 Mixing pool chemicals can have deadly results.	29 Electrical panels in public access areas should be locked to prevent tampering. Hanukkah	30 The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	Fall Back Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.			

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			1 Recreational and exercise equipment should be inspected daily.	2 Get help when lifting heavy or awkward objects.	3 If you see that the power indicator light on the electric fire pump is not lit, investigate or report the outage.	4 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.
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12 Inventory paint storage; dispose of paint not used in the last six months.	13 A hot work permit system should be used to supervise cutting, welding, or other operations with open flames.	14 All hotel key rings should be turned in before leaving the property at the end of a shift.	15 Breaches to walls should be repaired with a patch of the same fire rating as the original wall.	16 Smoking should be strictly prohibited in storage areas and around flammable materials.	17 'No Smoking' signs should be posted in storage areas. Any evidence of smoking in these areas should be documented and reported.	18 All electrical wiring should be enclosed in conduit and missing junction box covers should be replaced.
19 Storage in the stairwells is strictly prohibited and should be removed at once.	20 Eye guards and tool rests missing from the shop grinder should be replaced before use.	21 Know your responsibility in every emergency situation.	22 Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	23 Trip hazards should be repaired ASAP to reduce the potential for accidents.	24 A minimum width of 36 inches must be maintained in all exit pathways.	25 Report unlocked doors that are normally locked.
						Christmas
26 A clearance of 18 inches must be maintained between storage and sprinkler heads.	27 Replace bungee cords on roll-away beds with strapping. Doing so can prevent eye injuries.	28 Covers on pool drains should be secured with each retaining screw in its proper location.	29 The laundry chute doors should close and latch securely.	30 The swimming pool chemical concentration and pH should be checked at least daily.	31 Check the bathtub bottom for slip resistance when cleaning guest rooms.	
					New Year's Eve	

Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at morning meetings 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 staff members and hourly associates on these topics. Not every possible scenario is listed on the calendar. The situations that are listed are those we know occur from time to time that may affect the safety and security of associates, customers, vendors and the distribution center. These topics repeat approximately every other month.

Jan | Mar | May | Jul | Sep | Nov

Day	Statement	Response
1	Restrict access to the exercise room to prevent unsupervised children from entering.	Small children can be and have been severely injured in exercise rooms. They do not know the machines are not large toys.
2	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're 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.

Jan | Mar | May | Jul | Sep | Nov

Day	Statement	Response
3	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.
4	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.
5	'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.
6	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.

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7	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.
8	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 ₂ , 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.
9	Stairwell doors should close and latch when released.	If fire doors on guest room floors do not latch securely, a fire can send heat and smoke into the stairwell preventing people from safely exiting the hotel. The discharge door should latch and lock for security reasons, too. They help prevent unauthorized access to guest room floors.
10	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.
11	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.

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Day	Statement	Response
12	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.
13	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.
14	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.
15	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.
16	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.

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17	Minimize flammable and combustible materials to reduce fire hazards.	To minimize fire hazards, minimize flammable and combustible materials. The fewer the better.
18	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.
19	Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	Notify the proper authorities to avoid a delayed alarm. Notify the alarm company, fire department, insurance carrier, 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.
20	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.

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21	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.
22	Report damage to ladders immediately; don't 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.
23	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.
24	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.
25	Document non-functional lights and repair ASAP!	Lights include emergency exit lights, battery-powered emergency evacuation lights, as well as any light in the DC or exterior of the building. Emergency evacuation lights should be tested at least annually to verify the batteries are still holding a charge. Lights that are not functional can be a safety and security liability and should be restored as soon as possible.

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Day	Statement	Response
26	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.
27	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.
28	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.
29	Electrical panels in public access areas should be locked to prevent tampering.	Preventing the general public from having access to electrical equipment prevents potential problems, from mischief to malicious actions.
30	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).

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Day	Statement	Response
31	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.

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Day	Statement	Response
1	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.
2	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.
3	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.
4	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.
5	The fire protection equipment, sprinkler valves, and fire extinguishers should be inspected monthly in accordance with NFPA code.	This is an NFPA code requirement. It also helps to assure that valves are open, extinguishers haven't disappeared and systems will work when needed.

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Day	Statement	Response
6	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.
7	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
8	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.
9	Electrical receptacles near bars, wait stations and sinks should be protected by GFCIs.	Wherever electrical appliances have the potential of coming into contact with water or excessive moisture, the electrical circuit supplying the appliance should be protected with a GFCI.
10	Buckle up when traveling to and from work.	It is as important to be safe off the job as on it. One of the greatest opportunities for severe injury is when traveling to and from work by auto. Always wear your seat belt and follow all state and local laws.

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Day	Statement	Response
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	Inventory paint storage; dispose of paint not used in the last six months.	If you haven't used paint in the last six months, it may be obsolete, taking up space, and may present an unnecessary fire hazard.
13	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.
14	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.
15	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.

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Day	Statement	Response
16	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>
17	'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.
18	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.
19	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.
20	Eye guards and tool rests missing from the shop grinder should be replaced before use.	<p>There are no replacements for your eyes. Protect them at all times.</p> <p>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.</p>

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Day	Statement	Response
21	Know your responsibility in every emergency situation.	You probably know what to do in case of a fire, but what about a power outage, tornado warning, or flood warning? Do you know your role? These will vary at each hotel.
22	Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	The SDS contains the first-aid information should an associate be exposed to a chemical. Exposure can occur in the eyes, mouth, nose, etc., and SDS 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.
23	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.
24	A minimum width of 36 inches must be maintained in all exit pathways.	To ensure adequate exit pathways, 36 inches of walking space is a bare minimum. 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. Remember, ADA compliance requires a minimum of 36 inches. Keep storage out of the pathways.
25	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.
26	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.

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Day	Statement	Response
27	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.
28	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.
29	The laundry chute doors should close and latch securely.	<p>Unlocked laundry chute doors present two hazards:</p> <ul style="list-style-type: none"> • 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. • There have been numerous incidents of children and young guests falling down chutes, resulting in severe injuries and death.
30	The swimming pool chemical concentration and pH should be checked at least daily.	In order 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.
31	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.

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