



**ZURICH**<sup>®</sup>

# Food and beverage 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. Food and beverage 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 recommended 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
					<p><b>1</b> The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p> <p><b>New Year's Day</b></p>	<p><b>2</b> Wear protective gloves when handling hot pans and containers.</p>
<p><b>3</b> Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p>	<p><b>4</b> Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p>	<p><b>5</b> Use correct cutting techniques.</p>	<p><b>6</b> Always wash your hands after using the restroom.</p>	<p><b>7</b> Jewelry should not be worn when operating machinery.</p>	<p><b>8</b> Slow down in the kitchen and the buffet area.</p>	<p><b>9</b> Use cut-resistant gloves every time you pick up a knife.</p>
<p><b>10</b> Examine both ends and seams of cans, and press each end separately.</p>	<p><b>11</b> Food handlers' hands should be washed after any possible contamination.</p>	<p><b>12</b> Always slow down before walking through a swinging door.</p>	<p><b>13</b> Store knives properly after use.</p>	<p><b>14</b> Always wear rubber or leather gloves when removing the vent grates above the grill.</p>	<p><b>15</b> Zero the slicer.</p>	<p><b>16</b> Only use approved wine bottle openers.</p>
<p><b>17</b> Hold cold food at 40°F/ 6°C or less.</p>	<p><b>18</b> Never reach into the dishwasher while it is operating.</p> <p><b>MLK Jr's Birthday</b></p>	<p><b>19</b> Get help when lifting heavy or bulky loads.</p>	<p><b>20</b> Unplug the slicer when it is not in use and when it is being cleaned.</p>	<p><b>21</b> Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p>	<p><b>22</b> Use a stepladder to reach high places.</p>	<p><b>23</b> Clean up any food or liquid immediately when breaking down buffet stations.</p>
<p><b>24</b> What does your 'right-to-know' refer to?</p>	<p><b>25</b> The door to the ice machine must be in the locked-open position before removing ice.</p>	<p><b>26</b> Always wear a cut-resistant glove when cleaning the slicing machine.</p>	<p><b>27</b> Never try to catch a falling knife.</p>	<p><b>28</b> Rotate food on a first-in/first-out basis.</p>	<p><b>29</b> Hand tools must be cleaned and sanitized after each use.</p>	<p><b>30</b> Never mix chemicals.</p>
<p><b>31</b> Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p>	<p><b>Happy New Year</b> Let's kick off a safe new year!</p>					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b> The spray curtains for the dishwasher should always be in place.</p>	<p><b>2</b> Always maintain a clear line of vision when carrying an object, especially on stairs.</p>	<p><b>3</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>4</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>5</b> Never pull out the tea basket while the tea is brewing.</p>	<p><b>6</b> Bleach is not an approved sanitizer; keep it out of the kitchen.</p>
<p><b>7</b> Maintain clear access areas in and out of the kitchen.</p>	<p><b>8</b> Be careful and methodical when moving banquet tables.</p>	<p><b>9</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>	<p><b>10</b> Clean up wet spots immediately.</p>	<p><b>11</b> Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>12</b> Remove the deep fry basket from oil before filling it with product.</p>	<p><b>13</b> Separate cutting boards should be used for raw and cooked foods.</p>
<p><b>14</b> Food handlers should be free from boils or infectious disease.</p> <p>Valentine's Day</p>	<p><b>15</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p> <p>President's Day</p>	<p><b>16</b> If you see food debris on the kitchen floor, pick it up.</p>	<p><b>17</b> Covering all food containers reduces the risk of contamination.</p> <p>Ash Wednesday</p>	<p><b>18</b> Never leave boxes (empty or full) lying around on the kitchen floor.</p>	<p><b>19</b> Never leave an empty coffee pot on the warmer.</p>	<p><b>20</b> Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p>
<p><b>21</b> Do not overload server trays or bus tubs.</p>	<p><b>22</b> Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>23</b> Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p>	<p><b>24</b> Place the serrated edge of the aluminum foil box face down after use.</p>	<p><b>25</b> Prevent cross-contamination of working surfaces and equipment.</p>	<p><b>26</b> All food containers must be properly labeled with common names.</p>	<p><b>27</b> A housefly can carry over six million microbes on its body and many more internally.</p>
<p><b>28</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>Post OSHA Log</b> By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted.</p>					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b> The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p>	<p><b>2</b> Wear protective gloves when handling hot pans and containers.</p>	<p><b>3</b> Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p>	<p><b>4</b> Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p>	<p><b>5</b> Use correct cutting techniques.</p>	<p><b>6</b> Always wash your hands after using the restroom.</p>
<p><b>7</b> Jewelry should not be worn when operating machinery.</p>	<p><b>8</b> Slow down in the kitchen and the buffet area.</p>	<p><b>9</b> Use cut-resistant gloves every time you pick up a knife.</p>	<p><b>10</b> Examine both ends and seams of cans, and press each end separately.</p>	<p><b>11</b> Food handlers' hands should be washed after any possible contamination.</p>	<p><b>12</b> Always slow down before walking through a swinging door.</p>	<p><b>13</b> Store knives properly after use.</p>
<p><b>14</b> Always wear rubber or leather gloves when removing the vent grates above the grill.</p> <p>Daylight Savings Begins</p>	<p><b>15</b> Zero the slicer.</p>	<p><b>16</b> Only use approved wine bottle openers.</p>	<p><b>17</b> Hold cold food at 40°F/ 6°C or less.</p> <p>St. Patrick's Day</p>	<p><b>18</b> Never reach into the dishwasher while it is operating.</p>	<p><b>19</b> Get help when lifting heavy or bulky loads.</p>	<p><b>20</b> Unplug the slicer when it is not in use and when it is being cleaned.</p>
<p><b>21</b> Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p>	<p><b>22</b> Use a stepladder to reach high places.</p>	<p><b>23</b> Clean up any food or liquid immediately when breaking down buffet stations.</p>	<p><b>24</b> What does your 'right-to-know' refer to?</p>	<p><b>25</b> The door to the ice machine must be in the locked-open position before removing ice.</p>	<p><b>26</b> Always wear a cut-resistant glove when cleaning the slicing machine.</p>	<p><b>27</b> Never try to catch a falling knife.</p> <p>Passover</p>
<p><b>28</b> Rotate food on a first-in/first-out basis.</p>	<p><b>29</b> Hand tools must be cleaned and sanitized after each use.</p>	<p><b>30</b> Never mix chemicals.</p>	<p><b>31</b> Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p>	<p><b>Spring Forward</b> Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>		

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				<p><b>1</b> The spray curtains for the dishwasher should always be in place.</p>	<p><b>2</b> Always maintain a clear line of vision when carrying an object, especially on stairs.</p> <p>Good Friday</p>	<p><b>3</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>
<p><b>4</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p> <p>Easter</p>	<p><b>5</b> Never pull out the tea basket while the tea is brewing.</p>	<p><b>6</b> Bleach is not an approved sanitizer; keep it out of the kitchen.</p>	<p><b>7</b> Maintain clear access areas in and out of the kitchen.</p>	<p><b>8</b> Be careful and methodical when moving banquet tables.</p>	<p><b>9</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>	<p><b>10</b> Clean up wet spots immediately.</p>
<p><b>11</b> Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>12</b> Remove the deep fry basket from oil before filling it with product.</p>	<p><b>13</b> Separate cutting boards should be used for raw and cooked foods.</p>	<p><b>14</b> Food handlers should be free from boils or infectious disease.</p>	<p><b>15</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>16</b> If you see food debris on the kitchen floor, pick it up.</p>	<p><b>17</b> Covering all food containers reduces the risk of contamination.</p>
<p><b>18</b> Never leave boxes (empty or full) lying around on the kitchen floor.</p>	<p><b>19</b> Never leave an empty coffee pot on the warmer.</p>	<p><b>20</b> Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p>	<p><b>21</b> Do not overload server trays or bus tubs.</p>	<p><b>22</b> Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>23</b> Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p>	<p><b>24</b> Place the serrated edge of the aluminum foil box face down after use.</p>
<p><b>25</b> Prevent cross-contamination of working surfaces and equipment.</p>	<p><b>26</b> All food containers must be properly labeled with common names.</p>	<p><b>27</b> A housefly can carry over six million microbes on its body and many more internally.</p>	<p><b>28</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>29</b> Be aware of broken glass when uploading bus tubs in the dish room.</p>	<p><b>30</b> Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p>	<p><b>Save OSHA Log</b> At the end of the month, take down and file the OSHA 300A summary log with your permanent records.</p>

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<p><b>2</b></p> <p>Wear protective gloves when handling hot pans and containers.</p>	<p><b>3</b></p> <p>Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p>	<p><b>4</b></p> <p>Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p>	<p><b>5</b></p> <p>Use correct cutting techniques.</p> <p>Cinco de Mayo</p>	<p><b>6</b></p> <p>Always wash your hands after using the restroom.</p>	<p><b>7</b></p> <p>Jewelry should not be worn when operating machinery.</p>	<p><b>8</b></p> <p>Slow down in the kitchen and the buffet area.</p>
<p><b>9</b></p> <p>Use cut-resistant gloves every time you pick up a knife.</p> <p>Mother's Day</p>	<p><b>10</b></p> <p>Examine both ends and seams of cans, and press each end separately.</p>	<p><b>11</b></p> <p>Food handlers' hands should be washed after any possible contamination.</p>	<p><b>12</b></p> <p>Always slow down before walking through a swinging door.</p>	<p><b>13</b></p> <p>Store knives properly after use.</p>	<p><b>14</b></p> <p>Always wear rubber or leather gloves when removing the vent grates above the grill.</p>	<p><b>15</b></p> <p>Zero the slicer.</p>
<p><b>16</b></p> <p>Only use approved wine bottle openers.</p>	<p><b>17</b></p> <p>Hold cold food at 40°F/ 6°C or less.</p>	<p><b>18</b></p> <p>Never reach into the dishwasher while it is operating.</p>	<p><b>19</b></p> <p>Get help when lifting heavy or bulky loads.</p>	<p><b>20</b></p> <p>Unplug the slicer when it is not in use and when it is being cleaned.</p>	<p><b>21</b></p> <p>Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p>	<p><b>22</b></p> <p>Use a stepladder to reach high places.</p>
<p><b>23</b></p> <p>Clean up any food or liquid immediately when breaking down buffet stations.</p>	<p><b>24</b></p> <p>What does your 'right-to-know' refer to?</p>	<p><b>25</b></p> <p>The door to the ice machine must be in the locked-open position before removing ice.</p>	<p><b>26</b></p> <p>Always wear a cut-resistant glove when cleaning the slicing machine.</p>	<p><b>27</b></p> <p>Never try to catch a falling knife.</p>	<p><b>28</b></p> <p>Rotate food on a first-in/first-out basis.</p>	<p><b>29</b></p> <p>Hand tools must be cleaned and sanitized after each use.</p>
<p><b>30</b></p> <p>Never mix chemicals.</p>	<p><b>31</b></p> <p>Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p> <p>Memorial Day</p>					

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		<p><b>1</b> The spray curtains for the dishwasher should always be in place.</p>	<p><b>2</b> Always maintain a clear line of vision when carrying an object, especially on stairs.</p>	<p><b>3</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>4</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>5</b> Never pull out the tea basket while the tea is brewing.</p>
<p><b>6</b> Bleach is not an approved sanitizer; keep it out of the kitchen.</p>	<p><b>7</b> Maintain clear access areas in and out of the kitchen.</p>	<p><b>8</b> Be careful and methodical when moving banquet tables.</p>	<p><b>9</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>	<p><b>10</b> Clean up wet spots immediately.</p>	<p><b>11</b> Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>12</b> Remove the deep fry basket from oil before filling it with product.</p>
<p><b>13</b> Separate cutting boards should be used for raw and cooked foods.</p>	<p><b>14</b> Food handlers should be free from boils or infectious disease.</p>	<p><b>15</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>16</b> If you see food debris on the kitchen floor, pick it up.</p>	<p><b>17</b> Covering all food containers reduces the risk of contamination.</p>	<p><b>18</b> Never leave boxes (empty or full) lying around on the kitchen floor.</p>	<p><b>19</b> Never leave an empty coffee pot on the warmer.</p>
<p><b>20</b> Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p> <p><b>Father's Day</b></p>	<p><b>21</b> Do not overload server trays or bus tubs.</p>	<p><b>22</b> Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>23</b> Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p>	<p><b>24</b> Place the serrated edge of the aluminum foil box face down after use.</p>	<p><b>25</b> Prevent cross-contamination of working surfaces and equipment.</p>	<p><b>26</b> All food containers must be properly labeled with common names.</p>
<p><b>27</b> A housefly can carry over six million microbes on its body and many more internally.</p>	<p><b>28</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>29</b> Be aware of broken glass when uploading bus tubs in the dish room.</p>	<p><b>30</b> Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p>			



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				<p><b>1</b> The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p>	<p><b>2</b> Wear protective gloves when handling hot pans and containers.</p>	<p><b>3</b> Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p>
<p><b>4</b> Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p> <p>Independence Day</p>	<p><b>5</b> Use correct cutting techniques.</p>	<p><b>6</b> Always wash your hands after using the restroom.</p>	<p><b>7</b> Jewelry should not be worn when operating machinery.</p>	<p><b>8</b> Slow down in the kitchen and the buffet area.</p>	<p><b>9</b> Use cut-resistant gloves every time you pick up a knife.</p>	<p><b>10</b> Examine both ends and seams of cans, and press each end separately.</p>
<p><b>11</b> Food handlers' hands should be washed after any possible contamination.</p>	<p><b>12</b> Always slow down before walking through a swinging door.</p>	<p><b>13</b> Store knives properly after use.</p>	<p><b>14</b> Always wear rubber or leather gloves when removing the vent grates above the grill.</p>	<p><b>15</b> Zero the slicer.</p>	<p><b>16</b> Only use approved wine bottle openers.</p>	<p><b>17</b> Hold cold food at 40°F/ 6°C or less.</p>
<p><b>18</b> Never reach into the dishwasher while it is operating.</p>	<p><b>19</b> Get help when lifting heavy or bulky loads.</p>	<p><b>20</b> Unplug the slicer when it is not in use and when it is being cleaned.</p>	<p><b>21</b> Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p>	<p><b>22</b> Use a stepladder to reach high places.</p>	<p><b>23</b> Clean up any food or liquid immediately when breaking down buffet stations.</p>	<p><b>24</b> What does your 'right-to-know' refer to?</p>
<p><b>25</b> The door to the ice machine must be in the locked-open position before removing ice.</p>	<p><b>26</b> Always wear a cut-resistant glove when cleaning the slicing machine.</p>	<p><b>27</b> Never try to catch a falling knife.</p>	<p><b>28</b> Rotate food on a first-in/first-out basis.</p>	<p><b>29</b> Hand tools must be cleaned and sanitized after each use.</p>	<p><b>30</b> Never mix chemicals.</p>	<p><b>31</b> Light fixtures, fluorescent tubes and bulbs should always have protective covers.</p>

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<p><b>1</b></p> <p>The spray curtains for the dishwasher should always be in place.</p>	<p><b>2</b></p> <p>Always maintain a clear line of vision when carrying an object, especially on stairs.</p>	<p><b>3</b></p> <p>Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>4</b></p> <p>Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>5</b></p> <p>Never pull out the tea basket while the tea is brewing.</p>	<p><b>6</b></p> <p>Bleach is not an approved sanitizer; keep it out of the kitchen.</p>	<p><b>7</b></p> <p>Maintain clear access areas in and out of the kitchen.</p>
<p><b>8</b></p> <p>Be careful and methodical when moving banquet tables.</p>	<p><b>9</b></p> <p>When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>	<p><b>10</b></p> <p>Clean up wet spots immediately.</p>	<p><b>11</b></p> <p>Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>12</b></p> <p>Remove the deep fry basket from oil before filling it with product.</p>	<p><b>13</b></p> <p>Separate cutting boards should be used for raw and cooked foods.</p>	<p><b>14</b></p> <p>Food handlers should be free from boils or infectious disease.</p>
<p><b>15</b></p> <p>Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>16</b></p> <p>If you see food debris on the kitchen floor, pick it up.</p>	<p><b>17</b></p> <p>Covering all food containers reduces the risk of contamination.</p>	<p><b>18</b></p> <p>Never leave boxes (empty or full) lying around on the kitchen floor.</p>	<p><b>19</b></p> <p>Never leave an empty coffee pot on the warmer.</p>	<p><b>20</b></p> <p>Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p>	<p><b>21</b></p> <p>Do not overload server trays or bus tubs.</p>
<p><b>22</b></p> <p>Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>23</b></p> <p>Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p>	<p><b>24</b></p> <p>Place the serrated edge of the aluminum foil box face down after use.</p>	<p><b>25</b></p> <p>Prevent cross-contamination of working surfaces and equipment.</p>	<p><b>26</b></p> <p>All food containers must be properly labeled with common names.</p>	<p><b>27</b></p> <p>A housefly can carry over six million microbes on its body and many more internally.</p>	<p><b>28</b></p> <p>What is the two person approach in regard to slip, trip or fall prevention?</p>
<p><b>29</b></p> <p>Be aware of broken glass when uploading bus tubs in the dish room.</p>	<p><b>30</b></p> <p>Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p>	<p><b>31</b></p> <p>Maintain clear walkways through prep areas, the kitchen, and service corridors.</p>	<p><b>School Starts</b> The new school year is coming, watch for buses!</p>			

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<p><b>5</b> Use correct cutting techniques.</p>	<p><b>6</b> Always wash your hands after using the restroom.</p> <p>Labor Day</p>	<p><b>7</b> Jewelry should not be worn when operating machinery.</p>	<p><b>8</b> Slow down in the kitchen and the buffet area.</p>	<p><b>9</b> Use cut-resistant gloves every time you pick up a knife.</p>	<p><b>10</b> Examine both ends and seams of cans, and press each end separately.</p>	<p><b>11</b> Food handlers' hands should be washed after any possible contamination.</p>
<p><b>12</b> Always slow down before walking through a swinging door.</p>	<p><b>13</b> Store knives properly after use.</p>	<p><b>14</b> Always wear rubber or leather gloves when removing the vent grates above the grill.</p>	<p><b>15</b> Zero the slicer.</p>	<p><b>16</b> Only use approved wine bottle openers.</p> <p>Yom Kippur</p>	<p><b>17</b> Hold cold food at 40°F/ 6°C or less.</p>	<p><b>18</b> Never reach into the dishwasher while it is operating.</p>
<p><b>19</b> Get help when lifting heavy or bulky loads.</p>	<p><b>20</b> Unplug the slicer when it is not in use and when it is being cleaned.</p>	<p><b>21</b> Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p>	<p><b>22</b> Use a stepladder to reach high places.</p>	<p><b>23</b> Clean up any food or liquid immediately when breaking down buffet stations.</p>	<p><b>24</b> What does your 'right-to-know' refer to?</p>	<p><b>25</b> The door to the ice machine must be in the locked-open position before removing ice.</p>
<p><b>26</b> Always wear a cut-resistant glove when cleaning the slicing machine.</p>	<p><b>27</b> Never try to catch a falling knife.</p>	<p><b>28</b> Rotate food on a first-in/first-out basis.</p>	<p><b>29</b> Hand tools must be cleaned and sanitized after each use.</p>	<p><b>30</b> Never mix chemicals.</p>		

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<p><b>1</b> The spray curtains for the dishwasher should always be in place.</p>	<p><b>2</b> Always maintain a clear line of vision when carrying an object, especially on stairs.</p>
<p><b>3</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>4</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>5</b> Never pull out the tea basket while the tea is brewing.</p>	<p><b>6</b> Bleach is not an approved sanitizer; keep it out of the kitchen.</p>	<p><b>7</b> Maintain clear access areas in and out of the kitchen.</p>	<p><b>8</b> Be careful and methodical when moving banquet tables.</p>	<p><b>9</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>
<p><b>10</b> Clean up wet spots immediately.</p>	<p><b>11</b> Be careful when picking up/removing glass containers from the cooler.</p> <p>Columbus Day</p>	<p><b>12</b> Remove the deep fry basket from oil before filling it with product.</p>	<p><b>13</b> Separate cutting boards should be used for raw and cooked foods.</p>	<p><b>14</b> Food handlers should be free from boils or infectious disease.</p>	<p><b>15</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>16</b> If you see food debris on the kitchen floor, pick it up.</p>
<p><b>17</b> Covering all food containers reduces the risk of contamination.</p>	<p><b>18</b> Never leave boxes (empty or full) lying around on the kitchen floor.</p>	<p><b>19</b> Never leave an empty coffee pot on the warmer.</p>	<p><b>20</b> Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p>	<p><b>21</b> Do not overload server trays or bus tubs.</p>	<p><b>22</b> Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>23</b> Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p>
<p><b>24</b> Place the serrated edge of the aluminum foil box face down after use.</p>	<p><b>25</b> Prevent cross-contamination of working surfaces and equipment.</p>	<p><b>26</b> All food containers must be properly labeled with common names.</p>	<p><b>27</b> A housefly can carry over six million microbes on its body and many more internally.</p>	<p><b>28</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>29</b> Be aware of broken glass when uploading bus tubs in the dish room.</p>	<p><b>30</b> Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p>
<p><b>31</b> Maintain clear walkways through prep areas, the kitchen, and service corridors.</p> <p>Halloween</p>	<p>Fire Prevention Month Fire Safety Month is here!</p>					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b> The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.</p>	<p><b>2</b> Wear protective gloves when handling hot pans and containers.</p>	<p><b>3</b> Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.</p>	<p><b>4</b> Food handlers should wear hats, caps, hair nets or other effective hair restraints.</p>	<p><b>5</b> Use correct cutting techniques.</p>	<p><b>6</b> Always wash your hands after using the restroom.</p>
<p><b>7</b> Jewelry should not be worn when operating machinery.</p> <p>Daylight Savings Ends</p>	<p><b>8</b> Slow down in the kitchen and the buffet area.</p>	<p><b>9</b> Use cut-resistant gloves every time you pick up a knife.</p>	<p><b>10</b> Examine both ends and seams of cans, and press each end separately.</p>	<p><b>11</b> Food handlers' hands should be washed after any possible contamination.</p> <p>Veterans Day</p>	<p><b>12</b> Always slow down before walking through a swinging door.</p>	<p><b>13</b> Store knives properly after use.</p>
<p><b>14</b> Always wear rubber or leather gloves when removing the vent grates above the grill.</p>	<p><b>15</b> Zero the slicer.</p>	<p><b>16</b> Only use approved wine bottle openers.</p>	<p><b>17</b> Hold cold food at 40°F/ 6°C or less.</p>	<p><b>18</b> Never reach into the dishwasher while it is operating.</p>	<p><b>19</b> Get help when lifting heavy or bulky loads.</p>	<p><b>20</b> Unplug the slicer when it is not in use and when it is being cleaned.</p>
<p><b>21</b> Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.</p>	<p><b>22</b> Use a stepladder to reach high places.</p>	<p><b>23</b> Clean up any food or liquid immediately when breaking down buffet stations.</p>	<p><b>24</b> What does your 'right-to-know' refer to?</p>	<p><b>25</b> The door to the ice machine must be in the locked-open position before removing ice.</p> <p>Thanksgiving</p>	<p><b>26</b> Always wear a cut-resistant glove when cleaning the slicing machine.</p>	<p><b>27</b> Never try to catch a falling knife.</p>
<p><b>28</b> Rotate food on a first-in/first-out basis.</p>	<p><b>29</b> Hand tools must be cleaned and sanitized after each use.</p> <p>Hanukkah</p>	<p><b>30</b> Never mix chemicals.</p>	<p><b>Fall Back</b> Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p><b>1</b> The spray curtains for the dishwasher should always be in place.</p>	<p><b>2</b> Always maintain a clear line of vision when carrying an object, especially on stairs.</p>	<p><b>3</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>4</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>
<p><b>5</b> Never pull out the tea basket while the tea is brewing.</p>	<p><b>6</b> Bleach is not an approved sanitizer; keep it out of the kitchen.</p>	<p><b>7</b> Maintain clear access areas in and out of the kitchen.</p>	<p><b>8</b> Be careful and methodical when moving banquet tables.</p>	<p><b>9</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>	<p><b>10</b> Clean up wet spots immediately.</p>	<p><b>11</b> Be careful when picking up/removing glass containers from the cooler.</p>
<p><b>12</b> Remove the deep fry basket from oil before filling it with product.</p>	<p><b>13</b> Separate cutting boards should be used for raw and cooked foods.</p>	<p><b>14</b> Food handlers should be free from boils or infectious disease.</p>	<p><b>15</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>16</b> If you see food debris on the kitchen floor, pick it up.</p>	<p><b>17</b> Covering all food containers reduces the risk of contamination.</p>	<p><b>18</b> Never leave boxes (empty or full) lying around on the kitchen floor.</p>
<p><b>19</b> Never leave an empty coffee pot on the warmer.</p>	<p><b>20</b> Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.</p>	<p><b>21</b> Do not overload server trays or bus tubs.</p>	<p><b>22</b> Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>23</b> Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.</p>	<p><b>24</b> Place the serrated edge of the aluminum foil box face down after use.</p>	<p><b>25</b> Prevent cross-contamination of working surfaces and equipment.</p>
<p><b>26</b> All food containers must be properly labeled with common names.</p>	<p><b>27</b> A housefly can carry over six million microbes on its body and many more internally.</p>	<p><b>28</b> What is the two person approach in regard to slip, trip or fall prevention?</p>	<p><b>29</b> Be aware of broken glass when unloading bus tubs in the dish room.</p>	<p><b>30</b> Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.</p>	<p><b>31</b> Maintain clear walkways through prep areas, the kitchen, and service corridors.</p>	<p>Christmas</p>
					<p>New Year's Eve</p>	

## Responses

The idea behind this calendar is repetitive training. The food and beverage manager can assist with the correct response to potentially hazardous situations by regularly training the staff on these scenarios. Of course, not every possible scenario is listed on the calendar; the situations listed are those we know may occur from time to time and might affect the safety and security of the associates, guests and the property. These topics repeat approximately every other month.

[Jan](#) | [Mar](#) | [May](#) | [Jul](#) | [Sep](#) | [Nov](#)

Day	Statement	Response
1	The common sources of salmonella infections are human carriers, cross-contamination, poor hygiene, and an unclean workspace.	Human carriers are a major source of salmonella typhi contamination. Food workers can spread salmonella through: <ul style="list-style-type: none"> <li>• Cross-contamination during processing, either before or after products are purchased.</li> <li>• Poor personal hygiene and habits.</li> <li>• Failure to work with clean, sanitized cutting boards, knives, equipment, cloths and utensils.</li> </ul>
2	Wear protective gloves when handling hot pans and containers.	Burns can be prevented by following this simple rule.
3	Use Personal Protective Equipment (PPE) to remove hot dishes from the microwave.	Using Personal Protective Equipment (PPE) when removing hot dishes from the microwave will prevent dishes from slipping and causing burns.
4	Food handlers should wear hats, caps, hair nets or other effective hair restraints.	Hair in food is unsanitary and a real turnoff for guests.
5	Use correct cutting techniques.	Prevent cutting hands and fingers.

## Jan | Mar | May | Jul | Sep | Nov

Day	Statement	Response
6	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
7	Jewelry should not be worn when operating machinery.	Fingers, hands, and other body parts can be pulled into the machinery.
8	Slow down in the kitchen and the buffet area.	Slow down in the kitchen and avoid slips and falls. It is saturation time, team.
9	Use cut-resistant gloves every time you pick up a knife.	It's so easy to prevent a cut.
10	Examine both ends and seams of cans, and press each end separately.	Reject cans if the opposite end bulges or the pressed end springs back.
11	Food handlers' hands should be washed after any possible contamination.	Wash hands after eating, smoking, drinking, using the toilet, touching unclean surfaces, or objects and handling raw meat and poultry.
12	Always slow down before walking through a swinging door.	Two people quickly approaching a swinging door from opposite directions can cause a major accident.
13	Store knives properly after use.	Someone might inadvertently lean against an improperly stored knife and receive an injury.
14	Always wear rubber or leather gloves when removing the vent grates above the grill.	Cuts to the hands from the edges and corners of the filters occur frequently when gloves are not worn.



[Jan](#) | [Mar](#) | [May](#) | [Jul](#) | [Sep](#) | [Nov](#)

Day	Statement	Response
15	Zero the slicer.	Slicers with blades left at the previous cut depth are a frequent source of serious cuts. Leave the work environment in safe condition.
16	Only use approved wine bottle openers.	Use of an unapproved opener can result in pinching and cutting of fingers.
17	Hold cold food at 40°F/ 6°C or less.	Keeping food at the correct temperature helps prevent foodborne illness.
18	Never reach into the dishwasher while it is operating.	Dishwasher water is very hot and there are many moving parts that would cause injury.
19	Get help when lifting heavy or bulky loads.	Get help when doing things like putting a new milk box in the dispenser, moving a keg of beer, or relocating a bag of potatoes. Your back will thank you.
20	Unplug the slicer when it is not in use and when it is being cleaned.	Prevent unintentional operation and injury.
21	Store cleaned and sanitized wares and utensils off the floor and in a clean, dry location.	Keep clean surfaces clean and uncontaminated with floor-clean operations and insect-control applications.
22	Use a stepladder to reach high places.	Standing on alternate equipment (milk crates, chairs, etc.) may result in falls; straining to reach something can also result in back injuries and dropped products and equipment.
23	Clean up any food or liquid immediately when breaking down buffet stations.	Immediately cleaning up when breaking down buffet stations helps prevent high-dollar-cost slips, falls, and back strains.

## Jan | Mar | May | Jul | Sep | Nov

Day	Statement	Response
24	What does your 'right-to-know' refer to?	Associates have a right to know about what chemicals they are using and what to do if they are ingested or come in contact with the skin or eyes. Safety Data Sheets (SDS), contain this information. Associates should also know where to find the Personal Protective Equipment (PPE) required for handling certain chemicals.
25	The door to the ice machine must be in the locked-open position before removing ice.	This may prevent the door from swinging closed and striking an associate on the head, arms, and hands.
26	Always wear a cut-resistant glove when cleaning the slicing machine.	When using the slicer, wearing the appropriate equipment may help in reducing injuries.
27	Never try to catch a falling knife.	Never try to catch a falling knife. You could receive a nasty cut for your trouble.
28	Rotate food on a first-in/first-out basis.	A FIFO (first in first out) system minimizes the risks of spoilage and contamination.

Jan | Mar | May | Jul | Sep | Nov

Day	Statement	Response
29	Hand tools must be cleaned and sanitized after each use.	<p>Hand tools must be cleaned and sanitized, either manually or mechanically, after each use. Hand tools include:</p> <ul style="list-style-type: none"> <li>• Knives</li> <li>• Scoops</li> <li>• Funnels</li> <li>• Whips</li> <li>• Spoons</li> <li>• Spatulas</li> <li>• Sifters</li> <li>• Strainers</li> <li>• Sieves</li> <li>• Ladle</li> <li>• Graters</li> <li>• Slicers</li> <li>• Peelers</li> <li>• Forks</li> <li>• And other hand tools</li> </ul>
30	Never mix chemicals.	Mixing chemicals may produce poisonous gas or an explosive reaction.
31	Light fixtures, fluorescent tubes and bulbs should always have protective covers.	Unprotected lights can result in broken glass in food.

## Feb | Apr | Jun | Aug | Oct | Dec

Day	Statement	Response
1	The spray curtains for the dishwasher should always be in place.	The spray curtains can prevent hot water, waste water, and chemicals from the dishwasher from splashing on the floor.
2	Always maintain a clear line of vision when carrying an object, especially on stairs.	Obstruction of your clear sight line may occur when carrying more than one crate. This can result in trips and falls on steps and can lead to serious injuries.
3	Have a 'Wet Floor' sign in place before and after cleaning the floor.	Alert associates and guests to a slippery condition in order to prevent slips and falls.
4	Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.	<p>Foodborne illness can be the result of:</p> <ul style="list-style-type: none"> <li>• Cross-contamination can occur during processing, either before or after purchase.</li> <li>• Poor hygiene and bad habits.</li> <li>• Failure to follow time and temperature guidelines.</li> </ul>
5	Never pull out the tea basket while the tea is brewing.	Associates have been burned when overflowing water hits their hands from coffee and tea pots and baskets.
6	Bleach is not an approved sanitizer; keep it out of the kitchen.	Use the approved product supplied by the facility.
7	Maintain clear access areas in and out of the kitchen.	If the area becomes cluttered with portable equipment, the workflow is interrupted and incidents resulting in injury are more likely to occur.
8	Be careful and methodical when moving banquet tables.	Moving too quickly can result in fingers being jammed and caught. It can also cause back strain if the table gets away from you.

## Feb | Apr | Jun | Aug | Oct | Dec

Day	Statement	Response
9	When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.	Always keep your back straight and use both arms to support the weight of the tray. Doing this can prevent unnecessary strain or back injury.
10	Clean up wet spots immediately.	Attending to wet spots will prevent trip and fall injuries to yourself, other associates and guests.
11	Be careful when picking up/ removing glass containers from the cooler.	Glass containers stored in coolers become slippery. You can lose your grip, causing glass to shatter and fly into people's eyes.
12	Remove the deep fry basket from oil before filling it with product.	Throwing food into hot oil can cause spitting and splashing, resulting in serious burns.
13	Separate cutting boards should be used for raw and cooked foods.	Strict discipline must be maintained; use the color-coded cutting boards to prevent cross-contamination.
14	Food handlers should be free from boils or infectious disease.	Human contamination is one of the common sources of foodborne illnesses.
15	Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.	<p>It is impossible to be sure all broken glass has been removed from ice. Metal scoops prevent this problem.</p> <p>Unclean scoop handles left in the ice bin can cause bacterial cross-contamination.</p>
16	If you see food debris on the kitchen floor, pick it up.	Slips and falls remain the number one cause of injury at locations.

## Feb | Apr | Jun | Aug | Oct | Dec

Day	Statement	Response
17	Covering all food containers reduces the risk of contamination.	Cross-contamination is a major source of foodborne illness.
18	Never leave boxes (empty or full) lying around on the kitchen floor.	Boxes left on the kitchen floor may result in trips and falls that cause a multitude of injuries.
19	Never leave an empty coffee pot on the warmer.	The coffee pot can shatter, causing various injuries.
20	Food storage shelves should be at least two inches (5.1 cm) from walls, six inches (15.2 cm) from the floor, and 18 inches (45.72 cm) from the ceiling.	Clearance will facilitate adequate air circulation and facilitate inspection and cleaning, which is essential.
21	Do not overload server trays or bus tubs.	Make two trips or get help. Overloading server trays or bus tubs in order to quickly complete a task may lead to injury from strain, as well as dropped objects and spilled food.
22	Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.	<p>Personal Protective Equipment (PPE) protects the skin, eyes, and respiratory system whenever chemicals may be splashed, sprayed, or dripped onto a person. PPE includes:</p> <ul style="list-style-type: none"> <li>• Splash-proof goggles</li> <li>• Gloves</li> <li>• Masks</li> <li>• Aprons</li> </ul>

## Feb | Apr | Jun | Aug | Oct | Dec

Day	Statement	Response
23	Check cargo carriers for odors and for evidence of holes, damage, or rodent activity.	<p>Foul smells can be caused by:</p> <ul style="list-style-type: none"> <li>• Failure to clean the carrier prior to loading</li> <li>• Decomposition of products prior to loading</li> <li>• Improper refrigeration or freezer temperature</li> </ul> <p>Remember holes in cargo carriers invite vermin and other pests.</p>
24	Place the serrated edge of the aluminum foil box face down after use.	Hands and wrists can be caught on serrated edges and be cut or scratched.
25	Prevent cross-contamination of working surfaces and equipment.	Clean and sanitize cutting boards, sinks, work surfaces, and equipment after each use.
26	All food containers must be properly labeled with common names.	Food, whether raw or prepared, if removed from its original packaging or container, should be stored in a clean, covered, nonabsorbent container until it is prepared and served. This is to prevent cross-contamination.
27	A housefly can carry over six million microbes on its body and many more internally.	Prevent flies from nesting indoors by storing food properly and using good sanitation, maintenance, and housekeeping practices to remove and eliminate nesting places.
28	What is the two person approach in regard 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 with the unsafe condition while the other obtains the proper assistance, cleanup materials, caution signs, or barriers to keep visitors or associates away from the hazard.
29	Be aware of broken glass when unloading bus tubs in the dish room.	Cuts may occur because of inattention to this detail.

Feb | Apr | Jun | Aug | Oct | Dec

Day	Statement	Response
30	Cleaners, sanitizers, and pesticides must be clearly labeled and stored in areas physically separate from food products.	These storage areas must be locked and accessible to authorized personnel only.
31	Maintain clear walkways through prep areas, the kitchen, and service corridors.	A minimum path of 44 inches should be maintained for exits. Maintaining this distance also removes trip hazards, so associates can flow safely and smoothly through walkways. Always place the chairs, racks, bars, etc., in the banquet aisle stacked neatly against the wall.



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