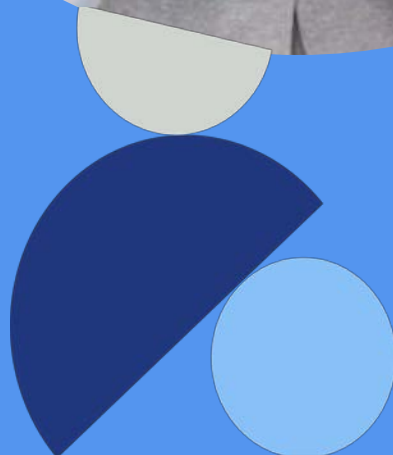


Staffing manager's

2022 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. Staffing managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every three months.

The information in this calendar is an accumulation of key practices. The calendar should be of great value to your operation. Management generating safety awareness is key 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, industrial rack/module safety and a large number of other topics.

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| | | 1 Ask questions. | 2 Prepare for an emergency. | 3 Hearing protection is essential when noise exposures cannot be controlled at the source. | 4 ALWAYS report accidents and defective equipment immediately. | 5 Never climb on or step onto guards to increase your work height. |
| 6 Practice good personal cleanliness. | 7 Be aware of people and other vehicles when operating a forklift. | 8 Always choose the right box cutter for the job. | 9 Your safety zone. | 10 If you work around forklifts, pay attention! The driver may not see you. | 11 Always use extreme caution when operating material handling equipment. | 12 Keep your work area clean and orderly. |
| 13 Caught-in or crush injuries around non-energized equipment. | 14 Alert your supervisor immediately of any conflicts that could erupt into a fight. Valentine's Day | 15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | 16 Always report a near miss incident or close call. | 17 Fatigue Factor. Ash Wednesday | 18 If an extreme weather advisory is issued, be prepared. | 19 Lacerations by box cutters are common in many industries... |
| 20 Employee Orientation Training. | 21 Conveyor Safety President's Day | 22 Entrance mats should always be in good condition. | 23 At the beginning of each shift all forklift drivers should complete forklift daily/shift inspection forms. | 24 To prevent eye injury, always wear the proper Personal Protective Equipment (PPE) for the task. | 25 USE Good Judgement | 26 Get help to handle heavy loads. |
| 27 The handling of empty pallets may seem like a rather routine job, but do not be fooled! | 28 Protect your hearing, always. | 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 Think Safety. | 2 Use a step or rolling ladder to reach high places, if permitted. | 3 Are you prepared for emergencies? | 4 Make sure your safety equipment is appropriate and functional. | 5 What is safety accountability? |
| 6 Training of Employees. | 7 First aid kits. | 8 OSHA Record keeping. | 9 Use cut resistant gloves when working with knives or sharp materials. | 10 Use 'Wet Floor' signs to reduce the possibility of an accident. | 11 Know where the emergency eyewash stations and showers are located and how to use them. | 12 Prevent slips, trips, and falls. |
| 13 Use kneepads when stocking low shelves or kneeling for long periods. Daylight Savings Begins | 14 Text messaging and talking on a cellphone while driving are classified as distracted driving. | 15 Please use the handrails. | 16 Do not jump onto or off of loading docks. | 17 Exit signs with arrows should correctly reflect the direction of travel to exit the building. St. Patrick's Day | 18 Get first aid immediately. | 19 Maintain machine safeguards. |
| 20 Clean up or report all spills, leaks, and wet areas immediately. | 21 Wear proper and sensible work clothes. | 22 What to do when an emergency occurs | 23 Watch where you are going and walk, don't run, from one place to another. | 24 It is your responsibility to talk to your supervisor about any safety issues. | 25 Attitude: Safety always applies to you | 26 Don't be a prankster! |
| 27 Order picker safety: Fall Protection Passover | 28 Do not attempt to move a load that is sitting on a broken pallet. | 29 Be careful around unsecured compressed gas cylinders. | 30 Stop and ask questions when you do not understand your assigned job tasks. | 31 Reporting is important. | Spring Forward Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary. | |

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| Save OSHA Log At the end of the month take down and file the OSHA 300A summary log with your permanent records. | | | | | 1 Fire exits and aisles. | 2 Accidents and near misses should be reported to your supervisor immediately. |
| 3 Never operate machinery without proper guards in place. | 4 What does 'building a bridge' mean regarding back safety? | 5 When you work with chemicals, you have a right to know... | 6 Wheels must be chocked during the loading/unloading of trailers. | 7 Never climb racking or step onto elevated racking. | 8 Always wear your Personal Protective Equipment (PPE). | 9 Only do the job you are assigned to |
| 10 Employees should only work on jobs assigned. | 11 You can't fool safety devices. | 12 Positive reinforcement works. | 13 Forklift safety fact | 14 Respect machinery | 15 Do not put yourself in harm's way. Good Friday | 16 Anti-fatigue mats. |
| 17 Maintain your work area in a clean and orderly condition. Easter | 18 Client Hazard Assessments. | 19 What is the two person approach in regard to slip, trip or fall prevention? | 20 Use proper body mechanics when lifting or reaching. | 21 Emergency lighting. | 22 Repetitive tasks | 23 What is the proper way to lift a carton/object? |
| 24 Use three points of contact. | 25 Distracted Driving and walking | 26 Hand tool safety | 27 Never use a pallet jack as a scooter. | 28 Buckle up when traveling to and from work. | 29 When do I report an injury or accident to my supervisor? | 30 Don't take shortcuts! |

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| 1 Ask questions. | 2 Prepare for an emergency. | 3 Hearing protection is essential when noise exposures cannot be controlled at the source. | 4 ALWAYS report accidents and defective equipment immediately. | 5 Never climb on or step onto guards to increase your work height. Cinco de Mayo | 6 Practice good personal cleanliness. | 7 Be aware of people and other vehicles when operating a forklift. |
| 8 Always choose the right box cutter for the job. | 9 Your safety zone. Mother's Day | 10 If you work around forklifts, pay attention! The driver may not see you. | 11 Always use extreme caution when operating material handling equipment. | 12 Keep your work area clean and orderly. | 13 Caught-in or crush injuries around non-energized equipment. | 14 Alert your supervisor immediately of any conflicts that could erupt into a fight. |
| 15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | 16 Always report a near miss incident or close call. | 17 Fatigue Factor. | 18 If an extreme weather advisory is issued, be prepared. | 19 Lacerations by box cutters are common in many industries... | 20 Employee Orientation Training. | 21 Conveyor Safety |
| 22 Entrance mats should always be in good condition. | 23 At the beginning of each shift all forklift drivers should complete forklift daily/shift inspection forms. | 24 To prevent eye injury, always wear the proper Personal Protective Equipment (PPE) for the task. | 25 USE Good Judgement | 26 Get help to handle heavy loads. | 27 The handling of empty pallets may seem like a rather routine job, but do not be fooled! | 28 Protect your hearing, always. |
| 29 Wear your seatbelt when operating a forklift. | 30 Lockout/tagout - affected employees. Memorial Day | 31 Proper footwear is an essential part of any Personal Protective Equipment (PPE) Program. | | | | |

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| | | | 1 Think Safety. | 2 Use a step or rolling ladder to reach high places, if permitted. | 3 Are you prepared for emergencies? | 4 Make sure your safety equipment is appropriate and functional. |
| 5 What is safety accountability? | 6 Training of Employees. | 7 First aid kits. | 8 OSHA Record keeping. | 9 Use cut resistant gloves when working with knives or sharp materials. | 10 Use 'Wet Floor' signs to reduce the possibility of an accident. | 11 Know where the emergency eyewash stations and showers are located and how to use them. |
| 12 Prevent slips, trips, and falls. | 13 Use kneepads when stocking low shelves or kneeling for long periods. | 14 Text messaging and talking on a cellphone while driving are classified as distracted driving. | 15 Please use the handrails. | 16 Do not jump onto or off of loading docks. | 17 Exit signs with arrows should correctly reflect the direction of travel to exit the building. | 18 Get first aid immediately. |
| 19 Maintain machine safeguards. | 20 Clean up or report all spills, leaks, and wet areas immediately. Father's Day | 21 Wear proper and sensible work clothes. | 22 What to do when an emergency occurs | 23 Watch where you are going and walk, don't run, from one place to another. | 24 It is your responsibility to talk to your supervisor about any safety issues. | 25 Attitude: Safety always applies to you |
| 26 Don't be a prankster! | 27 Order picker safety: Fall Protection | 28 Do not attempt to move a load that is sitting on a broken pallet. | 29 Be careful around unsecured compressed gas cylinders. | 30 Stop and ask questions when you do not understand your assigned job tasks. | | |

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| | | | | | 1 Fire exits and aisles. | 2 Accidents and near misses should be reported to your supervisor immediately. |
| 3 Never operate machinery without proper guards in place. | 4 What does 'building a bridge' mean regarding back safety? Independence Day | 5 When you work with chemicals, you have a right to know... | 6 Wheels must be chocked during the loading/unloading of trailers. | 7 Never climb racking or step onto elevated racking. | 8 Always wear your Personal Protective Equipment (PPE). | 9 Only do the job you are assigned to |
| 10 Employees should only work on jobs assigned. | 11 You can't fool safety devices. | 12 Positive reinforcement works. | 13 Forklift safety fact | 14 Respect machinery | 15 Do not put yourself in harm's way. | 16 Anti-fatigue mats. |
| 17 Maintain your work area in a clean and orderly condition. | 18 Client Hazard Assessments. | 19 What is the two person approach in regard to slip, trip or fall prevention? | 20 Use proper body mechanics when lifting or reaching. | 21 Emergency lighting. | 22 Repetitive tasks | 23 What is the proper way to lift a carton/object? |
| 24 Use three points of contact. | 25 Distracted Driving and walking | 26 Hand tool safety | 27 Never use a pallet jack as a scooter. | 28 Buckle up when traveling to and from work. | 29 When do I report an injury or accident to my supervisor? | 30 Don't take shortcuts! |
| 31 Pay attention to what you are doing to avoid caught-in or crush injuries around machinery. | | | | | | |

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|--|--|---|--|---|--|--|
| | 1 Ask questions. | 2 Prepare for an emergency. | 3 Hearing protection is essential when noise exposures cannot be controlled at the source. | 4 ALWAYS report accidents and defective equipment immediately. | 5 Never climb on or step onto guards to increase your work height. | 6 Practice good personal cleanliness. |
| 7 Be aware of people and other vehicles when operating a forklift. | 8 Always choose the right box cutter for the job. | 9 Your safety zone. | 10 If you work around forklifts, pay attention! The driver may not see you. | 11 Always use extreme caution when operating material handling equipment. | 12 Keep your work area clean and orderly. | 13 Caught-in or crush injuries around non-energized equipment. |
| 14 Alert your supervisor immediately of any conflicts that could erupt into a fight. | 15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | 16 Always report a near miss incident or close call. | 17 Fatigue Factor. | 18 If an extreme weather advisory is issued, be prepared. | 19 Lacerations by box cutters are common in many industries... | 20 Employee Orientation Training. |
| 21 Conveyor Safety | 22 Entrance mats should always be in good condition. | 23 At the beginning of each shift all forklift drivers should complete forklift daily/shift inspection forms. | 24 To prevent eye injury, always wear the proper Personal Protective Equipment (PPE) for the task. | 25 USE Good Judgement | 26 Get help to handle heavy loads. | 27 The handling of empty pallets may seem like a rather routine job, but do not be fooled! |
| 28 Protect your hearing, always. | 29 Wear your seatbelt when operating a forklift. | 30 Lockout/tagout - affected employees. | 31 Proper footwear is an essential part of any Personal Protective Equipment (PPE) Program. | School Starts The new school year is coming, watch for buses! | | |

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|--|--|--|--|---|--|---|
| | | | | 1 Think Safety. | 2 Use a step or rolling ladder to reach high places, if permitted. | 3 Are you prepared for emergencies? |
| 4 Make sure your safety equipment is appropriate and functional. | 5 What is safety accountability? Labor Day | 6 Training of Employees. | 7 First aid kits. | 8 OSHA Record keeping. | 9 Use cut resistant gloves when working with knives or sharp materials. | 10 Use 'Wet Floor' signs to reduce the possibility of an accident. |
| 11 Know where the emergency eyewash stations and showers are located and how to use them. | 12 Prevent slips, trips, and falls. | 13 Use kneepads when stocking low shelves or kneeling for long periods. | 14 Text messaging and talking on a cell phone while driving are classified as distracted driving. | 15 Please use the handrails. | 16 Do not jump onto or off of loading docks. Yom Kippur | 17 Exit signs with arrows should correctly reflect the direction of travel to exit the building. |
| 18 Get first aid immediately. | 19 Maintain machine safeguards. | 20 Clean up or report all spills, leaks, and wet areas immediately. | 21 Wear proper and sensible work clothes. | 22 What to do when an emergency occurs | 23 Watch where you are going and walk, don't run, from one place to another. | 24 It is your responsibility to talk to your supervisor about any safety issues. |
| 25 Attitude: Safety always applies to you | 26 Don't be a prankster! | 27 Order picker safety: Fall Protection | 28 Do not attempt to move a load that is sitting on a broken pallet. | 29 Be careful around unsecured compressed gas cylinders. | 30 Stop and ask questions when you do not understand your assigned job tasks. | |

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|--|--|---|--|--|--|---|
| | | | | | | <p>1</p> <p>Fire exits and aisles.</p> |
| <p>2</p> <p>Accidents and near misses should be reported to your supervisor immediately.</p> | <p>3</p> <p>Never operate machinery without proper guards in place.</p> | <p>4</p> <p>What does 'building a bridge' mean regarding back safety?</p> | <p>5</p> <p>When you work with chemicals, you have a right to know...</p> | <p>6</p> <p>Wheels must be chocked during the loading/unloading of trailers.</p> | <p>7</p> <p>Never climb racking or step onto elevated racking.</p> | <p>8</p> <p>Always wear your Personal Protective Equipment (PPE).</p> |
| <p>9</p> <p>Only do the job you are assigned to</p> | <p>10</p> <p>Employees should only work on jobs assigned to.</p> <p>Columbus Day</p> | <p>11</p> <p>You can't fool safety devices.</p> | <p>12</p> <p>Positive reinforcement works.</p> | <p>13</p> <p>Forklift safety fact</p> | <p>14</p> <p>Respect machinery</p> | <p>15</p> <p>Do not put yourself in harm's way.</p> |
| <p>16</p> <p>Anti-fatigue mats.</p> | <p>17</p> <p>Maintain your work area in a clean and orderly condition.</p> | <p>18</p> <p>Client Hazard Assessments.</p> | <p>19</p> <p>What is the two person approach in regard to slip, trip or fall prevention?</p> | <p>20</p> <p>Use proper body mechanics when lifting or reaching.</p> | <p>21</p> <p>Emergency lighting.</p> | <p>22</p> <p>Repetitive tasks</p> |
| <p>23</p> <p>What is the proper way to lift a carton/object?</p> | <p>24</p> <p>Use three points of contact.</p> | <p>25</p> <p>Distracted Driving and walking</p> | <p>26</p> <p>Hand tool safety</p> | <p>27</p> <p>Never use a pallet jack as a scooter.</p> | <p>28</p> <p>Buckle up when traveling to and from work.</p> | <p>29</p> <p>When do I report an injury or accident to my supervisor?</p> |
| <p>30</p> <p>Don't take shortcuts!</p> | <p>31</p> <p>Pay attention to what you are doing to avoid caught-in or crush injuries around machinery.</p> <p>Halloween</p> | <p>Fire Prevention Month</p> <p>Fire Safety Month is here!</p> | | | | |

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|--|--|--|---|--|---|--|
| | | 1 Ask questions. | 2 Prepare for an emergency. | 3 Hearing protection is essential when noise exposures cannot be controlled at the source. | 4 ALWAYS report accidents and defective equipment immediately. | 5 Never climb on or step onto guards to increase your work height. |
| 6 Practice good personal cleanliness. Daylight Savings Ends | 7 Be aware of people and other vehicles when operating a forklift. | 8 Always choose the right box cutter for the job. | 9 Your safety zone. | 10 If you work around forklifts, pay attention! The driver may not see you. | 11 Always use extreme caution when operating material handling equipment. Veterans Day | 12 Keep your work area clean and orderly. |
| 13 Caught-in or crush injuries around non-energized equipment. | 14 Alert your supervisor immediately of any conflicts that could erupt into a fight. | 15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | 16 Always report a near miss incident or close call. | 17 Fatigue Factor. | 18 If an extreme weather advisory is issued, be prepared. | 19 Lacerations by box cutters are common in many industries... |
| 20 Employee Orientation Training. | 21 Conveyor Safety | 22 Entrance mats should always be in good condition. | 23 At the beginning of each shift all forklift drivers should complete forklift daily/shift inspection forms. | 24 To prevent eye injury, always wear the proper Personal Protective Equipment (PPE) for the task. Thanksgiving | 25 USE Good Judgement | 26 Get help to handle heavy loads. |
| 27 The handling of empty pallets may seem like a rather routine job, but do not be fooled! | 28 Protect your hearing, always. | 29 Wear your seatbelt when operating a forklift. Hanukkah | 30 Lockout/tagout - affected employees. | Fall Back Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary. | | |

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|--|--|--|--|---|--|---|
| | | | | 1 Think Safety. | 2 Use a step or rolling ladder to reach high places, if permitted. | 3 Are you prepared for emergencies? |
| 4 Make sure your safety equipment is appropriate and functional. | 5 What is safety accountability? | 6 Training of Employees. | 7 First aid kits. | 8 OSHA Record keeping. | 9 Use cut resistant gloves when working with knives or sharp materials. | 10 Use 'Wet Floor' signs to reduce the possibility of an accident. |
| 11 Know where the emergency eyewash stations and showers are located and how to use them. | 12 Prevent slips, trips, and falls. | 13 Use kneepads when stocking low shelves or kneeling for long periods. | 14 Text messaging and talking on a cell phone while driving are classified as distracted driving. | 15 Please use the handrails. | 16 Do not jump onto or off of loading docks. | 17 Exit signs with arrows should correctly reflect the direction of travel to exit the building. |
| 18 Get first aid immediately. | 19 Maintain machine safeguards. | 20 Clean up or report all spills, leaks, and wet areas immediately. | 21 Wear proper and sensible work clothes. | 22 What to do when an emergency occurs | 23 Watch where you are going and walk, don't run, from one place to another. | 24 It is your responsibility to talk to your supervisor about any safety issues. |
| 25 Attitude: Safety always applies to you | 26 Don't be a prankster! | 27 Order picker safety: Fall Protection | 28 Do not attempt to move a load that is sitting on a broken pallet. | 29 Be careful around unsecured compressed gas cylinders. | 30 Stop and ask questions when you do not understand your assigned job tasks. | 31 Reporting is important. |
| Christmas | | | | | | New Year's Eve |

Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed with your employees at morning or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management can help drive 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 may occur from time to time in temp positions that might affect the safety and security of employees and clients. These topics repeat approximately every three months.

Jan | Apr | Jul | Oct

| Day | Statement | Response |
|-----|--|---|
| 1 | Fire exits and aisles. | Fire exits and aisles should always be accessible and free of storage. A general rule would be to make certain the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches. The Authority Having Jurisdiction may set more demanding aisle widths. |
| 2 | Accidents and near misses should be reported to your supervisor immediately. | All workers should be trained regarding the company's requirement that all accidents near misses or close calls be reported to the supervisor or senior manager on duty immediately. Letting a near miss go unreported provides an opportunity for a serious incident to occur. Each near miss should be investigated as aggressively as an actual incident so corrective actions may be taken to make certain that another near miss or injury does not occur. |
| 3 | Never operate machinery without proper guards in place. | Never operate machinery without proper guards in place. Never reach into the point of operation. If there is a jam of some kind, do not attempt to clear it without first contacting your supervisor and shutting down the equipment and locking it out. |

Jan | Apr | Jul | Oct

| Day | Statement | Response |
|-----|--|---|
| 4 | What does 'building a bridge' mean regarding back safety? | You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to 'build a bridge'. This simply means to support your upper body (which weighs significantly more than your lower body). This can be accomplished by placing one hand on your knee or inner thigh or on a stable item, such as a table or counter. This support of your upper body will lower the risk of injuring your lower back. Strains/overexertion injuries remain one of the top workers' compensation causes of loss for your industry. |
| 5 | When you work with chemicals, you have a right to know... | For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep you and others safe. If you have any questions about a product you work with, you should review its Safety Data Sheet (SDS). Ask your supervisor where the information (SDS) is located. |
| 6 | Wheels must be chocked during the loading/unloading of trailers. | All trailers must be chocked, or trailer restraints engaged during the time they are being loaded/unloaded. Copper-alloy, aluminum, or rubber durable chocks at least 8 inches (width and length), are acceptable chocks to use in distribution operations. Chocks must be snug against the front of the back tandems. Pieces of lumber, concrete blocks, etc., are NEVER to be used as wheel chocks. |
| 7 | Never climb racking or step onto elevated racking. | Warehouse racks are not designed for or intended to be used as climbing, walking, or working surface. Do not allow order picker operators to step on rack supports or wire mesh decking. Serious fall injuries can occur. |
| 8 | Always wear your Personal Protective Equipment (PPE). | Employees should be wearing all required Personal Protective Equipment (PPE) for the job assigned, such as: Safety glasses, Hearing protection, Safety shoes, and Gloves, etc. In addition, make sure the equipment is clean and fits properly. |

[Jan](#) | [Apr](#) | [Jul](#) | [Oct](#)

| Day | Statement | Response |
|-----|--|---|
| 9 | Only do the job you are assigned to | All employees should be instructed to do only the job task originally assigned to them and agreed to between the staffing company and host company. |
| 10 | Employees should only work on jobs assigned. | Do not volunteer for a different job assignment. Remind employees to never or accept a job outside of the one they have been approved for and trained to do. |
| 11 | You can't fool safety devices. | Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to increased risk of serious injury. Report violations of this nature to management for investigation. |
| 12 | Positive reinforcement works. | When you see an employee doing the job correctly and safely acknowledge the employee. Positive reinforcement is an effective safety tool. |
| 13 | Forklift safety fact | Never leave a forklift unattended on dock plate/boards, a trailer or in the aisle in the plant. |
| 14 | Respect machinery | Make sure all guards are in place. Never hurry beyond your ability to think and act safely. Remember to de-energize the power and follow appropriate lockout procedures before placing your hands in the point of operation. |
| 15 | Do not put yourself in harm's way. | Remind employees to be aware of their surroundings, stay alert, and always ask for assistance if they need help. |
| 16 | Anti-fatigue mats. | The use of anti-fatigue mats is helpful to relieve static pressure on the back. Standing on anti-fatigue mats, as compared to bare floors, may provide a noticeable improvement in comfort. |

[Jan](#) | [Apr](#) | [Jul](#) | [Oct](#)

| Day | Statement | Response |
|-----|---|---|
| 17 | Maintain your work area in a clean and orderly condition. | Good housekeeping is part of an effective safety program. |
| 18 | Client Hazard Assessments. | Make sure routine, written hazard assessments are completed for areas in which staffing employees are working. |
| 19 | 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. |
| 20 | Use proper body mechanics when lifting or reaching. | Always use proper body mechanics when lifting or reaching. All liftings should take place between your shoulders and waist. Avoid reaching above your shoulders. If needed, use the appropriate stool or stair ladder. |
| 21 | Emergency lighting. | Emergency lights should be tested monthly. The 'push-button' test should be conducted by pressing the 'test' button on the unit and holding it for 30 seconds. If the device does not light, or the lamps are dim, the unit should be serviced, repaired, or replaced. |
| 22 | Repetitive tasks | In order to reduce the likelihood of injury because of repetitive tasks, employees, whenever possible, should break up those tasks with less demanding duties or job rotation using different muscle groups. |

Jan | Apr | Jul | Oct

| Day | Statement | Response |
|-----|---|---|
| 23 | What is the proper way to lift a carton/object? | When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees. |
| 24 | Use three points of contact. | <p>Never jump off the vehicle. When climbing into or out of a truck, forklift, or other piece of equipment, face the vehicle and maintain three points of contact at all times:</p> <ul style="list-style-type: none"> • two feet and one hand • or one foot and two hands |
| 25 | Distracted Driving and walking | <p>Most states require hand free use of phone while driving:</p> <ul style="list-style-type: none"> • Never text and drive. • Do not text and walk in busy/high traffic areas or on stairs. • When outside in the parking area be aware of surroundings and do not text. |
| 26 | Hand tool safety | Be sure you have the right tool for the job and inspect the tool before using it. Never toss tools to another worker, onto a surface, or from a height. |
| 27 | Never use a pallet jack as a scooter. | Horseplay can be dangerous. Pallet jacks are to be used to move pallets, not people. Make sure you are properly trained before using any equipment. |
| 28 | 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. |

[Jan](#) | [Apr](#) | [Jul](#) | [Oct](#)

| Day | Statement | Response |
|-----|--|--|
| 29 | When do I report an injury or accident to my supervisor? | Report all injuries immediately to your supervisor and staffing company representative. |
| 30 | Don't take shortcuts! | If you're injured, the minute you saved may cost you days, weeks, or months of recovery time. |
| 31 | Pay attention to what you are doing to avoid caught-in or crush injuries around machinery. | Pay attention to what you are doing: Look for possible pinch points before you start your task. Always use machine and tool guards provided with your equipment. Report broken or missing barriers or guards to your supervisor. TURN OFF equipment and use lockout/tagout procedures before adjusting, clearing a jam, and repairing or servicing a machine to clear a jam. |

Feb | May | Aug | Nov

| Day | Statement | Response |
|-----|--|---|
| 1 | Ask questions. | If you are uncertain, ask questions, never assume. Ask your supervisor for instruction. |
| 2 | Prepare for an emergency. | Become aware of at least two emergency exits from your work area. |
| 3 | Hearing protection is essential when noise exposures cannot be controlled at the source. | Both earplugs and earmuffs provide a physical barrier that reduces inner ear noise levels and prevents hearing loss. Follow all rules of the workplace as it pertains to hearing protection. |
| 4 | ALWAYS report accidents and defective equipment immediately. | Delays in reporting injuries or defective equipment can set the stage for more serious accidents. Report these to your immediate supervisor and your staffing representative. |
| 5 | Never climb on or step onto guards to increase your work height. | Guards are there for a reason and climbing them defeats their purpose. If you need additional height to reach a work area, never stand on machinery. Ask for assistance from your supervisor. |
| 6 | Practice good personal cleanliness. | Avoid touching your eyes, face, and mouth with gloves or hands that are dirty. Wash well and use barrier creams when necessary. Most industrial illnesses and skin rashes are the result of poor hygiene practices. |
| 7 | Be aware of people and other vehicles when operating a forklift. | Stay alert. Use the horn as instructed and establish eye contact with people in the area of your moving forklift. Do not give rides to other employees. Always use your seatbelt. |
| 8 | Always choose the right box cutter for the job. | Always choose the right box cutter for the job. Use a safety-type box cutter with retractable safety blade and blade guard. |

Feb | May | Aug | Nov

| Day | Statement | Response |
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| 9 | Your safety zone. | Your safety zone is the area between your waist and your chest. When lifting keep heavy items in your safety zone and as close to your body as possible. This will reduce stress on your lower back when lifting. |
| 10 | If you work around forklifts, pay attention! The driver may not see you. | <p>When around forklifts:</p> <ul style="list-style-type: none"> • Keep a safe distance from the lift truck and pay attention - the driver may not see you! • Establish eye contact with the driver. • Watch out for the tail swing when a lift truck turns. • NEVER assume the lift truck operator knows you are there. Make yourself known. • Stay clear of the tail zone. This is a full circle around the lift truck equal to twice the height of the carried load. • NEVER walk under the raised forks of a lift truck. Even when empty, the forks could fall without warning. • NEVER ride the tines/forks of a forklift. This practice invites a fall and potentially serious injury. |
| 11 | Always use extreme caution when operating material handling equipment. | Only when trained are you allowed to operate a forklift and/or material handling equipment. Always be aware of pedestrians and move at safe speeds. |
| 12 | Keep your work area clean and orderly. | Good housekeeping is an integral part of every job, in order to have a pleasant and safe place to work. All employees must do their part to keep their work area clean and orderly. During an emergency, clear exit and travel paths are essential to everyone's safety. |

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| 13 | Caught-in or crush injuries around non-energized equipment. | Doors, file drawers, and heavy crates can pinch toes and fingers. Take care where you place your fingers. Test the weight of a box before lifting, carrying, and placing it; an awkward or heavy load can slip and injure your feet or hands. Get help or use mechanical material handling devices to move large and/or heavy items. |
| 14 | Alert your supervisor immediately of any conflicts that could erupt into a fight. | Workplace violence takes a toll on everyone, including witnesses. Avoid confrontation and report situations that might result in physical and/or emotional harm. |
| 15 | Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | In addition to the pressure requirement, the appropriate Personal Protective Equipment (PPE), should be used, based on the locations hazard assessment. In no circumstance should compressed air be used for cleaning one's clothing, as an air bubble could be injected into the bloodstream via a cut or other body opening. |
| 16 | Always report a near miss incident or close call. | Letting a near miss go unreported provides an opportunity for a serious incident to occur. A near miss is an incident in which someone could have gotten hurt. Each near miss should be investigated as aggressively as an actual incident so corrective actions may be taken to make sure that another near miss (or worse) does not occur. |
| 17 | Fatigue Factor. | The more alert a worker is, the less likely it is that he or she will get hurt. The employees should be encouraged to get adequate sleep and take advantage of breaks assigned. Overtime and long work hours contribute to this fatigue factor. |

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| 18 | If an extreme weather advisory is issued, be prepared. | <p>In cold weather protect your head and ears. Protect fingers, hands, toes and feet with insulated, moisture-proof gloves and boots. In hot Weather:</p> <p>In hot weather: Drink plenty of water/fluids. Be aware of the symptoms of heat stress disorders. If you experience dizziness, nausea, or cramping muscles, stop, and cool off!</p> |
| 19 | Lacerations by box cutters are common in many industries... | Getting a cut from a box cutter is usually the result of an unsafe practice. Using common sense will reduce the frequency of related injuries. Always make sure the box you are cutting is stable. Make certain your opposite hand is not in the cutting area. Always cut away from yourself and others with any cutting tool. The use of cut resistant gloves will reduce lacerations. |
| 20 | Employee Orientation Training. | Confirm that temporary employees have received all necessary training prior to being placed on the job. Keep a duplicate copy of all training records on file in the staffing office. Have a formal agreement with the host employer that clearly states who is responsible for employee training. |
| 21 | Conveyor Safety | <p>Conveyors should never be operated unless all safeguards are in place. Employees should remember the following rules:</p> <ul style="list-style-type: none"> • Keep all body parts away from the moving conveyor. • No sitting, standing, leaning on, or riding on conveyors. • Never jump over or crawl under a conveyor. • Never wear loose clothing, jewelry, etc. that could get caught in the conveyor. • Never attempt to repair or unjam any part of the conveyor system without first stopping the conveyor. • Know the location of emergency cords or shut-off devices in the event of an emergency or system problem. |

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| 22 | Entrance mats should always be in good condition. | Mats with curled edges or waves are actually a safety hazard and should be destroyed or returned to the vendor, if leased. Place entrance mats tightly against the door threshold and tightly against each other to maximize your slip reduction efforts. |
| 23 | At the beginning of each shift all forklift drivers should complete forklift daily/shift inspection forms. | Any forklift in need of repair must be taken out of operation and repaired prior to use. |
| 24 | To prevent eye injury, always wear the proper Personal Protective Equipment (PPE) for the task. | Eye protection is one of the most critical types of Personal Protective Equipment (PPE) that you can wear - at work and at home. Safety glasses should be worn any time there is a risk of injury to your eyes. |
| 25 | USE Good Judgement | Think before working and eliminate unsafe behaviors. |
| 26 | Get help to handle heavy loads. | If you need help lifting a heavy object, ask for it. Stay within job description guidelines - save your back! |
| 27 | The handling of empty pallets may seem like a rather routine job, but do not be fooled! | Use safe work procedures when working with pallets: <ul style="list-style-type: none"> • Never stand pallets on end. • Do not stack pallets more than six feet high. • Use a team lift on heavy or oversized pallets. |
| 28 | Protect your hearing, always. | Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. If your hearing protection is uncomfortable see your supervisor about other types of protection that fits you correctly and comfortably. |

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| 29 | Wear your seatbelt when operating a forklift. | Over one-quarter of forklift accidents are the results of the forklift tipping over. Wearing seat belts will help prevent being thrown out and crushed if the vehicle tips over. |
| 30 | Lockout/tagout - affected employees. | Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need-to-know that it is locked out. Inform affected employees of the activity being performed. Confirm the affected employees are trained on lockout/tagout procedures and that they know not to remove the lock or tag that has been applied. |
| 31 | Proper footwear is an essential part of any Personal Protective Equipment (PPE) Program. | Shoes should be closed toed, slip-resistant and, depending on the job, steel toes and metatarsal guards may be required. |

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| 1 | Think Safety. | Be proactive in your safety activities, don't wait for an accident to happen. |
| 2 | Use a step or rolling ladder to reach high places, if permitted. | Never stand on chairs, counters, tables, cartons, etc., as it may result in a serious fall. Never take a shortcut when it comes to ladder safety. Locate a step or rolling ladder of the appropriate size and rating for your needs. Many Temporary Staffing Companies do not permit temps to use ladders over six feet in height. If a larger ladder is needed, the worker should report the need for a ladder and have someone else retrieve the material. Ladder safety should be practiced at home, too. |
| 3 | Are you prepared for emergencies? | Employee training should always include what to do in the event of an emergency, such as a fire or weather emergency. Training should be conducted as part of the employee orientation and reviewed annually. |
| 4 | Make sure your safety equipment is appropriate and functional. | Only use safety equipment given to you by your supervisor or that is approved for the job you are performing. If the equipment is worn or damaged, obtain a replacement immediately. |
| 5 | What is safety accountability? | Safety accountability is a culture in which everyone, management, and associates, is accountable for safety. Don't ignore an unsafe act or an unsafe condition. With either issue, notify the accountable manager, or correct or eliminate the unsafe condition. |
| 6 | Training of Employees. | The staffing company must maintain a copy of all training records to include training provided by the client company or have easy access to client records. |
| 7 | First aid kits. | Know where first aid kits are located in the plant or office. |
| 8 | OSHA Record keeping. | In almost all circumstances, your employee injuries will be entered into clients' or 'Host Employer' OSHA 300 logs. 'Responsibility to record injuries and illnesses on the OSHA 300 log is based upon who supervises the worker's day-to-day tasks' according to OSHA. |

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| 9 | Use cut resistant gloves when working with knives or sharp materials. | Always use proper Personal Protective Equipment (PPE) such as cut resistant gloves, wrist and arm protectors, and aprons as the position dictates. |
| 10 | Use 'Wet Floor' signs to reduce the possibility of an accident. | Always use a warning sign at the area of a spill or wet floor to reduce the possibility of an employee slipping and falling. Clean up the area as soon as possible and determine the cause of the spill to prevent a reoccurrence. |
| 11 | Know where the emergency eyewash stations and showers are located and how to use them. | <p>Plumbed emergency eyewash stations and showers need to be located within 10-seconds access time of any area where a chemical splash to the eyes or body could occur.</p> <ul style="list-style-type: none"> • Know where they are located. • Make certain they are accessible. • Know how to hold your eyes open under flowing water. • Remember to flush for a minimum of 15 minutes. |
| 12 | Prevent slips, trips, and falls. | <p>To prevent slips, trips, and falls:</p> <ul style="list-style-type: none"> • Watch where you are going. • Walk slowly, sliding your feet on wet or slippery surfaces. • Do not carry loads over what you cannot see. • Do not jump on or off platforms or forklifts. • Do not wear clothing that you could trip over. • Do not text and walk. |

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| 13 | Use kneepads when stocking low shelves or kneeling for long periods. | The use of knee pads can reduce the risk of stress on the knees and legs. |
| 14 | Text messaging and talking on a cell phone while driving are classified as distracted driving. | Text messaging and talking on a cell phone while driving are classified as distracted driving and illegal in a growing number of states. Many accidents, including fatal ones, occur each day because drivers are texting or talking on a cell phone. Avoid these two potentially deadly distractions while driving. |
| 15 | Please use the handrails. | When climbing or descending steps or stairs, be sure to use handrails. In the event you trip or step on a foreign object or substance, the grip of the rail could prevent you from falling and seriously injuring yourself. |
| 16 | Do not jump onto or off of loading docks. | To help avoid injury, use designated employee stairways to enter or exit the building. |
| 17 | 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. |
| 18 | Get first aid immediately. | If you're hurt, even if it's just a scratch, seek first aid right away. Neglecting an injury may lead to serious infection, weeks away from work and possibly permanent injury. |

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| 19 | Maintain machine safeguards. | If a machine guard (fixed guard, interlock, light curtain, adjustable guard, etc.) is not in place or not in service, do not operate the machine. Report the defect to your supervisor. |
| 20 | Clean up or report all spills, leaks, and wet areas immediately. | If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible person. |
| 21 | Wear proper and sensible work clothes. | Whether you work in an office or warehouse, wear clothes that fit properly. Anything that can catch in machinery or trip you up is hazardous. In the plant, wear sturdy and appropriate footwear. Shoes should fully enclose the foot. Avoid loose clothing, dangling jewelry, and be sure long hair is tied back and cannot become entangled in machinery. |
| 22 | What to do when an emergency occurs | <p>Follow the company emergency plans. This should be covered during your new employee orientation. In the event of</p> <ul style="list-style-type: none"> • Fire • Bomb threat • Tornado • Hurricane • Know where to go, when to go and what to do. • Be prepared! |
| 23 | Watch where you are going and walk, don't run, from one place to another. | Look ahead, down, and around, focus on where you are going. Avoid slippery areas or obstructions in your path. |

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| 24 | It is your responsibility to talk to your supervisor about any safety issues. | When you delay discussing safety issues (i.e., a problem with equipment or a task to be performed) with your supervisor, the result can be a serious injury. Bring it up immediately! |
| 25 | Attitude: Safety always applies to you | Safety is no more than doing the job the right way every day. |
| 26 | Don't be a prankster! | Practical jokes and horseplay can be dangerous anywhere. In the work environment especially around machinery. |
| 27 | Order picker safety: Fall Protection | Operators must always secure their safety harness and tethers. To avoid serious injury, operators should never disconnect their fall protection while operating an order picker. Serious injuries and fatalities occur when operators fail to use their fall protection or disconnect their fall protection when working at elevation. Only when the unit has been lowered and turned off may an order picker disconnect their fall protection. Training specific to using fall protection must be provided before the employee starts the job. |
| 28 | Do not attempt to move a load that is sitting on a broken pallet. | Poorly maintained and damaged pallets could cause materials to fall off of racks and damage property and cause serious or fatal injuries. Make certain that a plan is in place to monitor pallet storage frequently during the day. Unsafe conditions should be noted and reported to your supervisor immediately. |
| 29 | Be careful around unsecured compressed gas cylinders. | Compressed gas cylinders have the potential to become rockets if the valve is broken off accidentally. Remember, there is no such thing as an empty cylinder. Always secure cylinders. Chains, cables, or brackets should fit snugly against the top one-third of the cylinder to prevent it from falling. |

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| 30 | Stop and ask questions when you do not understand your assigned job tasks. | Do not begin a job unless you have been trained and completely understand what is expected of you. Don't be afraid to ask questions. |
| 31 | Reporting is important. | Always report accidents, defective equipment, and unsafe conditions immediately! |

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