

# Daily Safety Tips for Retail Managers

Meet tomorrow prepared





## How the Daily Safety Tips program works:

The Daily Safety Tips program is designed as a comprehensive checklist that provides management with daily safety topics to communicate effectively throughout the year. Each tip is accompanied by a corresponding message that safety managers can use to implement and incorporate as a talking point. These talking points are useful for safety huddles, shift change meetings, and helping employees understand the importance of safety measures. Additionally, the checklist can be repurposed to meet specific business needs.

## Manager's Role:

Managers play a crucial role in the Daily Safety Tips program. They must ensure that the Daily Safety Tip Checklist and Talking Points are incorporated and utilized by lead safety personnel to help:

- Generate safety awareness
- Take control, and reduce claims and related expenses, adding significant value to operations

## Benefits:

### Daily Safety Topics & Tips with Talking Points:

Each day of the month is assigned a specific and essential safety topic, with corresponding messaging of a rotating schedule. Revisiting the safety topics throughout the year will help:

- Reinforce safety compliance and a safety mindset
- Help employees understand its importance keeping it top of mind
- Empower safety accountability
- Promote and heighten safety awareness
- Build a consistent and safer work environment year-round

### Wide range of essential topics covered include:

- Slip, trip and fall
- Fall prevention
- Manual material handling and Cutting safety
- Fire extinguisher safety
- Sprinkler system testing
- Industrial rack/module safety
- And many other essential safety topics

# Daily Safety Tips Checklist

The safety tips checklist offers daily safety topics with related Talking Points to enhance corresponding messaging for safety management to incorporate into morning or shift change meetings. The primary objective is to provide repetitive training and continue reinforcing safe practices and accountability among the workers, year-round.

## Key Points

- **Repetitive Training:** Regularly revisit safety topics to help reinforce safe practices and accountability, fostering a culture of awareness and prevention
- **Familiar and New Topics:** The checklist includes a mix of well-known and new safety topics and insights to provide comprehensive safety education.
- **Scenarios Covered:** Although not exhaustive, the topics cover various scenarios that impact the safety and security of employees and the public, ensuring a broad understanding of potential hazards.

## Safety is NO accident, and everyone's responsibility all day, every day.

It's essential for management to:

- Schedule safety meetings regularly (e.g., daily, weekly, bi-weekly, or monthly).
- Ensure all employees are informed about the schedule and encouraged to attend.
- Review recent incidents, near-misses, and lessons learned.
- Discuss potential hazards in the workplace and verify appropriate responses to daily conditions.
- Outline and reinforce appropriate safety measures.

By doing so, employees are kept well informed about potential hazards and the appropriate measures to take will contribute to a safer and more productive work environment.

Daily safety tips are grouped by month to help keep safety awareness ongoing throughout the year. Below is an example of the Daily Safety Tip Checklist with reference to how it can be used during safety discussions.

## Tips designed to repeat for each grouping of months: (January / May / September)

Day	Safety Tips	Response: Talking Points
	<b>Tip of the Day (Start-up Conversation)</b>	<b>Response: Incorporate Talking Points: into a start-up conversation. Below is an example based on the topic of Fire Safety.</b>
1	Do you know where the closest fire extinguisher is located and how to use it?	Fire extinguishers should be clearly visible to all personnel. Employees should understand how to operate an extinguisher effectively, unless the company policy dictates only designated personnel are authorized to use them. What does your policy say?

January / April / July / October		
Day	Safety Tips	Response: Talking Points
1	Report lights that are not working.	Good lighting is necessary for safety and security. You may be the first to discover an emergency exit or other important lights not working inside or outside the building.
2	Are all electrical panels properly covered?	<p>Serviced electrical panels are sometimes not restored to a safe condition by the service representative. Inspect electrical panels at least monthly to make certain the covers and all protective pieces to the panels have been properly placed back on the equipment. Confirm all electrical circuitry is covered. The unsafe conditions noted should be corrected immediately by a licensed electrician.</p>
3	Stay safe on ladders	<p>Follow these ladder safety rules:</p> <ul style="list-style-type: none"> <li>• When on a ladder, practice the belt buckle rule: Never lean to one side on a ladder further than the center of your body, or where a belt buckle is normally located. If you need to reach further, climb down, and move the ladder to eliminate the risk of the ladder sliding and a serious fall occurring.</li> <li>• Never work from a ladder unless you are properly trained.</li> <li>• Never work from the top step of a step ladder.</li> </ul> <p>Inspect the ladder before each use.</p>
4	What would you do if you saw a customer attempting to climb a fixture or ladder?	Please be courteous and provide them with excellent customer service! Have them climb off the fixture or ladder and assist them as needed.
5	Are display platforms, bases, or end caps properly installed and merchandized?	Platforms, bases, or end caps should be properly merchandized to eliminate the possibility of a customer tripping. Many times, these empty display areas blend in with the walking surface and create a trip hazard.
6	A minimum width of 36 inches must be maintained in all exit pathways	<p>To ensure adequate exit pathways, 36 inches of walking space is a bare minimum to meet ADA compliance and to help assure that everyone can get out of the building.</p> <p>Keep storage out of the pathways.</p>
7	Are all shelves, racking, and merchandise secure?	It is critical that shelving units and racking be in good condition and free of defects. Shelving noted as bowed due to the weight of the storage should be corrected to prevent the shelving from collapsing. Shelving units placed against a wall or perimeter glass should also be properly assembled and/or secured to prevent the shelving from collapsing or falling forward.
8	Smoke and carbon monoxide detectors save lives.	<p>Replace household smoke and carbon monoxide detector batteries annually and test the regularly to ensure they work in the event of a fire or carbon monoxide exposure.</p> <p>Replace household:</p> <ul style="list-style-type: none"> <li>• Smoke detector units every eight to 10 years, or as recommended by the manufacturer.</li> <li>• Carbon monoxide detectors every five year, or as directed by the manufacturer.</li> </ul>

January / April / July / October		
Day	Safety Tips	Response: Talking Points
9	Do not let a near miss go unreported.	Failure to report a near miss provides an opportunity for a serious accident to occur. A near miss is an incident in which someone could have gotten hurt. Management and associated need to evaluate or investigate the incident and put a plan in place to make certain another near miss or actual loss does not occur.
10	Before you begin to lift an object...	First, ask yourself if it is safe to perform a lifting task without help. If your answer is yes, stand close to the object, bend down at the knees, straddle it, get a good grip, and lift with your legs while keeping your back straight.  If the item appear too heavy or bulky, use a mechanical device (e.g. hand cart, pallet jack) or ask a co-worker to help you lift them.
11	Are you prepared for emergencies?	Real life emergencies can be a reality. A good start is to train management and associates annually and during orientation on the company emergency action plan.  Employee training should always include what to do in the event of an emergency, such as a fire, weather, or workplace violence.
12	Misuse of chemicals or cleaning agents can be dangerous.	The World Health Organization (WHO) says: <i>Chemicals are part of our daily life. All living and inanimate matter is made up of chemicals, and virtually every manufactured product involves the use of chemicals. Many chemicals can, when properly used, significantly contribute to the improvement of our quality of life, health, and well-being. But other chemicals are highly hazardous and can negatively affect our health and environment when improperly managed.</i>  Pay attention to your Hazard Communication training: <ul style="list-style-type: none"> <li>• Wear your PPE.</li> <li>• Make sure chemicals are properly stored and labeled.</li> </ul>
13	What is a Safety Data Sheet (SDS)? What does it contain and where are they located?	Every hazardous substance that has been identified has a Safety Data Sheet (SDS). The SDS tells you what the substance is, what possible dangers you might encounter while using the product and how to properly protect yourself from the substance.  The SDS will list any personal protective equipment (PPE) required with the use of that particular substance.  Your management team can show you where your SDS's are located.
14	Bloodborne pathogens: what are <i>Universal Precautions</i> ?	The term Universal Precautions means you assume that (regarding bloodborne pathogens) everything is potentially contaminated. <ul style="list-style-type: none"> <li>• Always take proper precautions and follow the bloodborne pathogen safety guidance.</li> <li>• when treating or handling an injured worker.</li> </ul>
15	Are all fire extinguishers fully charged and easily accessible?	Inspect fire extinguishers monthly, at least, to determine if they are fully charged, properly mounted, easily accessible, and clearly marked in the event of a fire. Each fire extinguisher should have an inspection tag attached indicating it has been inspected by a licensed fire extinguisher company in the past year.

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16	Are all stairwells clear and free of obstruction?	Inspect emergency stairwells to make certain they are clear and passable in the event of an evacuation. Fire stairwells should be free of storage and properly illuminated.
17	Do not use extension cords or cube taps, as permanent wiring devices.	Cube taps are cheap multi-outlet devices that, normally, three electrical cords or devices can be plugged into. These devices are not to be used in commercial buildings. Some of these devices tend to melt and eventually catch fire when too much amperage or power is drawn through them.
18	Are all entrance mats in good condition?	Mats with curled edges or waves are 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.
19	Are switches in electrical panels properly labeled?	Circuit breaker switches in electrical panels should be labeled to indicate the area each switch controls so they can be quickly identified in the event of an emergency.  Electrical panels should also be inspected to confirm there are no open holes where circuit breakers have been removed. Open circuit breaker holes create exposure to electrical shock and should be reported to management immediately for resolution.
20	Does it matter where we place entrance mats?	Entrance mats should be placed tightly against the door threshold and tightly against each other to provide customers with as much opportunity as possible to rid their shoes of moisture and debris. Mats should extend 12 to 16 feet into the building.  Check door threshold height before ordering mats to avoid having to place quality mats three feet beyond the door entrance due to the mat being too thick.
21	Point-of-Sale (POS) PIN Pad Audits	<ul style="list-style-type: none"> <li>Assure point-of-sale (POS) pin pads at the checkout areas are locked, tethered, and not tampered with. Report any issues to your manager.</li> </ul>
22	An uncluttered store shows respect for those who shop and work there and can help prevent injuries	Poor housekeeping can contribute to slip/trip/fall and other incidents.  Make sure all managers and associates are trained to never walk by an unsafe act or unsafe condition. Associates should actively keep their areas clean and free of clutter.
23	First aid kits/First aid logs.	Stores should have first aid kits that are supplied based on the number of employees working at the location. The kit or kits should contain an adequate supply of first aid supplies that are routinely audited to ensure kits are clean and adequately stocked. Bulk tubes of first aid creams, bottles of hydrogen peroxide, or used eyewash should not be kept in the kits.
24	When choosing a ladder for your sales floor you must first know your task.	Consider the following: load capacity, height of the ladder, the accent/decent angle of the ladder and the material the ladder is made of.

January / April / July / October

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25	Report damage to ladders immediately; never use damaged ladders.	<p>Using damaged ladders is a recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe. Before use, inspect ladders for cracks, bent or missing rungs, etc. Do not load ladders beyond their maximum manufacturer's rated capacity, which includes the total weight of the climber, tools, supplies, and other objects placed upon the ladder. When purchasing a ladder for work or home, remember to buy a properly rated ladder that is the right size and type for the intended use. Ladder ratings are created by the American National Standards Institute (ANSI) and the current rating of ladders is as follows:</p> <ul style="list-style-type: none"> <li>• Special Duty (Type I-AA): 375 pounds</li> <li>• Extra Heavy Duty (Type I-A): 300 pounds</li> <li>• Heavy Duty (Type I): 250 pounds</li> <li>• Medium Duty (Type II): 225 pounds</li> <li>• Light Duty (Type III): 200 pounds</li> </ul> <p>Type I-A and I-AA ladders are recommended for home use.</p> <p>If purchasing a one, two or three-step stepladder, ensure the ladder has a protective railing on the front to prevent falls due to loss of balance.</p>
26	Holiday and large sales event safety	<p>Certain times of the year may generate extra customers and traffic to your facility. While this can be good for sales, it may increase the exposure to additional incidents. Assure that all associates pay extra attention to hazards in the workplace (for example, debris on the floors).</p> <p>Make sure seasonal and temporary staffing associates are aware of your organization's safety rules.</p> <p>Develop, and know how to implement a Crowd Management Plan for large sales events that can result in chaos and extra injuries if not properly managed.</p>
27	The handling of empty pallets may seem like a routine job, but do not be fooled!	<p>In doing this type of work, you perform certain acts that can easily result in injuries if safety precautions are not taken.</p> <ul style="list-style-type: none"> <li>• Never stand pallets on end. This can result in a struck-by injury.</li> <li>• Do not stack pallets more than 6 feet high.</li> <li>• Use a team lift on heavy or oversized pallets.</li> </ul>
28	<b>Anticipate Risk:</b> A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
29	Never defeat a safety device.	<p>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.</p> <p>Report violations of this nature to management for investigation.</p>

January / April / July / October

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30	AEDs - what do you know about them?	<p>According to the American Heart Association Facts on Sudden Cardiac Arrest published in December 2009, there are more than 295,000 occurrences of sudden cardiac arrest (SCA) each year and most of them are fatal. A victim's chances of survival are reduced 7-10% for every minute that passes without treatment. According to medical experts, the key to survival is timely initiation of a <i>chain of survival</i>, including CPR and early defibrillation. The availability of a working Automated External Defibrillator (AED) and a trained person to use it could be very valuable in helping save lives. Contact a Zurich risk engineer for a risk topic on this subject</p>
31	Peg hook safety.	<p>While the use of plan-o-grams and peg hooks are left up to the decision of our merchants, there are a few things we can do to increase the safety of our customers - especially our smaller customers. Avoid placing peg hooks on corner or end cap displays. Children, and even adults, walking around a corner can strike into them.</p> <p>Place peg hook displays within the interior of an aisle display. Plan for a base platform, in front of peg hook displays to prevent customers from leaning into the peg hooks. Use the shortest peg hook possible and ensure that all peg hooks are uniform in length. No peg hooks should protrude out from the rest. Review peg hook safety daily. Explore the use of safer varieties of peg hooks.</p>



February / May/ August / November		
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1	Did you move that mat?	<p>Mats slide around on floors under some conditions and may need to be replaced to prevent falls. Mats placed at doorways should be against the door threshold.</p> <p>If you observe a mat that continually moves, discuss it with facilities management. Perhaps a different type of mat needs to be used or something can be done to eliminate the need for even having a mat in the area.</p>
2	Check compactors to confirm all safety controls are in place.	<p>Compactor accidents do not happen with great frequency, but they are frequently tragic. Dead-man type switches and door interlocks should be operable. Every year in the United States, workers are killed or seriously injured when using powered equipment such as compactors. Fatalities normally occur when workers attempt to service the equipment and fail to shut off the power and properly lockout and tagout the equipment. Only authorized and properly trained individuals should ever attempt to service a compactor.</p>
3	Extension cord use	<p>Unsafe use of extension cords can lead to fractures, cuts, contusions, and sprains, usually the result of a person tripping over them. Unsafe use can also result in fires from short circuits, overloading, and misuse. Extension cords should only be used in approved areas. They should always be in good condition and never be placed where someone may trip over them.</p>
4	Trip hazards should be repaired ASAP to reduce the potential for accidents.	<p>Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.</p>
5	When do I report an injury or accident to my supervisor?	<p>Report all incidents immediately to your supervisor and staffing company representative (if applicable).</p>
6	Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.	<p>Gas cylinders (helium, oxygen, etc.) are heavy and can easily crush the bones in a foot. They also have the potential to become missiles if the valve is broken off accidentally (some have more than 1000 lbs. of stored pressure). 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 cylinders to prevent them from falling.</p>
7	Customers are number one and you never get a second chance for a good	<p>Observations of poor housekeeping by customers can affect their decision to shop in our store. It is important to correct housekeeping issues immediately when noted.</p>
8	Display safety and overhead displays.	<p>To prevent customers from being injured when attempting to reach overhead displays, try installing a sign near the display indicating that the customer should, "Please ask for assistance" (or something similar). This will give the customer notice and may prevent a customer from being struck by merchandise.</p> <p>Securing displays that children can reach and pull down is a good practice. Heavy items should be displayed on the lowest shelf or on the floor, not in top stock areas.</p>

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9	What does <i>building a bridge</i> mean regarding back safety?	<p>You may occasionally bend over to pick up a piece of paper or other debris or items on the floor or ground. When you do, be sure to 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.</p> <p>In many industries, strains and over exertion injuries remain one of the top workers; compensation causes of loss.</p>
10	Store Safety inspections are not complete until they are documented.	<p>In the event of an accident, fire, or other emergency, part of the defense of the stores actions is the documentation of training, preventative. Maintenance, and inspections related to safety.</p> <p>If you document it, you can prove you did it.</p>
11	Have all changes in height parentheses, steps, ramps, ETC.) Been highlighted?	<p>Steps, ramps, curbs, and related items with some height that are not highlighted could present a trip hazard. Consider adding a different color., striping, or similar highlight to give some contrast and awareness for customers and employees to prevent slip, trip, and fall incidents.</p>
12	Stockroom safety should always be a top priority.	<p>In order to control needless falls, it is critical that every effort be made to ensure that walking areas are free of slip, trip, and ball hazards during all hours of the day. All employees are accountable for either correcting the hazards or alerting the appropriate party to address issues</p>
13	Stockroom safety should always be a top priority.	<p>A well dash run. Chrome. OR receiving area is a direct reflection of your overall operation. Associates entering or working in the stockroom or receiving area must be familiar with the Stockroom safety program. And, more importantly, with the hazards they may encounter.</p>
14	We should wear our Personal Protective Equipment, (PPE).	<p>Personal Protective Equipment (PPE) should be worn anytime there is a risk of injury. Or, including when working around the home. For example:</p> <ul style="list-style-type: none"> <li>• Mowing the lawn</li> <li>• Using power tools</li> <li>• Sharpening blades</li> <li>• Etc..</li> </ul>
15	Are hazard reporting forms available to all staff and instructions communicated on how to use them?	<p>Assure that all associates know how and when to report an incident.</p> <p>Assure that the true cause of the incident is identified, and management corrective action is taken to prevent future occurrences.</p>
16	Fire extinguishers, sprinkler risers, and fire alarm equipment.	<p>Fire extinguishers, sprinkler risers, and fire alarm equipment should be readily accessible. A general rule would be to keep storage 36 inches away from this equipment.</p>
17	Remember that there is no smoking in the workplace.	<p>There is a reason for no smoking in the workplace. Most states forbid smoking due to health and fire hazards.</p>

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18	Fire extinguisher basics: use the <i>PASS</i> system to put out the	<p>Pull the pin.</p> <p>Aim the extinguisher nozzle at the base of the fire.</p> <p>Squeeze or press the handle.</p> <p>Sweep from side to side slowly at the base of the fire until it goes out.</p> <p>Remember to never endanger yourself. If the fire is too large to put out, sound the alarm immediately, and follow evacuation protocols.</p>
19	Snow and ice, and wet surfaces control.	<p>Reasonable care should be taken to ensure walking surfaces are properly cleaned and salted during and after a snowfall.</p> <ul style="list-style-type: none"> <li>• Employees or contractors responsible for snow removal should ensure exterior steps and ramps are thoroughly cleaned and salt or other abrasives added as needed.</li> <li>• Management and employees should monitor walking surfaces and ensure action is taken when unacceptable snow and ice removal standards are noted.</li> <li>• Parking lots, sidewalks and other exterior walking surfaces should be monitored for black ice and the exposure reported, protected, and/or treated with salt/ abrasives.</li> <li>• Entrance mats or runners should extend 15 feet into the building to permit customers and employees to rid their shoes of moisture.</li> <li>• Entrances should be closely monitored during inclement weather and water noted and cleaned up immediately to reduce slip-and-fall incidents.</li> <li>• <i>Wet floor</i> signs should be utilized to give customers and employees notice that the walking surface may be wet. Signs should be placed to the side of main walking aisles to prevent them from becoming a trip hazard.</li> </ul> <p>Please be sure to use handrails when climbing or descending steps or stairs. In the event you trip or step on a foreign object or substance, the grip of the rail could reduce your exposure to falling.</p>
20	Fire exits and aisles in the stockrooms.	<p>Fire exits and aisles in stockrooms should always be accessible and free of storage. A general rule would be to ensure the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches.</p> <p>Also, make sure that no pallets or other items are stored on the outside of the exit door (the exit discharge area should be clear).</p> <p>Your local authority may set more demanding aisle widths.</p>
21	Are loading docks well-lit and hazard- free?	<p>Make sure that the loading dock lighting is ample for work when it is dark outside to help associates safely perform their shipping and receiving duties. Also, remove any hazards (e.g., pallets sticking out in walkways, poor housekeeping, water on the dock floor) that can contribute to incidents.</p>

February / May / August / November		
Day	Safety Tips	Response: Talking Points
22	Buckle up when traveling to and from work.	<p>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 vehicle. In fact, motor vehicle accidents are the leading cause of accidental death for individuals aged 1 to 34. Seat belts provide the greatest protection against occupant ejection.</p> <ul style="list-style-type: none"> <li>• Ejection from a vehicle generally causes the most severe injuries in a crash.</li> <li>• 75% of the occupants who are ejected from vehicles are killed (NHTSA).</li> <li>• Seat belts need to be used even if the vehicle is equipped with air bags. An air bag inflates and deflates in a matter of seconds. If there is a secondary crash, you have no restraint protection.</li> <li>• Seat belts lessen the impact of air bags on vehicle occupants.</li> </ul>
23	<b>Anticipate Risk:</b> A key phrase in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
24	Know your responsibility in every emergency situation.	<p>What would you do in the event of a</p> <ul style="list-style-type: none"> <li>• Fire?</li> <li>• Bomb threat?</li> <li>• Active shooter?</li> <li>• Weather event (flood, tornado, etc.)?</li> <li>• Power outage?</li> <li>• Serious employee accident?</li> </ul> <p>These may vary with different facilities.</p>
25	Should entrance doors, vestibule glass, and glass partitions be marked?	<p>Entrance doors and perimeter glass should be marked with company-approved decals to provide customers with notice that they are approaching a door or window. Unmarked glass panels can result in customers inadvertently walking into the glass and seriously injuring themselves.</p>
26	Correct or report slip, trip, and fall hazards.	<p>Slips, trips, and falls are the most common accidents in America. Every effort should be made to eliminate these hazards.</p> <p>Correct or report poor housekeeping situations immediately.</p> <p>Contact a Zurich risk engineer for a RiskTopic on this subject.</p>
27	Do all electrical outlets have secure face plates?	Electrical outlets should have covers in place to prevent associates or visitors from touching exposed electrical wiring and being shocked. Conditions noted should be corrected immediately.
28	Immediately clean up any spills on the floor that could cause someone to slip and fall.	If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible associate.

February / May / August / November		
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29	Text messaging or talking on a cell phone while driving is classified as distracted driving.	Text messaging or talking on a cell phone while driving is classified as distracted driving and illegal in most 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. While hands-free phone use may be better than holding the phone, it still takes your mind off the driving task, which could result in a crash.
30	Falls from ladders are one of the most common causes of serious injury in the industry.	The misuse of ladders, or not using a ladder as required, is a common way for serious injuries to occur. Even a fall from a short distance can result in severe injury. Chairs, shelving, boxes, or other unapproved devices must not be used instead of a ladder. Serious falls can occur when these unsafe and improper devices are used.
31	Before an incident occurs, post emergency numbers.	Remember that: <ul style="list-style-type: none"> <li>• Not all communities are covered by a 911 service, so do not assume that dialing</li> <li>• 911 will reach the emergency service provider.</li> <li>• Many business phone systems require dialling a leading digit (often '9') to get an outside line - dialling only 9-1-1 will get no response.</li> <li>• In larger facilities it may be necessary to call for help through Security so that the officers can meet the responders and lead them to the correct location.</li> <li>• Train all managers and associates on communication protocols and emergency response.</li> </ul>

March / June / September / December		
Day	Safety Tips	Response: Talking Points
1	Are signs available. To advise customers and staff of slippery surfaces?	<p>Make sure that "Wet Floor" floor signs are available to place in the areas that have water or other liquids on the floor temporarily until the spill is cleaned up or the floor has dried.</p> <p>While some stores leave the signs up all the time, it is advised to only put the signs up when needed. This prohibits associates and customers from getting complacent every time they walk by. The sign and not paying attention to the warning.</p>
2	Exit signs with arrows should correctly reflect the direction of travel to exit.	There have been several deaths in fires because the arrows on the exit signs indicated. An incorrect direction of travel, Period. Little things matter.
3	Flammable and combustible materials should be minimized.	Reducing the amount of flammable and combustible materials minimizes the potential fire hazard presented by these materials. The fewer the better.
4	Your company has an emergency plan.	Periodically review your emergency plan with management and associates and be aware of what steps to follow in an emergency. Remind them that some of these plans are also applicable when not at work (e.g., know two ways to get out of your home, a theater, a restaurant, etc. if there is a fire, active shooter, etc.)
5	Keep storage away from electrical panels.	<p>A small fire can shut down large sections of the building if the fire affects the electrical panel.</p> <p>Do not store items within 36 inches of the panel(s).</p>
6	Cardboard baler safety	Many fatalities with balers are the result of employees climbing into the plunger area. With some units, the additional weight of the employee causes the plunger to automatically activate when the power is not shut off and the equipment is not properly locked out.
7	Ensure adequate clearance (at least 18 inches) for materials stored near sprinkler heads to permit proper functioning of the system.	<p>There should not be any storage within 18 inches of sprinkler heads in the warehouse. IF storage is blocking sprinkler heads and a fire starts, it will take a great deal longer for the heads to activate, which will allow the fire to grow. This may hinder visitors and employees from safely evacuating a given area of the building.</p> <p>Sprinkler heads that are inadvertently painted should also be identified and replaced by a licensed fire protection professional.</p> <p>Certain commodities and special sprinkler heads may require additional clearance. For example, 36 inches of clearance from sprinkler heads is required for rubber tire storage. The authority having jurisdiction may also set more demanding standards.</p> <p>NFPA 13, has more details regarding sprinkler head clearance.</p>
8	All accidents must be reported within 24 hours.	All associates and temporary workers should have received training regarding the company requirement to report claims to their supervisor or the senior manager on duty immediately

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9	Equipment powered by air, gas, electricity, or other energy sources should be locked out and/or tagged out before work on that equipment begins.	What is the Energy Control Procedure? This OSHA standard, sometimes referred to as Lockout/Tagout, covers the servicing and maintenance of machines and equipment in which the unexpected energization or startup of the machines or equipment, or release of stored energy; could cause injury to employees. This standard establishes minimum performance requirements for the control of such hazardous energy. OSHA Standard 1910.147
10	Restroom cleanliness and safety	Assure that employees are checking each restroom every hour to verify cleanliness, adequate supplies, and safety precautions (e.g., no liquids or debris on the floor)
11	Report missing fire extinguishers.	A missing fire extinguisher may be the exact one needed during a fire.
12	You receive a bomb threat. What do you do?	Know your procedures and responsibilities for all emergency events!
13	What is the two-person approach to slip, trip, or fall prevention?	Many times, a spill or trip hazard will be observed that cannot be immediately corrected. With a two-person approach, one associate stays in an unsafe condition while the other obtains the proper assistance, cleanup materials, caution signs, or barriers to keep visitors or associates away from the hazard.
14	They say hindsight is a perfect science...	However, having foresight can prevent incidents. Do your part in reporting hazards promptly.
15	How you respond can make all the difference, when investigating accidents and injuries.	<p>When investigating accidents and injuries:</p> <ul style="list-style-type: none"> <li>* Respond in a timely manner to the scene.</li> <li>* Treat everyone fairly and with respect.</li> <li>* Do not move the injured person unless it is safe to do so, or the person's life is in danger.</li> <li>* If there is any doubt, management should call emergency services or 911.</li> <li>* Follow established protocols.</li> <li>* Provide injured workers and visitors with necessary post-accident information.</li> <li>* Accident reports are confidential documents and copies should not be provided to unauthorized persons.</li> <li>* Do not make inappropriate comments or place blame on anyone at the accident scene.</li> </ul>

March / June / September / December		
Day	Safety Tips	Response: Talking Points
16	Keep your work area clean and orderly.	Good housekeeping is integral to 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.
17	When choosing a box cutter, you need the right one for the job Always use safety-type box cutter.	Make sure employees are using box cutters that have modern safety features. For example, a safety cutter with a tape popper can cut the tape on boxes without engaging the blade, reducing the laceration exposure.  Also, use a box cutter with a fully, automatic retractable or concealed blade to minimize exposure.
18	Take extra precautions when taking fire protection systems out of service.	Notify the proper authorities to avoid a delayed alarm. Notify the alarm company, fire department, insurance carrier, and corporate safety department or other designated corporate representative before taking the system out of service.  Minimizing hazards and delaying hazardous operations (hot work, etc.) while the fire alarm or sprinkler system is out of service, makes good sense.  Maintain a fire watch until the fire protection system has been restored. Call all parties back when the system has been put back in service.
19	Keep your work area clean and orderly.	Good housekeeping is integral to 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
20	When you have an object to lift that is too heavy or bulky, get help!	Ask a co-worker for assistance. Remember, two backs are stronger than one!
21	Do you know where materials are located to clean up spills or debris?	Be familiar with the location of materials to clean up spills. If Spill Response Stations are not utilized, train associates to be aware of the location of materials such as paper towels, absorbent materials, window cleaner and a broom and dustpan, should there be a need to clean up spills or debris that may have fallen on the floor. Inventory Spill Response Stations or other spill cleanup materials weekly to make certain that your location is properly stocked.
22	Slow down when walking from carpet to tile.	Just like while in a car, you can wipe out when going too fast for conditions. Foreign substances, wet floor conditions, uneven floor surfaces, or not wearing slip resistant shoes can also increase your chances of slipping and falling. Be particularly careful when walking off wet carpet onto a hard surface as unexpected moisture may be present.
23	Please use the handrails when using stairs and steps	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.



March / June / September / December		
Day	Safety Tips	Response: Talking Points
24	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.
25	Good shoes are essential to a good safety program.	Shoes should be closed toe and appropriate for the floor surfaces in your establishment.  Slip-resistant soles can be beneficial on some floor service types and operations. Depending on the job, steel toes may be required before starting work.
26	Do not use extension cords or cube taps, as permanent wiring devices.	Cube taps are cheap multi-outlet devices that, normally, three electrical cords or devices can be plugged into. These devices are not to be used in commercial buildings. Some of these devices tend to melt and eventually catch fire when too much amperage or power is drawn through them.
27	Are bulk stack merchandise displays or stack outs safe?	Carton merchandise that is stacked along or adjacent to main aisles should be displayed at a height of approximately three feet so as not to create a trip hazard for customers. Single cartons should not be left on the floor after store opening as the cartons create a trip hazard for customers and associates.
28	Forklift safety fact	Never leave a forklift unattended on dock plate/boards, a trailer or in the aisle in the building.
29	Do not drink and drive or ride with drivers who are drinking.	A small amount of alcohol can impair your ability to drive safely. Arrange for a designated driver, alternate transportation or refrain from drinking when driving.
30	See something, say something	Associates should try to be aware of visitors or situations that could present a safety concern. If you see something that seems a little out of the ordinary for your establishment (e.g., a customer wearing a winter coat when it is hot outside), report it to your manager.
31	Lacerations by box cutters are common in many industries	Getting a cut from a box cutter is usually the result of an unsafe act. Following certain actions may reduce the frequency of box cutter related injuries. <ul style="list-style-type: none"> <li>• Use an appropriate box cutter with safety features.</li> <li>• Always make sure the box you are cutting is stable.</li> <li>• Make certain your opposite hand is not in the cutting area.</li> <li>• Always cut away from yourself and others with any cutting tool.</li> <li>• In some situations, the use of cut-resistant gloves may be a safe option to reduce lacerations.</li> </ul>



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