



ZURICH®

# Golf Clubhouse

## 2019 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. Managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every other month.

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

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b> Fire extinguisher basics.</p> <p>New Year's Day</p>	<p><b>2</b> A statement that has formatting</p>	<p><b>3</b> Are you using the correct capacity ladder?</p>	<p><b>4</b> Confined Space</p>	<p><b>5</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>
<p><b>6</b> Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p><b>7</b> AEDs - what do you know about them?</p>	<p><b>8</b> Review alcohol awareness policies with staff.</p>	<p><b>9</b> Extension cord use</p>	<p><b>10</b> Safety inspections are incomplete until they are documented.</p>	<p><b>11</b> Assure building security controls are in place and used.</p>	<p><b>12</b> Buckle up when traveling to and from work.</p>
<p><b>13</b> Reduce body stress with insoles and anti-fatigue mats.</p>	<p><b>14</b> Report unlocked doors that are normally locked.</p>	<p><b>15</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p><b>16</b> Always wash your hands after using the restroom.</p>	<p><b>17</b> Inspect all golf and utility carts prior to use.</p>	<p><b>18</b> Flammable and combustible materials should be minimized.</p>	<p><b>19</b> Mixing pool chemicals can have deadly results.</p>
<p><b>20</b> Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>	<p><b>21</b> Covers on pool drains should be secured with each retaining screw in its proper location.</p> <p>MLK Jr's Birthday</p>	<p><b>22</b> How you respond can make all the difference, when investigating accidents and injuries.</p>	<p><b>23</b> Fatigue</p>	<p><b>24</b> Lacerations by box cutters are common in the retail trade.</p>	<p><b>25</b> In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>	<p><b>26</b> Heat has an effect on your medication.</p>
<p><b>27</b> How's your driving record?</p>	<p><b>28</b> Keep bag drop areas clear.</p>	<p><b>29</b> Check AEDs on a regular basis.</p>	<p><b>30</b> What is ergonomics?</p>	<p><b>31</b> Never leave small children unattended near bath tubs and swimming pools.</p>	<p><b>Happy New Year</b> Let's kick off a safe new year!</p>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Leading indicators	2 Use a severe weather warning system.
3 Store knives properly after use.	4 Restrict access to the exercise room to prevent unsupervised children from entering.	5 Remove the deep fry basket from oil before filling it with product.	6 A minimum width of 36 inches must be maintained in all exit pathways.	7 To whom are you responsible?	8 Keep storage away from electrical panels.	9 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.
10 Tag golf carts identified with deficiencies.	11 A minimum width of 36 inches must be maintained in all exit pathways.	12 Become familiar with 'SDS' . They contain information needed for first aid and medical treatment in the event of an accident.	13 AEDs - what do you know about them?	14 The swimming pool chemical concentration and pH should be checked at least daily.  Valentine's Day	15 A minimum width of 36 inches must be maintained in all exit pathways.	16 When on a ladder, remember and practice the 'belt buckle rule'.
17 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	18 Anticipate is a keyword in accident prevention.  President's Day	19 Maintain clear walkways through prep areas, the kitchen, and service corridors.	20 Assure building security controls are in place and used.	21 Always report a near miss incident or close call.	22 Your safety audits/ inspections are not complete until they are documented.	23 Assure member club storage does not block fire sprinkler heads.
24 Do not store heavy and bulky objects up high.	25 Report slip, trip, and fall hazards.	26 Zero the slicer.	27 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	28 Tag golf carts identified with deficiencies.	Post OSHA Log By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted.	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					<p><b>1</b> Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p><b>2</b> A key to preventing eye injuries is to always wear the proper PPE when required.</p>
<p><b>3</b> Are all fire extinguishers fully charged?</p>	<p><b>4</b> Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p>	<p><b>5</b> What are your core values?</p>	<p><b>6</b> Trip hazards should be repaired ASAP to reduce the potential for accidents.</p> <p>Ash Wednesday</p>	<p><b>7</b> Assure all kitchen staff have undergone food safety training.</p>	<p><b>8</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>9</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p><b>10</b> Hazard Communication Pictograms</p> <p>Daylight Savings Begins</p>	<p><b>11</b> Take regular breaks.</p>	<p><b>12</b> Report damage to ladders immediately; don't use damaged ladders.</p>	<p><b>13</b> Rotate food on a first-in/first-out basis.</p>	<p><b>14</b> When do you report an injury or accident to your supervisor?</p>	<p><b>15</b> Ensure sprinkler systems are tested.</p>	<p><b>16</b> Always slow down before walking through a swinging door.</p>
<p><b>17</b> Do not exit vehicles or equipment by jumping.</p> <p>St. Patrick's Day</p>	<p><b>18</b> Clean up wet spots immediately.</p>	<p><b>19</b> Use correct cutting techniques.</p>	<p><b>20</b> Examine both ends and seams of cans, and press each end separately.</p>	<p><b>21</b> A neat and clean workplace is necessary for safety.</p>	<p><b>22</b> Ride the course.</p>	<p><b>23</b> Before you begin to lift...</p>
<p><b>24</b> Inspect all fitness equipment to assure proper functioning.</p>	<p><b>25</b> Why do we have safety meetings?</p>	<p><b>26</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>27</b> Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>	<p><b>28</b> Stretch and flex to prevent accidents.</p>	<p><b>29</b> Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>30</b> Workers on foot must stay out of the 'blind spots' of mobile equipment and vehicles.</p>
<p><b>31</b> Be aware of broken glass when uploading bus tubs in the dish room.</p>	<p>Spring Forward Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b> Require your children and grandchildren to wear a safety helmet when riding bicycles, skateboards, scooters, etc.</p>	<p><b>2</b> Jewelry should not be worn when operating machinery.</p>	<p><b>3</b> Heat has an effect on your medication.</p>	<p><b>4</b> Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p><b>5</b> Never mix chemicals.</p>	<p><b>6</b> If you're sick, stay home!</p>
<p><b>7</b> How's your driving record?</p>	<p><b>8</b> All food containers must be properly labeled with common names.</p>	<p><b>9</b> Assure pool fencing and self-closing gates are in place and working properly.</p>	<p><b>10</b> Hot work - what is it and what safety precautions are required?</p>	<p><b>11</b> We should wear our Personal Protective Equipment (PPE).</p>	<p><b>12</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>13</b> Don't take shortcuts!</p>
<p><b>14</b> How's your driving record?</p>	<p><b>15</b> Inspections are not complete until they are properly documented.</p>	<p><b>16</b> What is the proper way to lift a carton/object?</p>	<p><b>17</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>18</b> Know your responsibility in every emergency situation.</p>	<p><b>19</b> Get help when lifting heavy or awkward objects.</p> <p>Passover/Good Friday</p>	<p><b>20</b> Are all stairwells clear and free of obstruction?</p>
<p><b>21</b> Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p> <p>Easter</p>	<p><b>22</b> What is the proper way to lift a carton/object?</p>	<p><b>23</b> Assure hydrogen gas is not accumulating in the cart storage areas.</p>	<p><b>24</b> When using a ladder always have three points of contact when climbing or descending.</p>	<p><b>25</b> The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.</p>	<p><b>26</b> Do you know what an 'SDS' is?</p>	<p><b>27</b> First aid kits/First aid logs.</p>
<p><b>28</b> An uncluttered job site shows respect for those who visit and work there.</p>	<p><b>29</b> What is safety accountability?</p>	<p><b>30</b> Document non-functional lights and repair them ASAP.</p>	<p><b>Save OSHA Log</b> At the end of the month, take down and file the OSHA 300A summary log with your permanent records.</p>			



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p><b>1</b> Fire extinguisher basics.</p>	<p><b>2</b> A statement that has formatting</p>	<p><b>3</b> Are you using the correct capacity ladder?</p>	<p><b>4</b> Confined Space</p>
<p><b>5</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p> <p>Cinco de Mayo</p>	<p><b>6</b> Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p><b>7</b> AEDs - what do you know about them?</p>	<p><b>8</b> Review alcohol awareness policies with staff.</p>	<p><b>9</b> Extension cord use</p>	<p><b>10</b> Safety inspections are incomplete until they are documented.</p>	<p><b>11</b> Assure building security controls are in place and used.</p>
<p><b>12</b> Buckle up when traveling to and from work.</p> <p>Mother's Day</p>	<p><b>13</b> Reduce body stress with insoles and anti-fatigue mats.</p>	<p><b>14</b> Report unlocked doors that are normally locked.</p>	<p><b>15</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p><b>16</b> Always wash your hands after using the restroom.</p>	<p><b>17</b> Inspect all golf and utility carts prior to use.</p>	<p><b>18</b> Flammable and combustible materials should be minimized.</p>
<p><b>19</b> Mixing pool chemicals can have deadly results.</p>	<p><b>20</b> Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>	<p><b>21</b> Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p><b>22</b> How you respond can make all the difference, when investigating accidents and injuries.</p>	<p><b>23</b> Fatigue</p>	<p><b>24</b> Lacerations by box cutters are common in the retail trade.</p>	<p><b>25</b> In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>
<p><b>26</b> Heat has an effect on your medication.</p>	<p><b>27</b> How's your driving record?</p> <p>Memorial Day</p>	<p><b>28</b> Keep bag drop areas clear.</p>	<p><b>29</b> Check AEDs on a regular basis.</p>	<p><b>30</b> What is ergonomics?</p>	<p><b>31</b> Never leave small children unattended near bath tubs and swimming pools.</p>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Leading indicators
2 Use a severe weather warning system.	3 Store knives properly after use.	4 Restrict access to the exercise room to prevent unsupervised children from entering.	5 Remove the deep fry basket from oil before filling it with product.	6 A minimum width of 36 inches must be maintained in all exit pathways.	7 To whom are you responsible?	8 Keep storage away from electrical panels.
9 Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.	10 Tag golf carts identified with deficiencies.	11 A minimum width of 36 inches must be maintained in all exit pathways.	12 Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.	13 AEDs - what do you know about them?	14 The swimming pool chemical concentration and pH should be checked at least daily.	15 A minimum width of 36 inches must be maintained in all exit pathways.
16 When on a ladder, remember and practice the 'belt buckle rule'.  Father's Day	17 Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	18 Anticipate is a keyword in accident prevention.	19 Maintain clear walkways through prep areas, the kitchen, and service corridors.	20 Assure building security controls are in place and used.	21 Always report a near miss incident or close call.	22 Your safety audits/ inspections are not complete until they are documented.
23 Assure member club storage does not block fire sprinkler heads.	24 Do not store heavy and bulky objects up high.	25 Report slip, trip, and fall hazards.	26 Zero the slicer.	27 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	28 Tag golf carts identified with deficiencies.	29 Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.
30 We lead by example. What safety lessons are you teaching your children?						



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<p><b>1</b> Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p><b>2</b> A key to preventing eye injuries is to always wear the proper PPE when required.</p>	<p><b>3</b> Are all fire extinguishers fully charged?</p>	<p><b>4</b> Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p> <p>Independence Day</p>	<p><b>5</b> What are your core values?</p>	<p><b>6</b> Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>
<p><b>7</b> Assure all kitchen staff have undergone food safety training.</p>	<p><b>8</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>9</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p><b>10</b> Hazard Communication Pictograms</p>	<p><b>11</b> Take regular breaks.</p>	<p><b>12</b> Report damage to ladders immediately; don't use damaged ladders.</p>	<p><b>13</b> Rotate food on a first-in/first-out basis.</p>
<p><b>14</b> When do you report an injury or accident to your supervisor?</p>	<p><b>15</b> Ensure sprinkler systems are tested.</p>	<p><b>16</b> Always slow down before walking through a swinging door.</p>	<p><b>17</b> Do not exit vehicles or equipment by jumping.</p>	<p><b>18</b> Clean up wet spots immediately.</p>	<p><b>19</b> Use correct cutting techniques.</p>	<p><b>20</b> Examine both ends and seams of cans, and press each end separately.</p>
<p><b>21</b> A neat and clean workplace is necessary for safety.</p>	<p><b>22</b> Ride the course.</p>	<p><b>23</b> Before you begin to lift...</p>	<p><b>24</b> Inspect all fitness equipment to assure proper functioning.</p>	<p><b>25</b> Why do we have safety meetings?</p>	<p><b>26</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>27</b> Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>
<p><b>28</b> Stretch and flex to prevent accidents.</p>	<p><b>29</b> Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>30</b> Workers on foot must stay out of the 'blind spots' of mobile equipment and vehicles.</p>	<p><b>31</b> Be aware of broken glass when unloading bus tubs in the dish room.</p>			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>School Starts</b> The new school year is coming, watch for buses!</p>				<p><b>1</b> Require your children and grandchildren to wear a safety helmet when riding bicycles, skateboards, scooters, etc.</p>	<p><b>2</b> Jewelry should not be worn when operating machinery.</p>	<p><b>3</b> Heat has an effect on your medication.</p>
<p><b>4</b> Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p><b>5</b> Never mix chemicals.</p>	<p><b>6</b> If you're sick, stay home!</p>	<p><b>7</b> How's your driving record?</p>	<p><b>8</b> All food containers must be properly labeled with common names.</p>	<p><b>9</b> Assure pool fencing and self-closing gates are in place and working properly.</p>	<p><b>10</b> Hot work - what is it and what safety precautions are required?</p>
<p><b>11</b> We should wear our Personal Protective Equipment (PPE).</p>	<p><b>12</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>13</b> Don't take shortcuts!</p>	<p><b>14</b> How's your driving record?</p>	<p><b>15</b> Inspections are not complete until they are properly documented.</p>	<p><b>16</b> What is the proper way to lift a carton/object?</p>	<p><b>17</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>
<p><b>18</b> Know your responsibility in every emergency situation.</p>	<p><b>19</b> Get help when lifting heavy or awkward objects.</p>	<p><b>20</b> Are all stairwells clear and free of obstruction?</p>	<p><b>21</b> Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>	<p><b>22</b> What is the proper way to lift a carton/object?</p>	<p><b>23</b> Assure hydrogen gas is not accumulating in the cart storage areas.</p>	<p><b>24</b> When using a ladder always have three points of contact when climbing or descending.</p>
<p><b>25</b> The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.</p>	<p><b>26</b> Do you know what an 'SDS' is?</p>	<p><b>27</b> First aid kits/First aid logs.</p>	<p><b>28</b> An uncluttered job site shows respect for those who visit and work there.</p>	<p><b>29</b> What is safety accountability?</p>	<p><b>30</b> Document non-functional lights and repair them ASAP.</p>	<p><b>31</b> What does 'building a bridge' mean regarding back safety?</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b> Fire extinguisher basics.</p>	<p><b>2</b> A statement that has formatting</p> <p>Labor Day</p>	<p><b>3</b> Are you using the correct capacity ladder?</p>	<p><b>4</b> Confined Space</p>	<p><b>5</b> When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.</p>	<p><b>6</b> Covers on pool drains should be secured with each retaining screw in its proper location.</p>	<p><b>7</b> AEDs - what do you know about them?</p>
<p><b>8</b> Review alcohol awareness policies with staff.</p>	<p><b>9</b> Extension cord use</p>	<p><b>10</b> Safety inspections are incomplete until they are documented.</p>	<p><b>11</b> Assure building security controls are in place and used.</p>	<p><b>12</b> Buckle up when traveling to and from work.</p>	<p><b>13</b> Reduce body stress with insoles and anti-fatigue mats.</p>	<p><b>14</b> Report unlocked doors that are normally locked.</p>
<p><b>15</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>	<p><b>16</b> Always wash your hands after using the restroom.</p>	<p><b>17</b> Inspect all golf and utility carts prior to use.</p>	<p><b>18</b> Flammable and combustible materials should be minimized.</p>	<p><b>19</b> Mixing pool chemicals can have deadly results.</p>	<p><b>20</b> Eye guards and tool rests missing from the shop grinder should be replaced before use.</p>	<p><b>21</b> Covers on pool drains should be secured with each retaining screw in its proper location.</p>
<p><b>22</b> How you respond can make all the difference, when investigating accidents and injuries.</p>	<p><b>23</b> Fatigue</p>	<p><b>24</b> Lacerations by box cutters are common in the retail trade.</p>	<p><b>25</b> In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.</p>	<p><b>26</b> Heat has an effect on your medication.</p>	<p><b>27</b> How's your driving record?</p>	<p><b>28</b> Keep bag drop areas clear.</p>
<p><b>29</b> Check AEDs on a regular basis.</p>	<p><b>30</b> What is ergonomics?</p>					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		<p><b>1</b> Leading indicators</p>	<p><b>2</b> Use a severe weather warning system.</p>	<p><b>3</b> Store knives properly after use.</p>	<p><b>4</b> Restrict access to the exercise room to prevent unsupervised children from entering.</p>	<p><b>5</b> Remove the deep fry basket from oil before filling it with product.</p>
<p><b>6</b> A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p><b>7</b> To whom are you responsible?</p>	<p><b>8</b> Keep storage away from electrical panels.</p> <p><b>Yom Kippur</b></p>	<p><b>9</b> Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.</p>	<p><b>10</b> Tag golf carts identified with deficiencies.</p>	<p><b>11</b> A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p><b>12</b> Become familiar with 'SDS'. They contain information needed for first aid and medical treatment in the event of an accident.</p>
<p><b>13</b> AEDs - what do you know about them?</p>	<p><b>14</b> The swimming pool chemical concentration and pH should be checked at least daily.</p> <p><b>Columbus Day</b></p>	<p><b>15</b> A minimum width of 36 inches must be maintained in all exit pathways.</p>	<p><b>16</b> When on a ladder, remember and practice the 'belt buckle rule'.</p>	<p><b>17</b> Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.</p>	<p><b>18</b> Anticipate is a keyword in accident prevention.</p>	<p><b>19</b> Maintain clear walkways through prep areas, the kitchen, and service corridors.</p>
<p><b>20</b> Assure building security controls are in place and used.</p>	<p><b>21</b> Always report a near miss incident or close call.</p>	<p><b>22</b> Your safety audits/inspections are not complete until they are documented.</p>	<p><b>23</b> Assure member club storage does not block fire sprinkler heads.</p>	<p><b>24</b> Do not store heavy and bulky objects up high.</p>	<p><b>25</b> Report slip, trip, and fall hazards.</p>	<p><b>26</b> Zero the slicer.</p>
<p><b>27</b> 'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.</p>	<p><b>28</b> Tag golf carts identified with deficiencies.</p>	<p><b>29</b> Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.</p>	<p><b>30</b> We lead by example. What safety lessons are you teaching your children?</p>	<p><b>31</b> Require your children and grandchildren to wear a safety helmet when riding bicycles, skateboards, scooters, etc.</p> <p><b>Halloween</b></p>	<p><b>Fire Prevention Month</b> Fire Safety Month is here!</p>	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Fall Back</b> Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p>					<p><b>1</b> Text messaging and talking on a cell phone while driving are classified as distracted driving.</p>	<p><b>2</b> A key to preventing eye injuries is to always wear the proper PPE when required.</p>
<p><b>3</b> Are all fire extinguishers fully charged?</p> <p>Daylight Savings Ends</p>	<p><b>4</b> Perform a monthly test of the smoke and carbon monoxide detectors in your home.</p>	<p><b>5</b> What are your core values?</p>	<p><b>6</b> Trip hazards should be repaired ASAP to reduce the potential for accidents.</p>	<p><b>7</b> Assure all kitchen staff have undergone food safety training.</p>	<p><b>8</b> Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p>	<p><b>9</b> Fire extinguishers, sprinkler risers, and fire alarm equipment.</p>
<p><b>10</b> Hazard Communication Pictograms</p>	<p><b>11</b> Take regular breaks.</p> <p>Veterans Day</p>	<p><b>12</b> Report damage to ladders immediately; don't use damaged ladders.</p>	<p><b>13</b> Rotate food on a first-in/first-out basis.</p>	<p><b>14</b> When do you report an injury or accident to your supervisor?</p>	<p><b>15</b> Ensure sprinkler systems are tested.</p>	<p><b>16</b> Always slow down before walking through a swinging door.</p>
<p><b>17</b> Do not exit vehicles or equipment by jumping.</p>	<p><b>18</b> Clean up wet spots immediately.</p>	<p><b>19</b> Use correct cutting techniques.</p>	<p><b>20</b> Examine both ends and seams of cans, and press each end separately.</p>	<p><b>21</b> A neat and clean workplace is necessary for safety.</p>	<p><b>22</b> Ride the course.</p>	<p><b>23</b> Before you begin to lift...</p>
<p><b>24</b> Inspect all fitness equipment to assure proper functioning.</p>	<p><b>25</b> Why do we have safety meetings?</p>	<p><b>26</b> Have a 'Wet Floor' sign in place before and after cleaning the floor.</p>	<p><b>27</b> Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.</p>	<p><b>28</b> Stretch and flex to prevent accidents.</p> <p>Thanksgiving</p>	<p><b>29</b> Be careful when picking up/removing glass containers from the cooler.</p>	<p><b>30</b> Workers on foot must stay out of the 'blind spots' of mobile equipment and vehicles.</p>

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>1</b> Require your children and grandchildren to wear a safety helmet when riding bicycles, skateboards, scooters, etc.</p>	<p><b>2</b> Jewelry should not be worn when operating machinery.</p>	<p><b>3</b> Heat has an effect on your medication.</p>	<p><b>4</b> Fire extinguisher basics: use the 'PASS' system to put out the fire.</p>	<p><b>5</b> Never mix chemicals.</p>	<p><b>6</b> If you're sick, stay home!</p>	<p><b>7</b> How's your driving record?</p>
<p><b>8</b> All food containers must be properly labeled with common names.</p>	<p><b>9</b> Assure pool fencing and self-closing gates are in place and working properly.</p>	<p><b>10</b> Hot work - what is it and what safety precautions are required?</p>	<p><b>11</b> We should wear our Personal Protective Equipment (PPE).</p>	<p><b>12</b> Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.</p>	<p><b>13</b> Don't take shortcuts!</p>	<p><b>14</b> How's your driving record?</p>
<p><b>15</b> Inspections are not complete until they are properly documented.</p>	<p><b>16</b> What is the proper way to lift a carton/object?</p>	<p><b>17</b> Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.</p>	<p><b>18</b> Know your responsibility in every emergency situation.</p>	<p><b>19</b> Get help when lifting heavy or awkward objects.</p>	<p><b>20</b> Are all stairwells clear and free of obstruction?</p>	<p><b>21</b> Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.</p>
<p><b>22</b> What is the proper way to lift a carton/object?</p> <p>Hanukkah</p>	<p><b>23</b> Assure hydrogen gas is not accumulating in the cart storage areas.</p>	<p><b>24</b> When using a ladder always have three points of contact when climbing or descending.</p>	<p><b>25</b> The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.</p> <p>Christmas</p>	<p><b>26</b> Do you know what an 'SDS' is?</p>	<p><b>27</b> First aid kits/First aid logs.</p>	<p><b>28</b> An uncluttered job site shows respect for those who visit and work there.</p>
<p><b>29</b> What is safety accountability?</p>	<p><b>30</b> Document non-functional lights and repair them ASAP.</p>	<p><b>31</b> What does 'building a bridge' mean regarding back safety?</p> <p>New Year's Eve</p>				

## Responses

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

### Jan | May | Sep

Day	Statement	Response
1	Fire extinguisher basics.	Use a fire extinguisher only if it is completely safe to do so. If there is any danger at all from fire, smoke, fumes or extreme heat, leave the area immediately and follow emergency protocols for a fire.
2	A statement that has formatting	A statement that has formatting: <ul style="list-style-type: none"> <li>• item 1</li> <li>• item 2</li> </ul> check <b>this</b> out: <a href="http://www.zurich.com">www.zurich.com</a>
3	Are you using the correct capacity ladder?	Ladders are rated by the manufacturer as to their weight capacity. On most construction sites, you should use a Type I or Type I-A. A Type I is rated for 250 pounds and a Type I-A is rated for 300 pounds. Remember, the weight rating includes the weight of the worker plus their tools/equipment. Never use an aluminum ladder on a construction site and never use a ladder that is not equipped with the manufacturer's weight ratings.



Jan | May | Sep
 

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Day	Statement	Response
4	Confined Space	<p>A confined space is defined as having limited or restricted means of entry or exit, is large enough for an employee to enter and perform assigned work, and is not designed for continuous occupancy by the employee. These spaces may include, but are not limited to, underground vaults, tanks, storage bins, pits and diked areas, vessels, and silos. Employees who work in confined spaces may face increased risk of exposure to serious physical injury from hazards such as entrapment, engulfment, asphyxiating atmosphere, and hazardous equipment exposures like mixer blades, augers, etc.</p> <p>Confined spaces differ from permit-required confined spaces, which may contain a hazardous atmosphere, a material or configuration that may “engulf” a worker, or any additional documented safety or health hazard. Employers must ensure a competent person identifies the types and number of confined spaces before each project and the safety controls/procedures required before anyone enters (personal protective equipment required, training and rescue plans, etc.).</p>
5	When setting down a loaded tray, prevent strain by keeping your back straight and using both arms to support the weight of the tray.	Always keep your back straight and use both arms to support the weight of the tray. Doing this can prevent unnecessary strain or back injury.

## Jan | May | Sep

Day	Statement	Response
6	Covers on pool drains should be secured with each retaining screw in its proper location.	There have been horrible accidents where hair and body parts have been caught in drains. Having drain covers in place can help prevent these accidents.
7	AEDs - what do you know about them?	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 'chain of survival', including CPR and early defibrillation. Availability of a working Automated External Defibrillator (AED) and a trained person to use it can be very valuable in helping save lives. Contact a Zurich risk engineer for a risk topic on this subject.
8	Review alcohol awareness policies with staff.	Assure all employees who may serve alcohol have undergone alcohol awareness training including Beverage Cart Persons, Valet, ect.

Jan | May | Sep
 

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Day	Statement	Response
9	Extension cord use	The Consumer Product Safety Commission estimates that each year, about 4,000 injuries associated with electric extension cords are treated in hospital emergency rooms. Half the injuries involve fractures, lacerations, contusions, or sprains from people tripping over extension cords. Thirteen percent involve children under five years of age; electrical burns to the mouth accounted for half the injuries to young children. They estimate 3,300 residential fires originate in extension cords each year, killing 50 people and injuring about 270 others. The most frequent causes of such fires are short circuits, overloading, damage, and/or misuse of extension cords. Be sure to read the attached disclaimer tag next time you use an extension cord.
10	Safety inspections are incomplete until they are documented.	If inspection results are not written down, it is difficult to follow up with corrective actions. Historical records also help in identifying problem areas that may need additional attention.
11	Assure building security controls are in place and used.	Access to pro-shops, cart/club storage and other areas could lead to theft and/or vandalism if not properly protected. Check locks, security systems, cameras to assure proper functioning.

## Jan | May | Sep

Day	Statement	Response
12	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 age 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>
13	Reduce body stress with insoles and anti-fatigue mats.	Excessive standing/moving can create strain on the back,. Gel insoles and anti-fatigue mats can minimize stress.
14	Report unlocked doors that are normally locked.	Remote exit doors and storage rooms are usually kept locked. If you discover such a door unlocked, ask. Check to be sure that the electronic locks on exit doors are working properly.
15	Fire extinguishers, sprinkler risers, and fire alarm equipment.	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.

## Jan | May | Sep

Day	Statement	Response
16	Always wash your hands after using the restroom.	This is the easiest way to prevent foodborne illness.
17	Inspect all golf and utility carts prior to use.	Pre-use inspections should include brakes, backup alarm, steering, tires and safety controls.
18	Flammable and combustible materials should be minimized.	This simply minimizes the potential fire hazard presented by these materials - the fewer the better.
19	Mixing pool chemicals can have deadly results.	Mixing chemicals of any kind is discouraged. The chemicals used to keep a swimming pool or spa ready for use are very reactive to each other and can release deadly gases when mixed.
20	Eye guards and tool rests missing from the shop grinder should be replaced before use.	There are no replacements for your eyes. Protect them at all times. Properly adjusted tool rests help prevent accidents. Tools can become trapped between the grinder wheel and tool rest and the torque of the wheel throws the tools off the rest.

## Jan | May | Sep

Day	Statement	Response
21	Covers on pool drains should be secured with each retaining screw in its proper location.	There have been horrible accidents where hair and body parts have been caught in drains. Having drain covers in place can help prevent these accidents.
22	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>• What if an associate receives a medical bill in the mail?</li> <li>• Does the injured visitor have a contact number in the event they want to file a claim?</li> <li>• Public accident reports are a confidential document and copies should not be provided to visitors.</li> <li>• Don't make inappropriate comments or place blame on anyone at the accident scene.</li> </ul>

Jan | May | Sep
 

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Day	Statement	Response
23	Fatigue	<p data-bbox="418 359 1544 726">Fatigue is defined as mental or physical exhaustion and extreme tiredness or weariness resulting from physical or mental activity. Fatigue can be a symptom of a medical condition, but more commonly, it is a normal physiological reaction to exertion, lack of sleep (per the National Safety Council, 1 in 3 American workers is sleep deprived), boredom, changes of sleep-wake schedules or stress. How many of these do you think can affect your performance at work or ability to work or drive safely? Here are some fatigue warning signs related to driving:</p> <ul data-bbox="451 772 1503 1178" style="list-style-type: none"> <li data-bbox="451 772 829 804">• Unable to stop yawning.</li> <li data-bbox="451 827 1487 858">• Trouble keeping your eyes open and focused, especially at stop lights.</li> <li data-bbox="451 882 1503 963">• Driving becomes sloppy and you weave between lanes, tailgate or miss traffic signals.</li> <li data-bbox="451 987 1474 1068">• Finding yourself hitting the grooves or rumble strips on the side of the road.</li> <li data-bbox="451 1092 1479 1123">• Finding yourself opening a window or turning up the radio to stay alert.</li> <li data-bbox="451 1146 1300 1178">• Driving aggressively to get to your next destination faster.</li> </ul> <p data-bbox="418 1224 1544 1591">Fatigue counter measures include obtaining a minimum number of hours of restful sleep, employing napping strategies, taking sufficient rest breaks from driving and paying attention to variations in mood, motivation, and performance. With increased awareness, it is more likely you can act on the telltale warning signs of the onset of fatigue and waning alertness while driving. Improving and maintaining your health will improve your chances of living longer, spending more quality time with your family and enjoying your hobbies and other fun and important parts of life.</p>
24	Lacerations by box cutters are common in the retail trade.	Using common sense will reduce the frequency of box cutter related injuries. Always ensure the box you are cutting is stable. Ensure 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.



Jan | May | Sep
 

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Day	Statement	Response
25	In accordance with NFPA standards, an inspection of all fire protection equipment should be conducted and recorded monthly.	If any equipment is to be considered reliable, it must be inspected to be sure there has been no tampering or breakage of vital components.
26	Heat has an effect on your medication.	<p>Medications can play an important role for workers who consistently work in hot environments and/or work outdoors for long periods of time. Some drugs exhibit the phenomenon of photosensitivity, which means they increase workers' susceptibility to sunburn or rash. The recommended method of prevention is to avoid prolonged sun exposure, but this is not always possible. Sunscreen is always recommended when sun exposure is part of work activities, as well as the use of clothing and hats to block the sun. The use of drugs that cause photosensitivity makes the application of sunscreen even more important, even for days with less direct sun.</p> <p>Other medications can make workers less tolerant of heat and more susceptible to heat exhaustion, heat cramps, and heat stroke. Drugs that lower the body's tolerance to heat often do so by lowering the ability to sweat or feel thirsty, making individuals more vulnerable to heat exhaustion or life-threatening heat stroke.</p> <p>When working in an environment with high temperatures, it is very important to stay well hydrated and watch for signs of overheating. Advise workers to seek the advice of their doctor or pharmacist if they suspect that any of their medications might be making them less able to tolerate sun or heat exposure. Contact a Zurich risk engineer for a risk topic on this subject.</p>

## Jan | May | Sep

Day	Statement	Response
27	How's your driving record?	Motor Vehicle Record (MVR) checks should be performed on all employees who perform driving tasks for the club. This includes initial and annual review with guidelines in place. Don't forget those employees using personal vehicles that drive for club purposes.
28	Keep bag drop areas clear.	Make sure bag drop fixtures are in good condition and the area is clear to prevent trip and falls.
29	Check AEDs on a regular basis.	Make sure your AED program is working. Several designated employees should have certification that is current and defibrillators should be tested monthly to assure the batteries are charged.
30	What is ergonomics?	Ergonomics is the science that focuses on the relationship between man and his work environment. When someone is making an ergonomic assessment of your work area, they are evaluating how best to fit your workplace specifically to you. This may involve office workstation adjustments, tool selection, job rotation and other factors. Your openness to change, and suggestions to the evaluator, is essential.
31	Never leave small children unattended near bath tubs and swimming pools.	Leaving small children unattended in bath tubs or around swimming pools is a recipe for a tragedy. It only takes a few seconds for unattended children to drown. Children can drown in as little as a couple of inches of water.

Feb | Jun | Oct
 

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Day	Statement	Response
1	Leading indicators	<p>Leading indicators are positive actions or activities such as safety orientations, utilization of daily job safety or job hazard analyses (JSAs, JHAs), use of pre-task planning, safety inspections and corrections, the number of safety audit findings, worker observations, near miss reports, etc. Leading indicators focus on policies and procedures that are in place to prevent an accident or loss from happening in the first place and should be used to monitor the safety performance of a project.</p> <p>Traditionally, lagging indicators are used to measure safety performance. Lagging indicators include tracking of injuries, lost workday injuries, or OSHA recordable injuries. While easy to accomplish, they focus on events that indicate that something or someone has failed.</p> <p>Replacing lagging indicator monitoring with leading indicator monitoring is a move from a reactive to a proactive approach to workplace safety which can prevent accidents from occurring in the first place. If you see something unsafe or someone working unsafely, speak up!</p>
2	Use a severe weather warning system.	Lightning detection/prediction and notification systems should be installed and maintained. Adhere to severe weather and move to shelter when appropriate.
3	Store knives properly after use.	Someone might inadvertently lean against an improperly stored knife and receive an injury.
4	Restrict access to the exercise room to prevent unsupervised children from entering.	Small children can be and have been severely injured in exercise rooms. They do not know the machines are not large toys.

## Feb | Jun | Oct

Day	Statement	Response
5	Remove the deep fry basket from oil before filling it with product.	Throwing food into hot oil can cause spitting and splashing, resulting in serious burns.
6	A minimum width of 36 inches must be maintained in all exit pathways.	To ensure adequate pathways, 36 inches is a bare minimum; it is also the minimum for the ADA. Keep storage out of the pathways.
7	To whom are you responsible?	You are responsible for observing company work rules and motor vehicle laws and knowing the consequences of poor judgment, including those affecting your loved ones. Your employer relies on you completing your assignments as expected to remain a viable business, and the public relies on you not to harm others. Your family may rely on your financial support, emotional support but more importantly, they rely on you to be there for future holidays and other life events.
8	Keep storage away from electrical panels.	Always maintain at least a 36-inch clearance in case of an emergency.
9	Wear the correct Personal Protective Equipment (PPE) when handling or dispensing chemicals.	<p>Personal Protective Equipment (PPE) protects the skin, eyes, and respiratory system whenever chemicals may be splashed, sprayed, or dripped onto a person. PPE includes:</p> <ul style="list-style-type: none"> <li>• Splash-proof goggles</li> <li>• Gloves</li> <li>• Masks</li> <li>• Aprons</li> </ul>

## Feb | Jun | Oct

Day	Statement	Response
10	Tag golf carts identified with deficiencies.	Unsafe conditions identified on a golf cart should be eliminated as soon as possible. The cart should be tagged and removed from service.
11	A minimum width of 36 inches must be maintained in all exit pathways.	To ensure adequate pathways, 36 inches is a bare minimum; it is also the minimum for the ADA. Keep storage out of the pathways.
12	Become familiar with 'SDS' . They contain information needed for first aid and medical treatment in the event of an accident.	The SDS contains the first-aid information should an associate be exposed to a chemical. Exposure can occur in the eyes, mouth, nose, etc., and SDS contains instructions for dealing with various types of exposure. Hotels also frequently add chemicals to their inventory, and the associates need to be familiar with the hazards associated with the product.
13	AEDs - what do you know about them?	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 'chain of survival', including CPR and early defibrillation. Availability of a working Automated External Defibrillator (AED) and a trained person to use it can be very valuable in helping save lives. Contact a Zurich risk engineer for a risk topic on this subject.

## Feb | Jun | Oct

Day	Statement	Response
14	The swimming pool chemical concentration and pH should be checked at least daily.	In order to maintain the quality of the swimming pool water, the pH, and chemicals should be checked daily; more frequent checks will be necessary as usage increases. Some hotels check the water three times per day.
15	A minimum width of 36 inches must be maintained in all exit pathways.	To ensure adequate exit pathways, 36 inches of walking space is a bare minimum. Back-of-house exit paths may require more space if several meeting rooms, a ballroom, or other large areas use the path as an exit. Remember, ADA compliance requires a minimum of 36 inches. Keep storage out of the pathways.
16	When on a ladder, remember and practice the 'belt buckle rule'.	Never lean further than the center of your body or where a belt buckle is normally located when on a ladder. If you need to reach further, climb down and move the ladder as needed to eliminate the risk of the ladder sliding and a serious fall occurring. Never stand on the top step of a ladder and never straddle one. Contact a Zurich risk engineer for a risk topic on this subject.
17	Take extra precautions when taking fire protection systems out of service. Notify the fire department, insurance company, and risk management.	Notify the proper authorities to avoid a false alarm. Notify the alarm company, fire department, insurance carrier, corporate safety department, or other designated corporate representative before taking the system out of service. Minimizing hazards and delaying hazardous operations (hot work, etc.) while the fire alarm or sprinkler system is out of service, makes good sense. Maintain a fire watch until the fire protection system has been restored. Call all parties back when the system has been put back in service.

Feb | Jun | Oct
 

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Day	Statement	Response
18	Anticipate is a keyword in accident prevention.	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
19	Maintain clear walkways through prep areas, the kitchen, and service corridors.	A minimum path of 44 inches should be maintained for exits. Maintaining this distance also removes trip hazards, so associates can flow safely and smoothly through walkways. Always place the chairs, racks, bars, etc., in the banquet aisle stacked neatly against the wall.
20	Assure building security controls are in place and used.	Access to pro-shops, cart/club storage and other areas could lead to theft and/or vandalism if not properly protected. Check locks, security systems, cameras to assure proper functioning.
21	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 ensure that another near miss (or worse) does not occur.
22	Your safety audits/inspections are not complete until they are documented.	Documentation is proof that you did something. You should document safety audits/inspections, safety meetings, safety warnings given to others, weather conditions, etc. Remember DDDD: 'didn't document, didn't do.'



## Feb | Jun | Oct

Day	Statement	Response
23	Assure member club storage does not block fire sprinkler heads.	A minimum of 18" should be provided under fire sprinkler heads. This will allow proper distribution of water to control/suppress a fire.
24	Do not store heavy and bulky objects up high.	When heavy items are stored in high places, strains and other injuries, such as being struck in the face or head by a mishandled object, can occur. Store heavy and bulky items in the 'safety strike zone,' which is the area between mid-chest and the knees in height.
25	Report slip, trip, and fall hazards.	Slips, trips and falls are the most common accidents in America. Every effort should be made to eliminate these hazards.  Report poor housekeeping situations immediately.  Contact a Zurich risk engineer for a risk topic on this subject.
26	Zero the slicer.	Slicers with blades left at the previous cut depth are a frequent source of serious cuts. Leave the work environment in safe condition.
27	'No Diving' signs should be installed on the pool deck near the coping. One sign on each depth marker is recommended.	The injuries resulting from guests striking their heads when diving into the pool are often severe, sometimes resulting in paralysis and lawsuit settlements in the millions of dollars. Not having proper signage adversely affects the hotel's defense against lawsuits.
28	Tag golf carts identified with deficiencies.	Unsafe conditions identified on a golf cart should be eliminated as soon as possible. The cart should be tagged and removed from service.

Feb | Jun | Oct
 

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Day	Statement	Response
29	Always secure gas cylinders. If a gas cylinder tips over, it has the potential to become a rocket and injure people.	Gas bottles containing helium, CO2, oxygen, and acetylene are heavy and can easily crush the bones in a foot. They also have the potential to become rockets if the valve is broken off accidentally. Some cylinders have well over 1,000 psi of stored pressure in them.
30	We lead by example. What safety lessons are you teaching your children?	Do you wear safety glasses when using the weed whacker or performing other tasks around your home that present an eye injury exposure? Do you use a step ladder instead of a chair? Do you talk on your cell phone and/or text while driving? Your children will imitate you. Your actions usually speak louder than words.
31	Require your children and grandchildren to wear a safety helmet when riding bicycles, skateboards, scooters, etc.	Serious head injuries and even fatalities occur every year when people do not wear safety helmets while bicycling and riding skate boards and scooters. Do not allow your children and grandchildren to operate these devices without using head protection. If you ride with them, set a good example by wearing one yourself.

## Mar | Jul | Nov

Day	Statement	Response
1	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. Contact a Zurich risk engineer for a risk topic on this subject.
2	A key to preventing eye injuries is to always wear the proper PPE when required.	Eye protection is one of the most critical PPE devices that you can wear at work or at home. Safety glasses should be worn any time there is a risk of injury to your eyes.
3	Are all fire extinguishers fully charged?	Fire extinguishers should be inspected at least monthly 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.
4	Perform a monthly test of the smoke and carbon monoxide detectors in your home.	Safety experts recommend that smoke and carbon monoxide detectors be tested monthly in the home and batteries should be replaced annually. Do you also check the smoke and carbon monoxide detectors of your parents and grandparents? Other relatives?

## Mar | Jul | Nov

Day	Statement	Response
5	What are your core values?	When asked this question most people list faith, family, friends, security, and happiness. Do your values influence your actions? For instance, if you take safety shortcuts or chances at work (or play for that matter) you are jeopardizing your values. You could be hurt or killed and that will keep you from realizing your values. Another example, someone cuts you off in traffic. You angrily respond verbally or by actions. You are setting yourself up for failure. Let your values influence your actions. Make the point with your workers that working safely enables them to enjoy life outside of the work environment.
6	Trip hazards should be repaired ASAP to reduce the potential for accidents.	Rips in carpets, potholes, and similar trip hazards should be repaired as soon as possible to reduce the potential for an accident.
7	Assure all kitchen staff have undergone food safety training.	All kitchen staff members should receive formal food safety training as required by the state.
8	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.

## Mar | Jul | Nov

Day	Statement	Response
9	Fire extinguishers, sprinkler risers, and fire alarm equipment.	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.
10	Hazard Communication Pictograms	OSHA's Hazard Communication Standard (HCS) requires pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram is determined by the chemical hazard classification. A fact sheet listing the various pictograms can be found on the OSHA website. A key practice is to print and laminate the label and attach it to the container using a ty-wrap.
11	Take regular breaks.	Incidents at work often occur because a worker is tired, resulting in lack of attention to the job. Taking regular breaks helps you maintain your 'edge.' Try to schedule more difficult tasks early in the shift when your concentration is best.
12	Report damage to ladders immediately; don't use damaged ladders.	Using damaged ladders is a sure recipe for disaster. When you least expect it, the ladder will fail, and the resultant injury may be severe.
13	Rotate food on a first-in/first-out basis.	A FIFO (first in first out) system minimizes the risks of spoilage and contamination.
14	When do you report an injury or accident to your supervisor?	Immediately. No exceptions! Do not wait over the weekend to see if your back still hurts.

Mar | Jul | Nov
 

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Day	Statement	Response
15	Ensure sprinkler systems are tested.	Sprinkler systems can be very intimidating to untrained personnel. Those not trained should rely on licensed fire protection representatives to perform trip testing quarterly and/or annually at a minimum. Trip testing means running water out of a test drain to ensure the sprinkler system works when needed. Failure to perform at least an annual trip test has resulted in sprinkler system failure. Pounds of sediment build on top of sprinkler riser traps when not trip tested. This prohibits the system from working and the alarm activating. Additional information can be located in the NFPA 25 standard.
16	Always slow down before walking through a swinging door.	Two people quickly approaching a swinging door from opposite directions can cause a major accident.
17	Do not exit vehicles or equipment by jumping.	Improper exiting can result in serious injuries. Use the three-point contact system when climbing into or exiting vehicles or equipment. This means that three limbs (combination of hands and feet) must be in contact with the vehicle or climbing apparatus at all times, preferably on a handhold, and step or rung. This gives the driver or operator better stability and they are less likely to slip or fall. Use the entire hand to grip the handholds. Face the equipment and look at the ground before exiting to identify any potential obstacles or uneven surfaces. Contact your Zurich risk engineer for a risk topic on this subject.
18	Clean up wet spots immediately.	Attending to wet spots will prevent trip and fall injuries to yourself, other associates and guests.
19	Use correct cutting techniques.	Prevent cutting hands and fingers.

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Day	Statement	Response
20	Examine both ends and seams of cans, and press each end separately.	Reject cans if the opposite end bulges or the pressed end springs back.
21	A neat and clean workplace is necessary for safety.	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 the entire operation clean and orderly.
22	Ride the course.	Every golf course should be inspected periodically to identify unsafe conditions. These may include blind spots on cart paths, poor conditions on bridge board-walks, shelters needing repair, etc.
23	Before you begin to lift...	Before you begin lifting, 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.
24	Inspect all fitness equipment to assure proper functioning.	Fitness equipment should be inspected daily to assure safety controls are working. Other maintenance practices should be in accordance with the manufactures procedures.
25	Why do we have safety meetings?	Safety meetings are a perfect opportunity for you to communicate any safety ideas or concerns that you may have. Participate in your safety meetings. If you don't participate, your ideas will not be heard.
26	Have a 'Wet Floor' sign in place before and after cleaning the floor.	Alert associates and guests to a slippery condition in order to prevent slips and falls.

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Day	Statement	Response
27	Broken security equipment, such as closed-circuit TV cameras, should be repaired or replaced ASAP.	Inoperable security equipment is a liability and should be repaired immediately. If the equipment cannot be repaired, it should be replaced or removed.
28	Stretch and flex to prevent accidents.	Whether stretching and flexing is part of your requirements to perform at work or something you should do regularly after hours in order to maintain your overall fitness, both are important components of work injury prevention.
29	Be careful when picking up/removing glass containers from the cooler.	Glass containers stored in coolers become slippery. You can lose your grip, causing glass to shatter and fly into people's eyes.
30	Workers on foot must stay out of the 'blind spots' of mobile equipment and vehicles.	Walking or working in a piece of mobile equipment's or vehicle's blind spot increases the possibility of the worker on foot being struck and/or run over. Stay out of blind spots because the operator cannot see you and may not know you are there. The size of the blind spot varies for each piece of equipment and vehicle. A pre-task plan can be used to identify the size of the blind spot so that workers and the operator can be trained accordingly. Some newer pieces of mobile equipment are now equipped with 'proximity detectors' that sound an alarm in the cab warning the operator that someone is within a preset radius around the machine.



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Day	Statement	Response
31	Be aware of broken glass when unloading bus tubs in the dish room.	Cuts may occur because of inattention to this detail.

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Day	Statement	Response
1	Require your children and grandchildren to wear a safety helmet when riding bicycles, skateboards, scooters, etc.	Serious head injuries and even fatalities occur every year when people do not wear safety helmets while bicycling and riding skate boards and scooters. Do not allow your children and grandchildren to operate these devices without using head protection. If you ride with them, set a good example by wearing one yourself.
2	Jewelry should not be worn when operating machinery.	Fingers, hands, and other body parts can be pulled into the machinery.

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Day	Statement	Response
3	Heat has an effect on your medication.	<p>Medications can play an important role for workers who consistently work in hot environments and/or work outdoors for long periods of time. Some drugs exhibit the phenomenon of photosensitivity, which means they increase workers' susceptibility to sunburn or rash. The recommended method of prevention is to avoid prolonged sun exposure, but this is not always possible. Sunscreen is always recommended when sun exposure is part of work activities, as well as the use of clothing and hats to block the sun. The use of drugs that cause photosensitivity makes the application of sunscreen even more important, even for days with less direct sun.</p> <p>Other medications can make workers less tolerant of heat and more susceptible to heat exhaustion, heat cramps, and heat stroke. Drugs that lower the body's tolerance to heat often do so by lowering the ability to sweat or feel thirsty, making individuals more vulnerable to heat exhaustion or life-threatening heat stroke.</p> <p>When working in an environment with high temperatures, it is very important to stay well hydrated and watch for signs of overheating. Advise workers to seek the advice of their doctor or pharmacist if they suspect that any of their medications might be making them less able to tolerate sun or heat exposure. Contact a Zurich risk engineer for a risk topic on this subject.</p>
4	Fire extinguisher basics: use the 'PASS' system to put out the fire.	<p><b>P</b>ull the pin.  <b>A</b>im the extinguisher nozzle at the base of the fire.  <b>S</b>queeze or press the handle.  <b>S</b>weep 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>
5	Never mix chemicals.	Mixing chemicals may produce poisonous gas or an explosive reaction.

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Day	Statement	Response
6	If you're sick, stay home!	Germs and diseases spread quickly and cause sickness and productivity losses. You can reduce the spread of germs in your workplace by staying home when you are sick. And don't forget basic bathroom and eating hygiene like washing hands after using the restroom and before eating. Make sure eating and restroom areas are kept clean, and report unsanitary conditions.
7	How's your driving record?	Motor Vehicle Record (MVR) checks should be performed on all employees who perform driving tasks for the club. This includes initial and annual review with guidelines in place. Don't forget those employees using personal vehicles that drive for club purposes.
8	All food containers must be properly labeled with common names.	Food, whether raw or prepared, if removed from its original packaging or container, should be stored in a clean, covered, nonabsorbent container until it is prepared and served. This is to prevent cross-contamination.
9	Assure pool fencing and self-closing gates are in place and working properly.	Access controls are required for all swimming pools to restrict access especially for small children. Daily and weekly inspections should include this safety tip.

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Day	Statement	Response
10	Hot work - what is it and what safety precautions are required?	'Hot work' applies to cutting, welding, brazing, soldering, grinding, pipe thawing, or torch-applied roofing operations. A hot work permit should be required before hot work is allowed and issued only once the necessary safety precautions are implemented. It should be signed by the supervisor who issued it. A pre-work evaluation must be performed to adequately access the operation and to identify the required controls. Fire protection must be provided and a fire watch should stand by during the hot work to extinguish sparks that could ignite combustibles, to adjust the positions of protective shields or tarps, and if necessary, to sound an alarm if a fire occurs. Hot work permits should be posted at the work site and should expire no later than the end of the supervisor's shift who issued the permit. The supervisor should inspect the work site 30 minutes after work is complete (60 minutes for torch-applied roofing work).
11	We should wear our Personal Protective Equipment (PPE).	Personal Protective Equipment (PPE) should be worn anytime there is a risk of injury when using power tools or when working in a noisy environment. For many of us, the risk is even greater at home. When mowing grass, using power tools, sharpening mower blades, etc., make sure to wear the appropriate PPE.
12	Most foodborne illness occurs because of cross-contamination, poor hygiene, and time/temperature abuse.	Foodborne illness can be the result of: <ul style="list-style-type: none"> <li>• Cross-contamination can occur during processing, either before or after purchase.</li> <li>• Poor hygiene and bad habits.</li> <li>• Failure to follow time and temperature guidelines.</li> </ul>
13	Don't take shortcuts!	If you're injured, the minute you saved may cost you days, weeks or months of recovery time.

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Day	Statement	Response
14	How's your driving record?	Motor Vehicle Record checks should be performed on all employees who perform driving tasks for the club. This includes initial and annual review with guidelines in place. Don't forget those employees using personal vehicles that drive for club purposes.
15	Inspections are not complete until they are properly documented.	In the event of an accident, a fire or other emergency, part of the defense of the club's response is the documentation of preventative maintenance and inspections related to the safety of equipment. If you document it, you can prove you did it.
16	What is the proper way to lift a carton/object?	<p>When lifting cartons or objects:</p> <ul style="list-style-type: none"> <li>• When preparing to lift, stand with your feet apart for good balance, with shoulders and hips aligned.</li> <li>• Bend at your knees, not your waist.</li> <li>• Maintain the natural curve in your back.</li> <li>• When lifting, let your leg muscles do the work.</li> <li>• Keep the load you are lifting close to your body to ease the pressure on your spine.</li> <li>• Turn with your feet; do not twist the trunk of your body.</li> <li>• When you set the load down, squat down slowly by bending your knees.</li> <li>• Maintain the natural curve in your back. Do not bend over the object being lowered.</li> <li>• Use handcarts or other material handling equipment to make the job easier.</li> <li>• Get help when the load is heavy or the carton/object is marked 'Team Lift.'</li> </ul>

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Day	Statement	Response
17	Never use glass items to scoop ice and place the ice scoop outside of the bin when not in use.	<p>It is impossible to be sure all broken glass has been removed from ice. Metal scoops prevent this problem.</p> <p>Unclean scoop handles left in the ice bin can cause bacterial cross-contamination.</p>
18	Know your responsibility in every emergency situation.	You probably know what to do in case of a fire, but what about a power outage, tornado warning, or flood warning? Do you know your role? These will vary at each hotel.
19	Get help when lifting heavy or awkward objects.	This is a frequent cause of back injuries, trip, and fall accidents and damage to objects being dropped. Get help from a fellow worker or a piece of equipment such as a dolly or cart and plan your move to ensure a clear path.
20	Are all stairwells clear and free of obstruction?	Inspect emergency stairwells to ensure they are clear and passable in the event of an evacuation. Fire stairwells should be free of storage and properly illuminated.
21	Protective splash-proof goggles and gloves should be used when handling swimming pool chemicals.	Eyes are one of the most delicate organs; sight is one of our most valued senses. Protect your eyes from damage due to chemical exposure. Protect your hands also; replacement skin is not readily available.

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Day	Statement	Response
22	What is the proper way to lift a carton/object?	<p>When lifting cartons or objects:</p> <ul style="list-style-type: none"> <li>• When preparing to lift, stand with your feet apart for good balance, with shoulders and hips aligned.</li> <li>• Bend at your knees, not your waist.</li> <li>• Maintain the natural curve in your back.</li> <li>• When lifting, let your leg muscles do the work.</li> <li>• Keep the load you are lifting close to your body to ease the pressure on your spine.</li> <li>• Turn with your feet; do not twist the trunk of your body.</li> <li>• When you set the load down, squat down slowly by bending your knees.</li> <li>• Maintain the natural curve in your back. Do not bend over the object being lowered.</li> <li>• Use handcarts or other material handling equipment to make the job easier.</li> <li>• Get help when the load is heavy or the carton/object is marked 'Team Lift.'</li> </ul>
23	Assure hydrogen gas is not accumulating in the cart storage areas.	Battery recharging may produce hydrogen gas. A minimum of 5 air changes per hour is needed to remove hydrogen gas. Hydrogen gas detectors are also available to minimize this risk.
24	When using a ladder always have three points of contact when climbing or descending.	Assure 3 of the 4 body parts (feet and hands) are contact of ladder rungs when climbing. This will prevent accident falls.



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Day	Statement	Response
25	The numerical depth marking in the pool should be followed by 'FT' to prevent confusion.	As we become more international in our business, it is more important to ensure our guests do not confuse feet (ft) with meters (m).
26	Do you know what an 'SDS' is?	Previously referred to as MSDS (Material Safety Data Sheets), new global regulations include the renaming of these sheets as Safety Data Sheets (SDS). This will be a gradual change over calendar years 2013-2015, as manufacturers replace the old with the new nomenclature. SDS are safety data sheets that explain the hazards of the chemicals you work with and the necessary precautions to take when using these chemicals, as well as first aid procedures when exposure occurs. SDS for chemicals should be readily available to all personnel in work areas where the chemicals are present. Information on SDS use is part of the company's Hazard Communication program, an OSHA requirement.
27	First aid kits/ First aid logs.	First aid kits should be 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 bottles should not be part of the kit as they can become contaminated after one use. Use only single packet cut cleaners, antibiotic packets, etc. Ensure there are no medications in the kits. Utilize a First Aid Log to document first aid kit use. In the event a minor cut or injury requires a doctor visit, the log can be referred to when filling out a claim report.
28	An uncluttered job site shows respect for those who visit and work there.	Make sure all supervisors and workers are trained to never walk by an unsafe act or unsafe condition.

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Day	Statement	Response
29	What is safety accountability?	Safety accountability is a culture in which everyone, management and associates, is accountable for safety. This involves, specifically, never walking by an unsafe act or an unsafe condition. With either issue, the accountable manager or associate will take appropriate action to prevent an injury to another associate or visitor, or correct or eliminate the unsafe condition.
30	Document non-functional lights and repair them ASAP.	Lights that are not working properly can be a safety and security liability and should be restored as soon as practical. Even though it is not always practical to re-lamp or repair lights immediately, management needs to be aware of them.
31	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.

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