

Staffing manager's

2024 Safety calendar





How the calendar works

Each calendar date has a daily safety topic listed. After December there are talking points listed that correspond with the safety topic for that date. Supervisors can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every few months.

The information in the calendar is an accumulation of recommended practices. It 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 many other topics.

January

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|--|---|--|---|
| Let's kick off a safe new year! | 1 Fire exits and aisles. <i>New Year's Day</i> | 2 Accidents and near misses should be reported to your supervisor immediately. | 3 Never operate machinery without proper guards in place. | 4 What does <i>building a bridge</i> mean regarding back safety? | 5 When you work with chemicals, you have a right to know... | 6 Wheels must be chocked, or trailer restraints engaged at all times during the loading/unloading of trailers. |
| 7 Never climb racking or step onto elevated racking. | 8 Always wear your Personal Protective Equipment (PPE). | 9 Buckle up when traveling to and from work. | 10 Only do the job you are assigned to | 11 Never defeat a safety device | 12 Positive reinforcement works. | 13 Respect machinery |
| 14 Forklift safety fact | 15 Do not put yourself in harm's way. <i>MLK Jr's Birthday</i> | 16 Anti-fatigue mats. | 17 Keep your work area clean and orderly. | 18 Client Hazard Assessments. | 19 What is the two-person approach to slip, trip, or fall prevention? | 20 Use proper body mechanics when lifting or reaching. |
| 21 Emergency lighting. | 22 Repetitive tasks | 23 What is the proper way to lift a carton/object? | 24 Use three points of contact. | 25 Distracted Driving and walking | 26 Hand tool safety | 27 Never use a pallet jack as a scooter. |
| 28 Wear your seatbelt when operating a forklift. | 29 When do I report an injury or accident to my supervisor? | 30 Do not take shortcuts! | 31 Pay attention to what you are doing to avoid caught-in or crush injuries around machinery. | | | |

February

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|--|---|---|---|---|
| <p>By Feb 1, Post OSHA 300A summary log in a conspicuous place or places where notices to employees are customarily posted. Lent starts on the 14th</p> | | | | <p>1 Ask questions.</p> | <p>2 Are you prepared for emergencies?</p> | <p>3 Protect your hearing, always.</p> |
| <p>4 All accidents must be reported within 24 hours.</p> | <p>5 Never climb on or step onto guards to increase your work height.</p> | <p>6 Practice good personal cleanliness.</p> | <p>7 If you work around forklifts, pay attention! The driver may not see you.</p> | <p>8 Always choose the right box cutter for the job.</p> | <p>9 Your safety zone.</p> | <p>10 Always use extreme caution...</p> |
| <p>11 Powered material handling equipment and industrial vehicles require caution for operators and pedestrians.</p> | <p>12 Think about safety in all office areas.</p> | <p>13 Caught-in or crush injuries around non-energized equipment.</p> | <p>14 De-escalation to prevent workplace violence.</p> <p><i>Valentine's Day</i></p> | <p>15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI).</p> | <p>16 Do not let a near miss go unreported.</p> | <p>17 Fatigue Factor.</p> |
| <p>18 If an extreme weather advisory is issued, be prepared.</p> | <p>19 Cut prevention.</p> <p><i>President's Day</i></p> | <p>20 Training of Employees.</p> | <p>21 Conveyor Safety</p> | <p>22 Are all entrance mats in good condition?</p> | <p>23 Forklifts, and other powered material handling equipment, must be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p> | <p>24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p> |
| <p>25 Use good judgment and take action to eliminate unsafe acts!</p> | <p>26 Get help to handle heavy loads.</p> | <p>27 The handling of empty pallets may seem like a routine job, but do not be fooled!</p> | <p>28 Hearing protection is essential when noise exposure cannot be controlled at the source.</p> | <p>29 Oh, my aching back!</p> | | |

March

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|--|--|--|
| <p>Daylight Savings Starts: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p> | | | | | <p>1 Think Safety.</p> | <p>2 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p> |
| <p>3 What to do when an emergency occurs</p> | <p>4 Make sure your safety equipment is appropriate and functional.</p> | <p>5 What is safety accountability?</p> | <p>6 Why do my shoulders ache after a hard day at work?</p> | <p>7 First aid kits.</p> | <p>8 OSHA Record keeping.</p> | <p>9 Use cut resistant gloves when working with knives or sharp materials.</p> |
| <p>10 Prevent slips, trips, and falls.</p> | <p>11 Use <i>Wet Floor</i> signs to reduce the possibility of an accident.</p> | <p>12 Know where the emergency eyewash stations and showers are located and how to use them.</p> | <p>13 Use kneepads when stocking low shelves or kneeling for long periods.</p> | <p>14 Text messaging or talking on a cell phone while driving is classified as distracted driving.</p> | <p>15 Use handrails to prevent falls.</p> | <p>16 Do not jump onto or off of loading docks.</p> |
| <p>17 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p> | <p>18 Get first aid immediately.</p> | <p>19 Maintain machine safeguards.</p> | <p>20 Clean up or report all spills, leaks, and wet areas immediately.</p> | <p>21 Wear proper and sensible work clothes.</p> | <p>22 Are you prepared to act in an emergency?</p> | <p>23 Watch where you are going and walk, do not run, from one place to another.</p> |
| <p><i>St. Patrick's Day</i></p> | | | | | | |
| <p>24 It is your responsibility to talk to your supervisor about any safety issues.</p> | <p>25 Attitude: Safety always applies to you</p> | <p>26 Do not be a prankster!</p> | <p>27 Order picker safety: Fall Protection</p> | <p>28 Do not attempt to move a load that is sitting on a broken pallet.</p> | <p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p> | <p>30 Stop and ask questions when you do not understand your assigned job tasks.</p> |
| | | | | | <p><i>Good Friday</i></p> | |
| <p>31 Reporting is important.</p> | | | | | | |
| <p><i>Easter</i></p> | | | | | | |

April

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

May

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|--|
| | | | 1 Ask questions. | 2 Are you prepared for emergencies? | 3 Protect your hearing, always. | 4 All accidents must be reported within 24 hours. |
| 5 Never climb on or step onto guards to increase your work height. <i>Cinco de Mayo</i> | 6 Practice good personal cleanliness. | 7 If you work around forklifts, pay attention! The driver may not see you. | 8 Always choose the right box cutter for the job. | 9 Your safety zone. | 10 Always use extreme caution... | 11 Powered material handling equipment and industrial vehicles require caution for operators and pedestrians. |
| 12 Think about safety in all office areas. <i>Mother's Day</i> | 13 Caught-in or crush injuries around non-energized equipment. | 14 De-escalation to prevent workplace violence. | 15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | 16 Do not let a near miss go unreported. | 17 Fatigue Factor. | 18 If an extreme weather advisory is issued, be prepared. |
| 19 Cut prevention. | 20 Training of Employees. | 21 Conveyor Safety | 22 Are all entrance mats in good condition? | 23 Forklifts, and other powered material handling equipment, must be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation). | 24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required. | 25 Use good judgment and take action to eliminate unsafe acts! |
| 26 Get help to handle heavy loads. | 27 The handling of empty pallets may seem like a routine job, but do not be fooled! <i>Memorial Day</i> | 28 Hearing protection is essential when noise exposure cannot be controlled at the source. | 29 Oh, my aching back! | 30 Lockout/tag out affected employees. | 31 Good shoes are essential to a good safety program. | |

June

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|--|--|--|--|
| | | | | | | 1 Think Safety. |
| 2 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts. | 3 What to do when an emergency occurs | 4 Make sure your safety equipment is appropriate and functional. | 5 What is safety accountability? | 6 Why do my shoulders ache after a hard day at work? | 7 First aid kits. | 8 OSHA Record keeping. |
| 9 Use cut resistant gloves when working with knives or sharp materials. | 10 Prevent slips, trips, and falls. | 11 Use <i>Wet Floor</i> signs to reduce the possibility of an accident. | 12 Know where the emergency eyewash stations and showers are located and how to use them. | 13 Use kneepads when stocking low shelves or kneeling for long periods. | 14 Text messaging or talking on a cell phone while driving is classified as distracted driving. | 15 Use handrails to prevent falls. |
| 16 Do not jump onto or off of loading docks. <i>Father's Day</i> | 17 Exit signs with arrows should correctly reflect the direction of travel to exit the building. | 18 Get first aid immediately. | 19 Maintain machine safeguards. <i>Juneteenth</i> | 20 Clean up or report all spills, leaks, and wet areas immediately. | 21 Wear proper and sensible work clothes. | 22 Are you prepared to act in an emergency? |
| 23 Watch where you are going and walk, do not run, from one place to another. | 24 It is your responsibility to talk to your supervisor about any safety issues. | 25 Attitude: Safety always applies to you | 26 Do not be a prankster! | 27 Order picker safety: Fall Protection | 28 Do not attempt to move a load that is sitting on a broken pallet. | 29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile. |
| 30 Stop and ask questions when you do not understand your assigned job tasks. | | | | | | |

July

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

August

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|---|--|---|---|---|---|
| <p>The new school year is coming, watch for buses!</p> | | | | <p>1 Ask questions.</p> | <p>2 Are you prepared for emergencies?</p> | <p>3 Protect your hearing, always.</p> |
| <p>4 All accidents must be reported within 24 hours.</p> | <p>5 Never climb on or step onto guards to increase your work height.</p> | <p>6 Practice good personal cleanliness.</p> | <p>7 If you work around forklifts, pay attention! The driver may not see you.</p> | <p>8 Always choose the right box cutter for the job.</p> | <p>9 Your safety zone.</p> | <p>10 Always use extreme caution...</p> |
| <p>11 Powered material handling equipment and industrial vehicles require caution for operators and pedestrians.</p> | <p>12 Think about safety in all office areas.</p> | <p>13 Caught-in or crush injuries around non-energized equipment.</p> | <p>14 De-escalation to prevent workplace violence.</p> | <p>15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI).</p> | <p>16 Do not let a near miss go unreported.</p> | <p>17 Fatigue Factor.</p> |
| <p>18 If an extreme weather advisory is issued, be prepared.</p> | <p>19 Cut prevention.</p> | <p>20 Training of Employees.</p> | <p>21 Conveyor Safety</p> | <p>22 Are all entrance mats in good condition?</p> | <p>23 Forklifts, and other powered material handling equipment, must be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p> | <p>24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p> |
| <p>25 Use good judgment and take action to eliminate unsafe acts!</p> | <p>26 Get help to handle heavy loads.</p> | <p>27 The handling of empty pallets may seem like a routine job, but do not be fooled!</p> | <p>28 Hearing protection is essential when noise exposure cannot be controlled at the source.</p> | <p>29 Oh, my aching back!</p> | <p>30 Lockout/tag out affected employees.</p> | <p>31 Good shoes are essential to a good safety program.</p> |

September

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|--|---|---|---|---|
| <p>1 Think Safety.</p> | <p>2 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p> <p><i>Labor Day</i></p> | <p>3 What to do when an emergency occurs</p> | <p>4 Make sure your safety equipment is appropriate and functional.</p> | <p>5 What is safety accountability?</p> | <p>6 Why do my shoulders ache after a hard day at work?</p> | <p>7 First aid kits.</p> |
| <p>8 OSHA Record keeping.</p> | <p>9 Use cut resistant gloves when working with knives or sharp materials.</p> | <p>10 Prevent slips, trips, and falls.</p> | <p>11 Use <i>Wet Floor</i> signs to reduce the possibility of an accident.</p> | <p>12 Know where the emergency eyewash stations and showers are located and how to use them.</p> | <p>13 Use kneepads when stocking low shelves or kneeling for long periods.</p> | <p>14 Text messaging or talking on a cell phone while driving is classified as distracted driving.</p> |
| <p>15 Use handrails to prevent falls.</p> | <p>16 Do not jump onto or off of loading docks.</p> | <p>17 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p> | <p>18 Get first aid immediately.</p> | <p>19 Maintain machine safeguards.</p> | <p>20 Clean up or report all spills, leaks, and wet areas immediately.</p> | <p>21 Wear proper and sensible work clothes.</p> |
| <p>22 Are you prepared to act in an emergency?</p> | <p>23 Watch where you are going and walk, do not run, from one place to another.</p> | <p>24 It is your responsibility to talk to your supervisor about any safety issues.</p> | <p>25 Attitude: Safety always applies to you</p> | <p>26 Do not be a prankster!</p> | <p>27 Order picker safety: Fall Protection</p> | <p>28 Do not attempt to move a load that is sitting on a broken pallet.</p> |
| <p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p> | <p>30 Stop and ask questions when you do not understand your assigned job tasks.</p> | | | | | |

October

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

November

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|--|--|---|---|
| <p>Daylight Savings Ends: Check the batteries in your smoke and carbon monoxide detectors and replace if necessary.</p> | | | | | <p>1 Ask questions.</p> | <p>2 Are you prepared for emergencies?</p> |
| <p>3 Protect your hearing, always.</p> | <p>4 All accidents must be reported within 24 hours.</p> | <p>5 Never climb on or step onto guards to increase your work height.</p> | <p>6 Practice good personal cleanliness.</p> | <p>7 If you work around forklifts, pay attention! The driver may not see you.</p> | <p>8 Always choose the right box cutter for the job.</p> | <p>9 Your safety zone.</p> |
| <p>10 Always use extreme caution...</p> | <p>11 Powered material handling equipment and industrial vehicles require caution for operators and pedestrians.</p> <p><i>Veterans Day</i></p> | <p>12 Think about safety in all office areas.</p> | <p>13 Caught-in or crush injuries around non-energized equipment.</p> | <p>14 De-escalation to prevent workplace violence.</p> | <p>15 Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI).</p> | <p>16 Do not let a near miss go unreported.</p> |
| <p>17 Fatigue Factor.</p> | <p>18 If an extreme weather advisory is issued, be prepared.</p> | <p>19 Cut prevention.</p> | <p>20 Training of Employees.</p> | <p>21 Conveyor Safety</p> | <p>22 Are all entrance mats in good condition?</p> | <p>23 Forklifts, and other powered material handling equipment, must be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation).</p> |
| <p>24 A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required.</p> | <p>25 Use good judgment and take action to eliminate unsafe acts!</p> | <p>26 Get help to handle heavy loads.</p> | <p>27 The handling of empty pallets may seem like a routine job, but do not be fooled!</p> | <p>28 Hearing protection is essential when noise exposure cannot be controlled at the source.</p> <p><i>Thanksgiving</i></p> | <p>29 Oh, my aching back!</p> | <p>30 Lockout/tag out affected employees.</p> |

December

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|---|--|--|--|
| <p>1 Think Safety.</p> <p><i>Advent Starts</i></p> | <p>2 Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts.</p> | <p>3 What to do when an emergency occurs</p> | <p>4 Make sure your safety equipment is appropriate and functional.</p> | <p>5 What is safety accountability?</p> | <p>6 Why do my shoulders ache after a hard day at work?</p> | <p>7 First aid kits.</p> |
| <p>8 OSHA Record keeping.</p> | <p>9 Use cut resistant gloves when working with knives or sharp materials.</p> | <p>10 Prevent slips, trips, and falls.</p> | <p>11 Use <i>Wet Floor</i> signs to reduce the possibility of an accident.</p> | <p>12 Know where the emergency eyewash stations and showers are located and how to use them.</p> | <p>13 Use kneepads when stocking low shelves or kneeling for long periods.</p> | <p>14 Text messaging or talking on a cell phone while driving is classified as distracted driving.</p> |
| <p>15 Use handrails to prevent falls.</p> | <p>16 Do not jump onto or off of loading docks.</p> | <p>17 Exit signs with arrows should correctly reflect the direction of travel to exit the building.</p> | <p>18 Get first aid immediately.</p> | <p>19 Maintain machine safeguards.</p> | <p>20 Clean up or report all spills, leaks, and wet areas immediately.</p> | <p>21 Wear proper and sensible work clothes.</p> |
| <p>22 Are you prepared to act in an emergency?</p> | <p>23 Watch where you are going and walk, do not run, from one place to another.</p> | <p>24 It is your responsibility to talk to your supervisor about any safety issues.</p> | <p>25 Attitude: Safety always applies to you</p> <p><i>Christmas/Hanukkah</i></p> | <p>26 Do not be a prankster!</p> | <p>27 Order picker safety: Fall Protection</p> | <p>28 Do not attempt to move a load that is sitting on a broken pallet.</p> |
| <p>29 Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile.</p> | <p>30 Stop and ask questions when you do not understand your assigned job tasks.</p> | <p>31 Reporting is important.</p> <p><i>New Year's Eve</i></p> | | | | |

Responses

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at morning or shift change meetings. The idea behind the calendar is repetitive training. However, some of the topics may be new and of great value to management and associates. Management may help verify the correct response to daily conditions by regularly training workers on these topics.

Not every possible scenario is listed on the calendar. The situations that are listed are those we know may commonly occur that might affect the safety and security of associates and the general public. These topics repeat every few months.

January | April | July | October

| Day | Statement | Response |
|-----|--|---|
| 1 | Fire exits and aisles. | <p>Fire exits and aisles should always be accessible and free of storage. A general rule would be to make certain the aisle heading to an emergency exit is as wide as the door opening or at least 36 inches.</p> <p>The Authority Having Jurisdiction may set more demanding aisle widths.</p> |
| 2 | Accidents and near misses should be reported to your supervisor immediately. | All workers should be trained regarding the company's requirement that all accidents near misses or close calls be reported to the supervisor or senior manager on duty immediately. Letting a near miss go unreported provides an opportunity for a serious incident to occur. Each near miss should be investigated as aggressively as an actual incident so corrective actions may be taken to make certain that another near miss or injury does not occur. |
| 3 | Never operate machinery without proper guards in place. | Never operate machinery without proper guards in place. Never reach into the point of operation. If there is a jam, do not try to clear it without first contacting your supervisor, shutting down the equipment, and locking it out. |
| 4 | 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 <i>build a bridge</i>. 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> |
| 5 | When you work with chemicals, you have a right to know... | <p>For each hazardous chemical you work with, you need to understand the safety and health hazards, as well as know proper precautions to take to keep yourself and others safe.</p> <p>If you have any questions about a product you work with, you should review the Safety Data Sheet (SDS).</p> |
| 6 | Wheels must be chocked, or trailer restraints engaged at all times during the loading/unloading of trailers. | All trailers must be chocked or trailer restraints engaged during the time they are being loaded/unloaded. Copper-alloy, aluminum, or durable rubber chocks, at least 8 inches (width and length), are acceptable chocks to use in loading dock operations. Chocks must be snug against the front of the back tandems - pieces of lumber, concrete blocks, etc., are NEVER to be used as wheel chocks. |
| 7 | Never climb racking or step onto elevated racking. | Warehouse racks are not designed for or intended to be used as climbing, walking, or working surface. Do not allow order picker operators to step on rack supports or wire mesh decking. Serious fall injuries can occur. |

January | April | July | October

| Day | Statement | Response |
|-----|--|---|
| 8 | Always wear your Personal Protective Equipment (PPE). | Employees should be wearing the Personal Protective Equipment (PPE) for the job assigned, such as: Safety glasses, Hearing protection, Safety shoes, and Gloves, etc. In addition, make sure the equipment is clean and fits properly. |
| 9 | 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"> * Ejection from a vehicle generally causes the most severe injuries in a crash. * 75% of the occupants who are ejected from vehicles are killed (NHTSA). * 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. * Seat belts lessen the impact of air bags on vehicle occupants. |
| 10 | Only do the job you are assigned to | All employees should be instructed to do only the job task originally assigned to them and agreed to between the staffing company and host company. |
| 11 | 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> |
| 12 | Positive reinforcement works. | When you see an employee doing the job correctly and safely acknowledge the employee. Positive reinforcement is an effective safety tool. |
| 13 | Respect machinery | Make sure all guards are in place. Never hurry beyond your ability to think and act safely. Remember to de-energize the power and follow appropriate lockout procedures before placing your hands in the point of operation. |
| 14 | Forklift safety fact | Never leave a forklift unattended on dock plate/boards, a trailer or in the aisle in the building. |
| 15 | Do not put yourself in harm's way. | Remind employees to be aware of their surroundings, stay alert, and always ask for assistance if they need help. |
| 16 | Anti-fatigue mats. | The use of anti-fatigue mats is helpful to relieve static pressure on the back. Standing on anti-fatigue mats, as compared to bare floors, may provide a noticeable improvement in comfort. |
| 17 | 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. |
| 18 | Client Hazard Assessments. | Make sure routine, written hazard assessments are completed for areas in which staffing employees are working. |
| 19 | What is the two-person approach 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. |
| 20 | Use proper body mechanics when lifting or reaching. | Always use proper body mechanics when lifting or reaching. All lifting should take place between your shoulders and waist. Avoid reaching above your shoulders. If needed, use the appropriate stool or stair ladder. |

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| 21 | Emergency lighting. | Emergency lights should be tested monthly. The 'push-button' test should be conducted by pressing the 'test' button on the unit and holding it for 30 seconds. If the device does not light, or the lamps are dim, the unit should be serviced, repaired, or replaced. |
| 22 | Repetitive tasks | In order to reduce the likelihood of injury because of repetitive tasks, employees, whenever possible, should break up those tasks with less demanding duties or job rotation using different muscle groups. |
| 23 | What is the proper way to lift a carton/object? | When lifting cartons or objects: stand with your feet apart for good balance, with shoulders and hips aligned, bend at your knees, not your waist. Maintain the natural curve in your back. When lifting, let your leg muscles do the work. Keep the load you are lifting close to your body to ease the pressure on your spine. Turn with your feet; do not twist the trunk of your body. When you set the load down, squat down slowly by bending your knees. |
| 24 | Use three points of contact. | Never jump off the vehicle. When climbing into or out of a truck, forklift, or other piece of equipment, face the vehicle and maintain three points of contact at all times: <ul style="list-style-type: none"> * two feet and one hand; or * one foot and two hands |
| 25 | Distracted Driving and walking | Most states require hand free use of phone while driving: <ul style="list-style-type: none"> * Never text and drive. * Do not text and walk in busy/high traffic areas or on stairs. * When outside in the parking area be aware of surroundings and do not text. |
| 26 | Hand tool safety | Be sure you have the right tool for the job and inspect the tool before using it. Never toss tools to another worker, onto a surface, or from a height. |
| 27 | Never use a pallet jack as a scooter. | Horseplay can be dangerous. Pallet jacks are to be used to move pallets, not people. Make sure you are properly trained before using any equipment. |
| 28 | Wear your seatbelt when operating a forklift. | Over one-quarter of forklift accidents are the results of the forklift tipping over. Wearing seat belts will help prevent being thrown out and crushed if the vehicle tips over. |
| 29 | When do I report an injury or accident to my supervisor? | Report all incidents immediately to your supervisor and staffing company representative (if applicable). |
| 30 | Do not take shortcuts! | If you are injured, the minute you saved may cost you days, weeks, or months of recovery time. |
| 31 | Pay attention to what you are doing to avoid caught-in or crush injuries around machinery. | Pay attention to what you are doing: Look for possible pinch points before you start your task. Always use machine and tool guards provided with your equipment. Report broken or missing barriers or guards to your supervisor. TURN OFF equipment and use lockout/tagout procedures before: making adjustments, clearing a jam, and repairing or servicing a machine to clear a jam. |

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| 1 | Ask questions. | If you are uncertain, ask questions, never assume. Ask your supervisor for instructions. |
| 2 | 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. |
| 3 | Protect your hearing, always. | Hearing loss occurs so gradually (even in intense exposures) that by the time you notice it, irreversible damage has already occurred. If your hearing protection is uncomfortable see your supervisor about other types of protection that fits you correctly and comfortably. |
| 4 | 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. |
| 5 | Never climb on or step onto guards to increase your work height. | Guards are there for a reason and climbing them defeats their purpose. If you need additional height to reach a work area, never stand on machinery. Ask for assistance from your supervisor. |
| 6 | Practice good personal cleanliness. | Avoid touching your eyes, face, and mouth with gloves or hands that are dirty. Wash well and use barrier creams when necessary. Many illnesses and skin rashes are the result of poor hygiene practices. |
| 7 | If you work around forklifts, pay attention! The driver may not see you. | <p>When around forklifts:</p> <ul style="list-style-type: none"> * Keep a safe distance from the lift truck and pay attention - the driver may not see you! * Establish eye contact with the driver. * Watch out for the tail swing when a lift truck turns. * NEVER assume the lift truck operator knows you are there. Make yourself known. * Stay clear of the tail zone. This is a full circle around the lift truck equal to twice the height of the carried load. * NEVER walk under the raised forks of a lift truck. Even when empty, the forks could fall without warning. * NEVER ride the tines/forks of a forklift. This practice invites a fall and potentially serious injury. |
| 8 | Always choose the right box cutter for the job. | Always choose the right box cutter for the job. Use a safety-type box cutter with retractable safety blade and blade guard. |
| 9 | Your safety zone. | Your safety zone is the area between your waist and your chest. When lifting, keep heavy items in your safety zone and as close to your body as possible. This will reduce stress on your lower back when lifting. |
| 10 | Always use extreme caution... | ...when operating forklifts and material handling equipment. Pedestrians should walk in designated areas and never approach a driver unless it is safe to do so. |

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| 11 | Powered material handling equipment and industrial vehicles require caution for operators and pedestrians. | <p>When operating forklifts and material handling equipment, always pay attention to your surroundings to avoid hitting pedestrians (co-workers, visitors), other equipment operators, and property (e.g., storage racks).</p> <p>While pedestrians should walk in designated areas and never approach a driver unless it is safe to do so, this does not always occur, and you should watch out for these types of actions.</p> <p>Always exercise extreme caution when operating forklifts and material handling equipment. Pedestrians should walk in designated areas and never approach a driver unless it is safe to do so.</p> |
| 12 | Think about safety in all office areas. | <p>Keep office areas free of clutter and walkways free of cords.</p> <p>For employees who regularly enter data into the computer, workstations should be adjusted for comfort and good ergonomic posture.</p> |
| 13 | Caught-in or crush injuries around non-energized equipment. | Doors, file drawers, and heavy crates can pinch toes and fingers. Take care where you place your fingers. Test the weight of a box before lifting, carrying, and placing it; an awkward or heavy load can slip and injure your feet or hands. Get help or use mechanical material handling devices to move large and/or heavy items. |
| 14 | De-escalation to prevent workplace violence. | <p>Workplace injuries can occur because of the aggressive actions of customers, family members, friends, or fellow employees. It is important to be able to recognize any clues leading up to a violent act and know how to react so that the developing situation de-escalates.</p> <p>If you need refresher training, never be afraid to ask for it.</p> |
| 15 | Compressed air used for cleaning purposes must be reduced to less than 30 pounds per square inch (PSI). | In addition to the pressure requirement, the appropriate Personal Protective Equipment (PPE), should be used, based on the locations hazard assessment. In no circumstance should compressed air be used for cleaning one's clothing, as an air bubble could be injected into the bloodstream via a cut or other body opening. |
| 16 | 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 associates 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. |
| 17 | Fatigue Factor. | The more alert a worker is, the less likely it is that he or she will get hurt. The employees should be encouraged to get adequate sleep and take advantage of breaks assigned. Overtime and long work hours contribute to this fatigue factor. |
| 18 | If an extreme weather advisory is issued, be prepared. | <p>In cold weather protect your head and ears. Protect fingers, hands, toes and feet with insulated, moisture-proof gloves and boots. In hot weather:</p> <p>In hot weather: Drink plenty of water/fluids. Be aware of the symptoms of heat stress disorders. If you experience dizziness, nausea, or cramping muscles, stop, and cool off!</p> |
| 19 | Cut prevention. | Some basic tips include storing sharp devices in designated areas, cleaning sharp items separately from other equipment, practicing safe handling during use of the sharp items, and never bypassing safety devices that are part of the devices. What exposures to cuts from equipment are there in your area? |
| 20 | Training of Employees. | The staffing company must maintain a copy of all training records to include training provided by the client company or have easy access to client records. |

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| 21 | Conveyor Safety | <p>Conveyors should never be operated unless all safeguards are in place. Employees should remember the following rules:</p> <ul style="list-style-type: none"> * Keep all body parts away from the moving conveyor. * No sitting, standing, leaning on, or riding on conveyors. * Never jump over or crawl under a conveyor. * Never wear loose clothing, jewelry, etc. that could get caught in the conveyor. * Never attempt to repair or unjam any part of the conveyor system without first stopping the conveyor. * Know the location of emergency cords or shut-off devices in an emergency or system problem. |
| 22 | Are all entrance mats in good condition? | <p>Mats with curled edges or waves are a safety hazard and should be destroyed or returned to the vendor, if leased.</p> <p>Place entrance mats tightly against the door threshold and tightly against each other to maximize your slip reduction efforts.</p> |
| 23 | Forklifts, and other powered material handling equipment, must be checked at the beginning of each shift (brake, horns, steering, fire extinguisher and other controls for proper operation). | <p>Powered material handling equipment (forklifts, high-reach lifts, etc.) should be inspected at the beginning of each shift using a Daily Vehicle Inspection Report (DVIR).</p> <p>Any forklift that needs repaired must be taken out of operation until the repair is completed.</p> |
| 24 | A key to preventing eye incidents is to always wear the proper Personal Protective Equipment (PPE) when required. | <p>Eye protection is one of the most critical Personal Protective Equipment (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.</p> |
| 25 | Use good judgment and take action to eliminate unsafe acts! | <p>Most injuries are the result of an unsafe act instead of an unsafe condition. Your actions can help to minimize unsafe acts, which can help prevent you from being injured.</p> <p>For example, use good judgment and if an item is too heavy to lift, use a mechanical assist or co-worker to help lift it.</p> |
| 26 | Get help to handle heavy loads. | <p>If you need help lifting a heavy object, ask for it. Stay within job description guidelines - save your back!</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"> * Never stand pallets on end. This can result in a struck-by injury. * Do not stack pallets more than 6 feet high. * Use a team lift on heavy or oversized pallets. |
| 28 | Hearing protection is essential when noise exposure cannot be controlled at the source. | <p>Both earplugs and earmuffs provide a physical barrier that reduces inner ear noise levels and prevents hearing loss. Follow all rules of the workplace as it pertains to hearing protection.</p> |
| 29 | Oh, my aching back! | <p>If you go home each night with a backache, it is up to you to ask what might be causing it. Are you lifting too much weight? Are you putting yourself in awkward positions? There are many possible causes of back pain, both work- related and non-work-related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.</p> |

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| 30 | Lockout/tag out affected employees. | Affected employees are those individuals, such as machine operators, who will not be working on the equipment but have a need to know that it is locked out. Inform affected employees of the activity being performed. Verify that those affected employees are trained in lockout/tag out procedures and that they know not to remove the lock or tag that has been applied. |
| 31 | 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 surface types and operations. Depending on the job, steel toes may be required before starting work. |

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| Day | Statement | Response |
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| 1 | Think Safety. | Be proactive in your safety activities, do not wait for an accident to happen. |
| 2 | Never climb on shelving units, rack storage units, or machinery. Use only approved ladders or mechanical lifts. | Falls from height are a common cause of injury in many industries and can cause serious or fatal injuries. Take the time to safely climb. |
| 3 | What to do when an emergency occurs | Follow company emergency plans. This should be covered during your new employee orientation. In the event of <ul style="list-style-type: none"> * Fire * Bomb threat * Tornado * Hurricane * Know where to go, when to go and what to do. * Be prepared! |
| 4 | Make sure your safety equipment is appropriate and functional. | Only use safety equipment given to you by your supervisor or approved for the job you are performing. If the equipment is worn or damaged, obtain a replacement immediately. |
| 5 | What is safety accountability? | Safety accountability is a culture in which everyone, management, and associates, is accountable for safety - their own and their coworkers'. Do not ignore an unsafe act or an unsafe condition. With either issue, notify the appropriate manager, or correct or eliminate the unsafe condition. |
| 6 | Why do my shoulders ache after a hard day at work? | Are you practicing good posture? Although there may be other reasons for your shoulder ache, lack of proper posture is often the root cause. Lack of good upper body strength to safely perform your job duties may also be a contributing factor. Consider the value of daily stretching as a key component of injury prevention. |
| 7 | First aid kits. | Know where the first aid kits are in the work place. |
| 8 | OSHA Record keeping. | In almost all circumstances, your employee injuries will be entered into clients' or 'Host Employer' OSHA 300 logs. 'Responsibility to record injuries and illnesses on the OSHA 300 log is based upon who supervises the worker's day-to-day tasks' according to OSHA. |

March | June | September | December

| Day | Statement | Response |
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| 9 | Use cut resistant gloves when working with knives or sharp materials. | Always use proper Personal Protective Equipment (PPE) such as cut resistant gloves, wrist and arm protectors, and aprons as the position dictates. |
| 10 | Prevent slips, trips, and falls. | To prevent slips, trips, and falls: <ul style="list-style-type: none"> * Watch where you are going. * Walk slowly, sliding your feet on wet or slippery surfaces. * Do not carry loads over what you cannot see. * Do not jump on or off platforms or forklifts. * Do not wear clothing that you could trip over. * Do not text and walk. |
| 11 | Use <i>Wet Floor</i> signs to reduce the possibility of an accident. | Always use a warning sign at the area of a spill or wet floor to reduce the possibility of an employee slipping and falling. Clean up the area as soon as possible and determine the cause of the spill to prevent a recurrence. |
| 12 | Know where the emergency eyewash stations and showers are located and how to use them. | Plumbed emergency eyewash stations and showers need to be located within 10-seconds access time of any area where a chemical splash to the eyes or body could occur. <ul style="list-style-type: none"> * Know where they are located. * Make certain they are accessible. * Know how to hold your eyes open under flowing water. * Remember to flush for a minimum of 15 minutes. |
| 13 | Use kneepads when stocking low shelves or kneeling for long periods. | The use of knee pads can reduce the risk of stress on the knees and legs. |
| 14 | Text messaging 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. |
| 15 | Use handrails to prevent falls. | Handrails are available for everyone's use. Their mere existence in an area suggests additional protection against falls may be advisable. |
| 16 | Do not jump onto or off of loading docks. | To help avoid injury, use designated employee stairways to enter or exit the building. |
| 17 | Exit signs with arrows should correctly reflect the direction of travel to exit the building. | There have been several deaths in fires because the arrows on the exit signs indicated an incorrect direction of travel. Little things matter. |
| 18 | Get first aid immediately. | If you are hurt, even if it is just a scratch, seek first aid right away. Neglecting an injury may lead to serious infection, weeks away from work and possibly permanent injury. |
| 19 | Maintain machine safeguards. | If a guard on a machine (fixed guard, interlock, light curtain, adjustable guard, etc.) is not in place or broken, do not operate the machine. Report the defect to your supervisor. |

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| 20 | Clean up or report all spills, leaks, and wet areas immediately. | Immediately attend to wet spots to prevent trip and fall injuries to yourself, other associates and guests. If immediate cleanup is not possible, clearly mark or barricade the hazard and report it to maintenance, your supervisor, or another responsible person. |
| 21 | Wear proper and sensible work clothes. | Whether you work in an office or warehouse, wear clothes that fit properly. Anything that can catch in machinery or trip you up is hazardous. In the plant, wear sturdy and appropriate footwear. Shoes should fully enclose the foot. Avoid loose clothing, dangling jewelry, and be sure long hair is tied back and cannot become entangled in machinery. |
| 22 | Are you prepared to act in an emergency? | Weather events, civil unrest, and other unexpected negative events can affect you at work and at home. Be prepared and responsible. |
| 23 | Watch where you are going and walk, do not run, from one place to another. | Look ahead, down, and around, focus on where you are going. Avoid slippery areas or obstructions in your path. |
| 24 | It is your responsibility to talk to your supervisor about any safety issues. | When you delay discussing safety issues (i.e., a problem with equipment or a task to be performed) with your supervisor, the result can be a serious injury. Bring it up immediately! |
| 25 | Attitude: Safety always applies to you | Safety is no more than doing the job the right way every day. |
| 26 | Do not be a prankster! | Practical jokes and horseplay can be dangerous anywhere. In the work environment, especially around machinery. |
| 27 | Order picker safety: Fall Protection | Operators must always secure their safety harness and tethers. To avoid serious injury, operators should never disconnect their fall protection while operating an order picker. Serious injuries and fatalities occur when operators fail to use their fall protection or disconnect their fall protection when working at elevation. Only when the unit has been lowered and turned off may an order picker disconnect their fall protection. Training specific to using fall protection must be provided before the employee starts the job. |
| 28 | Do not attempt to move a load that is sitting on a broken pallet. | Poorly maintained and damaged pallets could cause materials to fall off of racks and damage property and cause serious or fatal injuries. Make certain that a plan is in place to monitor pallet storage frequently during the day. Unsafe conditions should be noted and reported to your supervisor immediately. |
| 29 | Secure compressed gas cylinders to prevent them from falling over, injuring people, and possibly becoming an unguided missile. | 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. |
| 30 | Stop and ask questions when you do not understand your assigned job tasks. | Do not begin a job unless you have been trained and completely understand what is expected of you. Do not be afraid to ask questions. |
| 31 | Reporting is important. | Always report accidents, defective equipment, and unsafe conditions immediately! |

January 2024

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