

Healthcare manager's 2014 safety calendar



How the calendar works:

Each calendar date has a daily safety topic listed. After the month of December 2014 or page 16 of the calendar, there are talking points listed that correspond with the safety topic for that date. Healthcare managers can use the talking points to assist in communicating the safety message for the day. The safety topics in the calendar repeat every three months.

The information in the Healthcare calendar is an accumulation of best practices. The calendar should be of great value to your operation. Management generating safety awareness is one of the best ways of controlling and reducing claims and related expenses.

The safety topics provided cover slip, trip and fall prevention, patient/resident and manual material handling, cut prevention, fire prevention, emergency preparedness safety, and a large number of other topics.



January 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Are you prepared to act in an emergency? New Year's Day	2 Always keep travel paths and exit ways clear.	3 Know how to report an employee on-the-job injury.	4 Entrance mats should always be in good condition.
5 Do you know how to properly clean up a blood or body fluid spill?	6 Are floors in your work area free of tripping/slipping hazards?	7 Remember to use your personal protective equipment (PPE).	8 Do not let a near miss go unreported.	9 Slow down when walking from carpet to tile.	10 When do you report an injury or accident to your supervisor?	11 Know where to access policies on safety and security.
12 Do you know where the closest fire extinguisher is located and how to use it?	13 Understand the safe lift policy applicable to your department.	14 You can't fool safety devices.	15 Practice safe storage in all areas.	16 Are chemicals used in your area properly labeled?	17 Think safety in all office areas.	18 Hand hygiene is a priority.
19 Good shoes are essential to a good safety program.	20 Extension cord use Martin Luther King, Jr. Day Observed	21 Cuts and punctures can be from many sources.	22 Wet floor signage should be used regularly and properly.	23 Use handrails to prevent falls.	24 When should you report an incidence of workplace violence?	25 Take care when walking on ramps.
26 Report nonfunctional lighting promptly.	27 Do you know what an SDS is?	28 Are you wearing slip resistant shoes today?	29 Do you know where materials are to clean up spilled liquids?	30 What is the "two-person approach" in regard to slip, trip or fall prevention?	31 Are your exit signs in proper working order?	
Notes						

February 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Text messaging and talking on a cell phone while driving are classified as distracted driving.
2 Do you know how to report a visitor injury?	3 Watch those handicap ramps and speed bumps!	4 Your "Right-to-Know" refers to?	5 Equipment grounding	6 How can you prevent falls in your work area?	7 Reporting unsafe conditions	8 The importance of reporting your injury promptly
9 Storage rooms with electrical panels present	10 De-escalation to prevent workplace violence	11 Safety during the evening and at night	12 Who is responsible for safety anyway?	13 Before you begin to lift...	14 A neat and clean workplace is necessary for safety.	15 Flexing and stretching for accident prevention
16 What does a safe shoe look like?	17 Cut prevention President's Day	18 You receive a bomb threat call. What do you do?	19 Walk, don't run!	20 Pushing versus pulling	21 Do you know what personal protective equipment is essential for your job?	22 Attitude: "This safety stuff doesn't apply to me."
23 Speed limits and safe driving on company property	24 What is ergonomics?	25 They say hindsight is a perfect science...	26 If I wear slip resistant shoes, will it fully protect me from falling?	27 What is your role in an emergency drill?	28 Pedestrian safety	
Notes						

March 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Do we need a mat over there?
2 Reporting patient or resident injuries	3 "I can't see the computer screen. Do I need to get glasses?"	4 When you do not have time to do it safely...	5 Lifting: Using equipment instead of your back	6 Smoking regulation enforcement	7 Drinking and driving lead to trouble.	8 Posting wet floor signage
9 Taking shortcuts can lead to accidents.	10 What is wrong with wearing open back shoes?	11 Ladder and step stool safety	12 What is safety accountability?	13 "Oh, my aching back!"	14 What does the term "building a bridge" mean in regard to back safety?	15 Bloodborne pathogens: What does "universal precautions" mean?
16 A key word in accident prevention is "anticipate."	17 Should you be scared of the dark?	18 Did you move that mat?	19 Misuse of chemicals can be dangerous.	20 Using good judgment and...	21 Needle stick prevention: Is it just for nursing?	22 Reporting damaged equipment
23 "Why can't we all just get along?"	24 Why do your shoulders ache after a hard day at work?	25 "Why do I have headaches at work?"	26 Avoiding elevator falls	27 "I do not have time to get help from someone so I will just do it myself this time."	28 "My hands hurt when I go home. What could be causing it?"	29 Taking care of yourself so you can take care of others
30 Practicing infection control 24/7	31 "Will I get in trouble if I report that safety violation?"	Notes				

April 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Are you prepared to act in an emergency?	2 Always keep travel paths and exit ways clear.	3 Know how to report an employee on-the-job injury.	4 Entrance mats should always be in good condition.	5 Do you know how to properly clean up a blood or body fluid spill?
6 Are floors in your work area free of tripping/slipping hazards?	7 Remember to use your personal protective equipment (PPE).	8 Do not let a near miss go unreported.	9 Slow down when walking from carpet to tile.	10 When do you report an injury or accident to your supervisor?	11 Know where to access policies on safety and security.	12 Do you know where the closest fire extinguisher is located and how to use it?
13 Understand the safe lift policy applicable to your department.	14 You can't fool safety devices.	15 Practice safe storage in all areas.	16 Are chemicals used in your area properly labeled?	17 Think safety in all office areas.	18 Hand hygiene is a priority. Good Friday	19 Good shoes are essential to a good safety program.
20 Extension cord use. Easter	21 Cuts and punctures can be from many sources.	22 Wet floor signage should be used regularly and properly.	23 Use handrails to prevent falls.	24 When should you report an incidence of workplace violence?	25 Take care when walking on ramps.	26 Report nonfunctional lighting promptly.
27 Do you know what an SDS is?	28 Are you wearing slip resistant shoes today?	29 Do you know where materials are to clean up spilled liquids?	30 What is the "two-person approach" in regard to slip, trip or fall prevention?			

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May 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Text messaging and talking on a cell phone while driving are classified as distracted driving.	2 Do you know how to report a visitor injury?	3 Watch those handicap ramps and speed bumps!
4 Your "Right-to-Know" refers to?	5 Equipment grounding	6 How can you prevent falls in your work area?	7 Reporting unsafe conditions	8 The importance of reporting your injury promptly	9 Storage rooms with electrical panels present	10 De-escalation to prevent workplace violence
11 Safety during the evening and at night Mother's Day	12 Who is responsible for safety anyway?	13 Before you begin to lift...	14 A neat and clean workplace is necessary for safety.	15 Flexing and stretching for accident prevention	16 What does a safe shoe look like?	17 Cut prevention
18 You receive a bomb threat call. What do you do?	19 Walk, don't run!	20 Pushing versus pulling	21 Do you know what personal protective equipment is essential for your job?	22 Attitude: "This safety stuff doesn't apply to me."	23 Speed limits and safe driving on company property	24 What is ergonomics?
25 They say hindsight is a perfect science...	26 If I wear slip resistant shoes, will it fully protect me from falling? Memorial Day	27 What is your role in an emergency drill?	28 Pedestrian safety	29 Understanding security measures for your department	30 Hand washing basics	31 Housekeeping reminders

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June 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Do we need a mat over there?	2 Reporting patient or resident injuries	3 "I can't see the computer screen. Do I need to get glasses?"	4 When you do not have time to do it safely...	5 Lifting: Using equipment instead of your back	6 Smoking regulation enforcement	7 Drinking and driving lead to trouble.
8 Posting wet floor signage	9 Taking shortcuts can lead to accidents.	10 What is wrong with wearing open back shoes?	11 Ladder and step stool safety	12 What is safety accountability?	13 "Oh, my aching back!"	14 What does the term "building a bridge" mean in regard to back safety?
15 Bloodborne pathogens: What does "universal precautions" mean? Father's Day	16 A key word in accident prevention is "anticipate."	17 Should you be scared of the dark?	18 Did you move that mat?	19 Misuse of chemicals can be dangerous.	20 Using good judgment and...	21 Needle stick prevention: Is it just for nursing?
22 Reporting damaged equipment	23 "Why can't we all just get along?"	24 Why do your shoulders ache after a hard day at work?	25 "Why do I have headaches at work?"	26 Avoiding elevator falls	27 "I do not have time to get help from someone so I will just do it myself this time."	28 "My hands hurt when I go home. What could be causing it?"
29 Taking care of yourself so you can take care of others	30 Practicing infection control 24/7					

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July 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Are you prepared to act in an emergency?	2 Always keep travel paths and exit ways clear.	3 Know how to report an employee on-the-job injury.	4 Entrance mats should always be in good condition. Independence Day	5 Do you know how to properly clean up a blood or body fluid spill?
6 Are floors in your work area free of tripping/slipping hazards?	7 Remember to use your personal protective equipment (PPE).	8 Do not let a near miss go unreported.	9 Slow down when walking from carpet to tile.	10 When do you report an injury or accident to your supervisor?	11 Know where to access policies on safety and security.	12 Do you know where the closest fire extinguisher is located and how to use it?
13 Understand the safe lift policy applicable to your department.	14 You can't fool safety devices.	15 Practice safe storage in all areas.	16 Are chemicals used in your area properly labeled?	17 Think safety in all office areas.	18 Hand hygiene is a priority.	19 Good shoes are essential to a good safety program.
20 Extension cord use	21 Cuts and punctures can be from many sources.	22 Wet floor signage should be used regularly and properly.	23 Use handrails to prevent falls.	24 When should you report an incidence of workplace violence?	25 Take care when walking on ramps.	26 Report nonfunctional lighting promptly.
27 Do you know what an SDS is?	28 Are you wearing slip resistant shoes today?	29 Do you know where materials are to clean up spilled liquids?	30 What is the "two-person approach" in regard to slip, trip or fall prevention?	31 Are your exit signs in proper working order?		

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August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Text messaging and talking on a cell phone while driving are classified as distracted driving.	2 Do you know how to report a visitor injury?
3 Watch those handicap ramps and speed bumps!	4 Your "Right-to-Know" refers to?	5 Equipment grounding	6 How can you prevent falls in your work area?	7 Reporting unsafe conditions	8 The importance of reporting your injury promptly	9 Storage rooms with electrical panels present
10 De-escalation to prevent workplace violence	11 Safety during the evening and at night	12 Who is responsible for safety anyway?	13 Before you begin to lift...	14 A neat and clean workplace is necessary for safety.	15 Flexing and stretching for accident prevention	16 What does a safe shoe look like?
17 Cut prevention	18 You receive a bomb threat call. What do you do?	19 Walk, don't run!	20 Pushing versus pulling	21 Do you know what personal protective equipment is essential for your job?	22 Attitude: "This safety stuff doesn't apply to me."	23 Speed limits and safe driving on company property
24 What is ergonomics?	25 They say hindsight is a perfect science...	26 If I wear slip resistant shoes, will it fully protect me from falling?	27 What is your role in an emergency drill?	28 Pedestrian safety	29 Understanding security measures for your department	30 Hand washing basics
31 Housekeeping reminders	Notes <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>					

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Do we need a mat over there? Labor Day	2 Reporting patient or resident injuries	3 "I can't see the computer screen. Do I need to get glasses?"	4 When you do not have time to do it safely...	5 Lifting: Using equipment instead of your back	6 Smoking regulation enforcement
7 Drinking and driving lead to trouble.	8 Posting wet floor signage	9 Taking shortcuts can lead to accidents.	10 What is wrong with wearing open back shoes?	11 Ladder and step stool safety	12 What is safety accountability?	13 "Oh, my aching back!"
14 What does the term "building a bridge" mean in regard to back safety?	15 Bloodborne pathogens: What does "universal precautions" mean?	16 A key word in accident prevention is "anticipate."	17 Should you be scared of the dark?	18 Did you move that mat?	19 Misuse of chemicals can be dangerous.	20 Using good judgment and...
21 Needle stick prevention: Is it just for nursing?	22 Reporting damaged equipment	23 "Why can't we all just get along?"	24 Why do your shoulders ache after a hard day at work?	25 "Why do I have headaches at work?"	26 Avoiding elevator falls	27 "I do not have time to get help from someone so I will just do it myself this time."
28 "My hands hurt when I go home. What could be causing it?"	29 Taking care of yourself so you can take care of others	30 Practicing infection control 24/7				
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October 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Are you prepared to act in an emergency?	2 Always keep travel paths and exit ways clear.	3 Know how to report an employee on-the-job injury.	4 Entrance mats should always be in good condition.
5 Do you know how to properly clean up a blood or body fluid spill?	6 Are floors in your work area free of tripping/slipping hazards?	7 Remember to use your personal protective equipment (PPE).	8 Do not let a near miss go unreported.	9 Slow down when walking from carpet to tile.	10 When do you report an injury or accident to your supervisor?	11 Know where to access policies on safety and security.
12 Do you know where the closest fire extinguisher is located and how to use it?	13 Understand the safe lift policy applicable to your department. Columbus Day	14 You can't fool safety devices.	15 Practice safe storage in all areas.	16 Are chemicals used in your area properly labeled?	17 Think safety in all office areas.	18 Hand hygiene is a priority.
19 Good shoes are essential to a good safety program.	20 Extension cord use	21 Cuts and punctures can be from many sources.	22 Wet floor signage should be used regularly and properly.	23 Use handrails to prevent falls.	24 When should you report an incidence of workplace violence?	25 Take care when walking on ramps.
26 Report nonfunctional lighting promptly.	27 Do you know what an SDS is?	28 Are you wearing slip resistant shoes today?	29 Do you know where materials are to clean up spilled liquids?	30 What is the "two-person approach" in regard to slip, trip or fall prevention?	31 Are your exit signs in proper working order? Halloween	
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November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Text messaging and talking on a cell phone while driving are classified as distracted driving.
2 Do you know how to report a visitor injury?	3 Watch those handicap ramps and speed bumps!	4 Your "Right-to-Know" refers to?	5 Equipment grounding	6 How can you prevent falls in your work area?	7 Reporting unsafe conditions	8 The importance of reporting your injury promptly
9 Storage rooms with electrical panels present	10 De-escalation to prevent workplace violence	11 Safety during the evening and at night Veterans' Day	12 Who is responsible for safety anyway?	13 Before you begin to lift...	14 A neat and clean workplace is necessary for safety.	15 Flexing and stretching for accident prevention
16 What does a safe shoe look like?	17 Cut prevention	18 You receive a bomb threat call. What do you do?	19 Walk, don't run!	20 Pushing versus pulling	21 Do you know what personal protective equipment is essential for your job?	22 Attitude: "This safety stuff doesn't apply to me."
23 Speed limits and safe driving on company property	24 What is ergonomics?	25 They say hindsight is a perfect science...	26 If I wear slip resistant shoes, will it fully protect me from falling?	27 What is your role in an emergency drill? Thanksgiving	28 Pedestrian safety	29 Understanding security measures for your department
30 Hand washing basics	Notes					

December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Do we need a mat over there?	2 Reporting patient or resident injuries	3 "I can't see the computer screen. Do I need to get glasses?"	4 When you do not have time to do it safely...	5 Lifting: Using equipment instead of your back	6 Smoking regulation enforcement
7 Drinking and driving lead to trouble.	8 Posting wet floor signage	9 Taking shortcuts can lead to accidents.	10 What is wrong with wearing open back shoes?	11 Ladder and step stool safety	12 What is safety accountability?	13 "Oh, my aching back!"
14 What does the term "building a bridge" mean in regard to back safety?	15 Bloodborne pathogens: What does "universal precautions" mean?	16 A key word in accident prevention is "anticipate."	17 Should you be scared of the dark?	18 Did you move that mat?	19 Misuse of chemicals can be dangerous.	20 Using good judgment and...
21 Needle stick prevention: Is it just for nursing?	22 Reporting damaged equipment	23 "Why can't we all just get along?"	24 Why do your shoulders ache after a hard day at work?	25 "Why do I have headaches at work?" Christmas Day	26 Avoiding elevator falls	27 "I do not have time to get help from someone so I will just do it myself this time."
28 "My hands hurt when I go home. What could be causing it?"	29 Taking care of yourself so you can take care of others	30 Practicing infection control 24/7	31 "Will I get in trouble if I report that safety violation?"			
Notes						

The purpose of this calendar is to provide management with a daily safety topic that can be discussed at healthcare morning meetings 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 employees. Management can help ensure the correct response to daily conditions by regularly training staff on these topics. Not every possible scenario is listed on the calendar. The situations that are listed are those we know occur from time to time in healthcare that can affect the safety and security of employees, patients/residents, visitors and vendors. These topics repeat approximately every three months.

January, April, July, October	
Statement	Desired response
1. Are you prepared to act in an emergency?	Real life emergencies can be a reality. A good start is to train all employees annually on the company emergency action plan, including each employee's role in the possible emergency situation.
2. Always keep travel paths and exit ways clear.	During an emergency, clear exit and travel paths are essential to everyone's safety. All employees should watch for blocked exits and hallways, correcting the situation themselves or seeking assistance.
3. Know how to report an employee on-the-job injury.	Employee injuries, whether they involve medical treatment or not, should be promptly reported to the supervisor or designated person. Minor injuries may be handled by a designated clinical professional onsite. Applicable staff should keep first aid/AED training current and first aid supplies/kits should be well stocked in non-clinical areas.
4. Entrance mats should always be in good condition.	Mats should be in good condition, with no curled edges or waves. Mats should be placed tight against the door threshold and tight against each other to maximize the slip reduction effort.
5. Do you know how to properly clean up a blood or body fluid spill?	The company policy addressing bloodborne pathogens outlines the proper method to clean up a blood or body fluid spill. This is a very different process from cleaning up spilled foods or drinks from the floor. Healthcare staff should be trained per OSHA requirements.
6. Are floors in your work area free of tripping/slipping hazards?	In order to control needless falls, it is critical that every effort be made to ensure the walk areas are free of slip, trip and fall hazards during all hours of the day. All employees are accountable for either correcting the hazards or alerting the appropriate party to address the issue promptly.
7. Remember to use your personal protective equipment (PPE).	Company policy dictates what PPE is required in what area, who is required to use it, and under what circumstances. This information is part of the company's bloodborne pathogen program.
8. Do not let a near miss go unreported.	Ignoring near misses provides an opportunity for a serious accident to occur in the future. A near miss is an accident in which someone could have gotten hurt. These incidents need to be investigated and a plan put into place to ensure another near miss or an actual loss does not occur.
9. Slow down when walking from carpet to tile.	Just like a car, you can wipe out when going too fast for conditions. Foreign substances, wet floor conditions, uneven floor surfaces, or not wearing slip resistant shoes can also increase your chances of slipping and falling.
10. 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.
11. Know where to access policies on safety and security.	Employees should have easy access to all safety and security policies whenever they are at work. Policy manuals should never be locked up in a manager's office, unless they are easily accessible to all employees via the intranet or other means.

January, April, July, October - *continued*

Statement	Desired response
12. Do you know where the closest fire extinguisher is located and how to use it?	Fire extinguishers should be clearly visible to all personnel. Employees should understand how to operate an extinguisher effectively, unless the company policy dictates only designated personnel are authorized to use them. What does your policy say?
13. Understand the safe lift policy applicable to your department.	Non-clinical: Carts, dollies, and other lifting aids should be available and used for all heavy and bulky lifting. When in doubt, seek assistance. Clinical: Lifting equipment use is essential for the safety of employees and patients. Policies should be closely adhered to, equipment should be kept charged and in good working order, and equipment should be easily assessable.
14. You can't fool safety devices.	Tampering with safety devices creates an unnecessary exposure for anyone working around equipment. Removing safety guards or covers or bypassing safety switches leads to only one thing — a serious injury. Report violations of this nature to management for investigation.
15. Practice safe storage in all areas.	A good rule of thumb is to store items you use most frequently on middle shelving, lightweight items on top shelving and those boxes with multiple items you will pick out as needed on bottom shelving. A step stool or ladder is advantageous for all overhead reaching.
16. Are chemicals used in your area properly labeled?	Containers should include the name of the chemical and appropriate hazard warnings per OSHA requirements. Never use unlabeled containers that are left from the prior shift.
17. Think safety in all office areas.	Avoid cluttered office areas with cords across walk areas. For employees regularly entering data into the computer, workstations should be adjusted for comfort and ergonomic safety.
18. Hand hygiene is a priority.	Good hand hygiene is essential in a healthcare environment in order to control disease transmission. Wash regularly with soap and water. Used wall mounted alcohol-based hand rubs when water and soap is not available. Wash after eating, drinking, coughing/sneezing, patient contact, applying makeup or contacts, handling trash, and after using the restroom.
19. Good shoes are essential to a good safety program.	Shoes should be slip resistant and in good condition. Sport shoes are not all slip resistant. When you walk, your heel hits the ground first, so watch for wear and tear.
20. Extension cord use	Unsafe use of extension cords can lead to fractures, cuts, contusions and sprains, usually the result of a person tripping over them. Unsafe use can also result in fires from short circuits, overloading, and misuse. Extension cords should only be used in approved areas. They should always be in good condition and never be placed where someone may trip over them.
21. Cuts and punctures can be from many sources.	In a healthcare facility, cuts can be as minor as a paper cut and as serious as major laceration or exposure to a serious infection. Cuts are usually one of the top 5 injury types for healthcare operations. What is the potential for a cut or puncture in your area and what efforts have been made to minimize this exposure?
22. Wet floor signage should be used regularly and properly.	Wet floor signs are for "wet floors." They should be placed in the area to alert others before they step into the wet area. When the cleaned floor has dried or the spill has been cleaned up, they should be promptly taken away.
23. 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.
24. When should you report an incidence of workplace violence?	Many healthcare workers think aggressive actions in the workplace from patients, family members and other guests are just part of the job and are hesitant to report what they feel are minor occurrences. Remember the next incident may not be so minor. Report all incidents to supervisors promptly for your safety and the safety of others.
25. Take care when walking on ramps.	Outside ramps may be slippery from rain, sleet, or other wet weather conditions. Inside ramps may be slippery from recent cleaning or waxing.
26. Report nonfunctional lighting promptly.	Light outages are often ignored by persons who feel it is not their responsibility as they do not "change out light bulbs." It is important to be accountable for reporting any outages to the responsible department promptly so that visibility is not compromised.

January, April, July, October - *continued*

Statement	Desired response
27. 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 the work areas where the chemicals are present. Information on SDS use is part of the company's Hazard Communication program, an OSHA requirement.
28. Are you wearing slip resistant shoes today?	Wearing slip resistant footwear is an essential part of any fall prevention program. Shoes marked as slip resistant have been evaluated for their ability to create traction when walking on floor surfaces.
29. Do you know where materials are to clean up spilled liquids?	Unexpected spills of food and drinks can occur anywhere. It is important to have wet floor signage readily available for marking a spill until it can be cleaned up. Wipes and cleaning agents should also be close at hand for prompt removal to prevent falls. Inventory your area weekly to ensure materials are properly stocked.
30. What is the "two-person approach" in regard to slip, trip or fall prevention?	Many times a spill or trip hazard will be observed that cannot be immediately corrected. With a two-person approach, one employee stays with the unsafe condition while the other employee obtains proper assistance, cleanup materials, caution signs or barriers to keep others away from the hazard.
31. Are your exit signs in proper working order?	Lighted exit signs should always be "lit". Report any burnt out lights to the appropriate facilities management personnel promptly.

February, May, August, November

Statement	Desired response
1. Text messaging and talking on a cell phone while driving are classified as distracted driving.	Many accidents occur each day as a result of texting or talking on the cell phone while driving. Many cities and some states outlaw these unsafe practices. Avoid these bad habits. Pull over to a safe area and use your device for the safety of you, your vehicle's other occupants and your fellow drivers on the road.
2. Do you know how to report a visitor injury?	Any witnessed visitor injury should be promptly reported according to company policy. In addition, offer assistance and seek management advice when the visitor requests medical attention.
3. Watch those handicap ramps and speed bumps!	Being alert to your surroundings while walking outside on company property is essential. Avoid distracted behaviors like talking on phones, texting and reading while walking. Inattentiveness may lead to falls over curbs and speed bumps or stumbling when there is a change in walking surface grade or slant due to handicap ramping onto sidewalks.
4. Your "Right-to-Know" refers to?	Your right to know what hazardous chemicals and other materials you may be exposed to at the workplace is part of the OSHA Hazard Communication standard and addressed in your company's safety policy on this topic.
5. Equipment grounding	Electrical cords with three prongs instead of two include a grounding mechanism. This third prong should never be broken off so that the device can be easier to plug in. In addition, some equipment has built-in grounding devices, particularly when the equipment may be around water. Never side step any grounding safety device. It is there for a reason and could be a "shocking experience" to all if missing.
6. How can you prevent falls in your work area?	Understanding what kinds of falls have occurred in your area in the past is important. Taking responsibility for correcting hazards you notice is key to fall prevention. If you notice something that is beyond your control, tell your supervisor promptly to prevent a slip, trip or fall.
7. Reporting unsafe conditions	Safety is everyone's responsibility, not just your supervisor's, the risk manager's or the safety officer's. You are working in your area every day and may notice unsafe conditions that others are either not noticing or just ignoring because they feel they are not responsible or have no control over the situation. Report these unsafe conditions to your supervisor promptly.
8. The importance of reporting your injury promptly.	When you are injured at work, it is very important to report the injury promptly. A decision can be made whether immediate medical attention is needed and the incident can be investigated so that it does not happen to someone else.
9. Storage rooms with electrical panels present	The areas directly in front of electrical panels should never be blocked. This poses a fire exposure and may limit access in the event there is a need to get into the breaker box in an emergency.
10. De-escalation to prevent workplace violence.	Workplace injuries can occur from aggressive actions of residents/patients, 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.
11. Safety during the evening and at night.	Most healthcare facilities operate 24/7. This necessitates some employees to be on site after dark. It is important for those employees to take particular care to walk in well lit areas and ask for an escort to the parking lot when necessary.
12. Who is responsible for safety anyway?	You are! Every single healthcare employee is accountable for the safety of his/her area and even those areas you may walk thru to get to your department. If you see an unsafe act or condition, fix it yourself or report it promptly to your supervisor.
13. Before you begin to lift...	Stay close to the object, bend down at the knees, straddle it, get a good grip and lift with your legs.
14. 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 job to keep the entire operation clean and orderly.

February, May, August, November - *continued*

Statement	Desired response
15. Flexing and stretching for accident prevention	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.
16. What does a safe shoe look like?	Safety shoes are not ugly anymore! There are a wide variety of styles available at affordable prices today. Look for the box label designating the shoes as "slip resistant" before you purchase. Not all soles are created equal!
17. Cut prevention	Some basic tips include storage of 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?
18. You receive a bomb threat call. What do you do?	Know your procedures! During an evacuation assemble 500 feet from the building.
19. Walk, don't run!	During medical emergencies, there is a tendency for some staff to run in response to codes or emergency circumstances. Running blindly in response is never a safe action. Walk quickly while paying close attention to others in the area and the floor surface you are treading on.
20. Pushing versus pulling	When moving carts with supplies or transporting patients/residents, it is generally safer for your back, and easier for you to see what is ahead, if you push rather than pull.
21. Do you know what personal protective equipment is essential for your job?	Personal protective equipment, often called PPE, is required by many healthcare positions. PPE may include gloves, facial masks, and other equipment. Your company has assessed where PPE is needed as part of an OSHA requirement. When in doubt, ask your supervisor for assistance.
22. Attitude: "This safety stuff doesn't apply to me."	Safety is no more than doing the job the right way every day. Be accountable.
23. Speed limits and safe driving on company property	Defensive driving is not just for public roads and shopping center parking lots! It is imperative that you abide by any posted speed limits on company property, avoid texting or talking on your cell phone and practice safe driving at all times.
24. 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, are essential.
25. They say hindsight is a perfect science...	However, having foresight can prevent incidents. Do your part in reporting hazards promptly.
26. If I wear slip resistant shoes, will it fully protect me from falling?	Slip resistant footwear, while a very important component of any fall prevention program, is only part of a successful program. Proper flooring for the circumstance, good drainage, and proper cleaning and maintenance of the floors are also essential.
27. What is your role in an emergency drill?	Your role in a drill is most likely your role in the event the emergency actually occurs. Be familiar with what your responsibilities are by fully understanding your emergency preparedness program.
28. Pedestrian safety	Watch out for others when driving on company property. Outside the healthcare facility, you may encounter distracted families, disabled individuals and elderly persons who take longer to walk across the street than anticipated.
29. Understanding security measures for your department	Does your department have unique exposures that require special security measures beyond the norm? If so, what is your role and responsibility? Not being familiar with these measures could result in serious consequences.

February, May, August, November - *continued*

Statement	Desired response
30. Hand washing basics	<ol style="list-style-type: none"> 1. Place hands together under water (preferably warm). 2. Apply soap (according to the manufacturers' directions) and rub your hands together for at least 20 seconds. Wash all surfaces well, including wrists, palms, backs of hands, fingers, thumbs and under the fingernails. 3. Clean dirt from under your fingernails. 4. Rinse the soap from your hands. 5. Use towel to turn off the faucet. 6. Dry your hands completely with a clean towel if possible. If towels are not available, it is okay to air dry your hands. 7. Pat your skin rather than rub, to avoid chapping and cracking. 8. If you use a disposable towel, throw it in the trash.
31. Housekeeping reminders	<p>Housekeeping is not just the responsibility of employees who regularly clean your area. Housekeeping is everyone's responsibility. It means cleaning up after yourself and keeping your work area safe and orderly at all times.</p>

March, June, September, December

Statement	Desired response
1. Do we need a mat over there?	Is there an area you have noticed where several persons have “almost” fallen? Does water accumulate below an ice machine regularly? These and other areas may need to have a mat added to enhance the safety of the area. By reporting this concern to your supervisor or the safety officer, you allow them to investigate and evaluate if adding a mat to that area is the best option for controlling slips or falls.
2. Reporting patient or resident injuries	Patient or resident injuries that occur on company property may be particularly concerning to management. While it may open your company to legal liability issues, it also is just bad form for a resident or patient, who has come to you for care, to be injured on your property. When an injury is witnessed, offer assistance and make sure the incident is reported to your supervisor promptly, even if the person refused medical attention.
3. “I can’t see the computer screen. Do I need to get glasses?”	If you use the computer screen daily for extended amounts of time without resting your eyes, you may experience some eye discomfort. Although it is important to have your eyes regularly examined, you should also practice looking away from the screen periodically whenever long periods of computer use are required.
4. When you do not have time to do it safely...	If you do not take time to do an action safely, you may need to take time to recuperate from an on-the-job injury. What is more important?
5. Lifting: Using equipment instead of your back	When lifting aids are available to handle equipment, supplies and residents/patients, they should be used. Use of such devices, while it may be more time consuming, is much safer than manual lifting.
6. Smoking regulation enforcement	There are important health and safety reasons for not smoking in a healthcare facility. The company’s no smoking policy should be enforced with employees, visitors and residents/patients.
7. Drinking and driving lead to trouble.	Even a small amount of alcohol can impair a person’s ability to drive safely. Arrange for an alternative driver to transport company equipment/supplies, residents or patients if you have been drinking prior to going to work. Drinking at work should never be tolerated.
8. Posting wet floor signage	Wet floor signage should be posted whenever a spill cannot be immediately cleaned up and when floors are wet from cleaning or polishing. Wet floor signs should be posted in the area immediately before the actual wet floor and not in the middle of the area. Your intent is to warn the person before he/she starts walking in the area.
9. Taking shortcuts can lead to accidents.	Disregarding safe practices is not going to save enough time to make a significant difference. However, any accident or injury is guaranteed to have an effect.
10. What is wrong with wearing open back shoes?	Open back shoes are popular because they are comfortable and easy to put on and take off. Unfortunately, they are causing injuries to occur because there is nothing on the back of the foot or ankle to keep the shoe on one’s foot. When safety footwear is a necessity, the wearing of open backed shoes should be strongly discouraged.
11. Ladder and step stool safety	While ladders in a healthcare facility are usually used by facilities management only, many departments may have step stools available for reaching items on overhead shelving. Both ladders and stools should have rubber caps on the end of each leg and only equipment that is in good condition should be used by employees.
12. What is safety accountability?	Safety accountability is a culture in which everyone, management and employees, is accountable for safety. This involves specifically, never walking by an unsafe act or an unsafe condition. With either issue, the accountable manager or employee will take appropriate action to prevent an injury to another person or they will correct or eliminate the unsafe condition.
13. “Oh, my aching back!”	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 nonwork related. It is important that you investigate possible causes and seek solutions before it becomes unbearable.

March, June, September, December - *continued*

Statement	Desired response
14. What does the term “building a bridge” mean in regard to back safety?	You may occasionally bend over to pick up a piece of paper or other debris or items on the floor. When you do, make sure to “build a bridge”. This simply means support your upper body that 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.
15. Bloodborne pathogens: What does “universal precautions” mean?	“Universal precautions” is a term that means you assume that (in regard to bloodborne pathogens) everything is potentially contaminated. Always take proper precautions.
16. A key word in accident prevention is “anticipate.”	By anticipating what could happen, it is possible to take safety steps to prevent an accident.
17. Should you be scared of the dark?	Only if you are walking in the dark without practicing good safety and security rules. Report burnt out lighting. Walk in well lit outside and inside areas. Get an escort to your vehicle when you feel this is necessary for your safety and security.
18. Did you move that mat?	Mats slide around on floors under some conditions and may need to be replaced to prevent falls. Mats placed at doorways should be against the door threshold. If you observe a mat that continually moves, discuss with facilities management. Perhaps a different type of mat needs to be used or something can be done to eliminate the need for even having a mat in the area.
19. Misuse of chemicals can be dangerous.	Using chemicals improperly is unsafe to you and possibly to others. When in doubt, look at the MSDS (or “SDS” now) and your hazardous communication safety policy.
20. Use good judgment and...	Eliminate unsafe acts! If it is too heavy, get help in lifting it. Think before you drink and drive. Dispose of needles properly. What unsafe acts have you performed today?
21. Needle stick prevention: Is it just for nursing?	In the healthcare environment, needles may come in contact with food service workers when left on food trays and by housekeeping when left in linen. Even office workers may be exposed to needles if used by others in public restrooms. While some employees have a higher probability of exposure to a needle and a resulting needle stick, all employees should be aware of their surroundings and take care when an unsecured needle syringe is observed.
22. Reporting damaged equipment	Using damaged medical equipment, including wheelchairs and equipment carts, may result in serious accidents. Employees should promptly report any piece of damaged equipment and ensure it is placed out of use until it can be repaired.
23. “Why can’t we all just get along?”	Understanding how to safely manage stressful situations with peers, visitors and patients is of particular importance in the healthcare industry. Understanding how to best read body language of others and how to project the appropriate body language yourself can significantly impact stressful situations.
24. Why do your 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 in stretching and flexing on a daily basis as a key component of injury prevention.
25. “Why do I have headaches at work?”	There are many reasons you may have occasional headaches that occur at work. Some may be related to activities after work or the overall stress in your life. If you cannot recognize why you have continual headaches while at work, or after work due to a nonwork-related factor, speak with your supervisor or health nurse who may help you in evaluating if there are any work-related conditions or factors that may be causing your headaches.
26. Avoiding elevator falls	Watch for elevators that do not stop evenly with the floor. They may result in you tripping and falling. If you notice this, report the situation to facilities management, who may need to contact the elevator contractor for repair or adjustment.

March, June, September, December - *continued*

Statement	Desired response
27. "I do not have time to get help from someone so I will just do it myself."	Do you have time to take off work for an on-the-job injury because of not taking time to get help? Practice teamwork instead.
28. "My hands hurt when I go home. What could be causing it?"	Seek advice from your health nurse about possible causes for your hands hurting after working all day in repetitive work, or after performing activity that requires you hold your hands still for long periods of time. Although you may not be able to vary your work duties, there may be ways to prevent injury, such as by taking mini breaks to vary your routine, stretching and using more ergonomically designed tools and equipment.
29. Taking care of yourself so you can take care of others	By virtue of working in the service industry, in healthcare in particular, you most likely want to make the lives of others easier. In the process, many healthcare workers neglect themselves. If this is an issue for you, consider how to make some changes so you are also taking care of yourself. Your Human Resources wellness and EAP programs may assist you in this important action.
30. Practicing infection control 24/7	Remember that communicable diseases can be passed by you to others from your actions taken away from work. Controlling contamination of others by containing your cough or sneeze and not working when you have a communicable illness is essential. Make sure your vaccinations are current, wash hands frequently and practice cough/sneeze etiquette.
31. "Will I get in trouble if I report that safety violation?"	If your company practices a positive safety culture, reporting unsafe conditions and acts should be rewarded, not punished. The use of this calendar as a daily reminder of your safety responsibilities shows that your company is acknowledging their commitment to safety.

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