



Food & Facility Daily SAFE Brief – First Quarter FY16 Calendar

1. Distribute a copy of the daily SAFE brief to all employees for review and discussion throughout the week.
2. Food, Custodial, Maintenance and Grounds Managers and Leads are to reinforce daily discussion of each topic.
3. **Engage all employees in the process** by assigning employees to lead a discussion on Tuesday, Wednesday and Thursday. Encourage employees to observe and correct each other and report unsafe conditions and acts.
4. During site visits, managers and supervisors must:
 - A. **Educate:** Attend and participate in various briefings to validate quality of execution.
 - B. **Validate:** Ask associates about the weekly SAFE topic; i.e.: conditions, behaviors and preventative actions
 - C. **Motivate:** Recognize employees for demonstrating safe behaviors and identifying, correcting and/or reporting unsafe site conditions and behaviors for each SAFE topic.
 - D. **Investigate:** If an accident occurs, Investigate causal factors and implement corrective actions.

Daily Safety Brief Calendar QTR. 1- FY16				
Week	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic
OCTOBER	FOOD	CUSTODIAL	MAINTENANCE	GROUND S
10/04 - 10/10	Accountability	Accountability	Accountability	Accountability
10/11 - 10/17	Storm Water Management	Storm Water Management	Storm Water Management	Storm Water Management
10/18 - 10/24	Preventing Cross Contamination	Ladder Safety	Ladder Safety	Ladder Safety
10/25 - 10/31	Housekeeping	Housekeeping	Housekeeping	Housekeeping
NOVEMBER	FOOD	CUSTODIAL	MAINTENANCE	GROUND S
Week	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic
11/01 - 11/07	Washing Hands / Arms	Back Injury Prevention	Back Injury Prevention	Back Injury Prevention
11/08 - 11/14	Struck By Prevention	Struck By Prevention	Struck By Prevention	Struck By Prevention
11/15 - 11/21	Disposable Glove Training	Chemical Safety	Chemical Safety	Chemical Safety
11/22 - 11/28	Pest Control	Ergonomic Safety	Ergonomic Safety	Ergonomic Safety
DECEMBER	FOOD	CUSTODIAL	MAINTENANCE	GROUND S
Week	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic
11/29 - 12/05	Winter Walking	Winter Walking	Winter Walking	Winter Walking
12/06 - 12/12	PPE	PPE	PPE	PPE
12/13 - 12/19	Safe Work Pace	Safe Work Pace	Safe Work Pace	Safe Work Pace
12/20 - 12/26	Open - Christmas Week	Open - Christmas Week	Open - Christmas Week	Open - Christmas Week

IN ORDER UNTIL 3/19/16



Food & Facility Daily SAFE Brief – Second Quarter FY16 Calendar

1. Distribute a copy of the daily SAFE brief to all employees for review and discussion throughout the week.
2. Food, Custodial, Maintenance and Grounds Managers and Leads are to reinforce daily discussion of each topic.
3. **Engage all employees in the process** by assigning employees to lead a discussion on Tuesday, Wednesday and Thursday. Encourage employees to observe and correct each other and report unsafe conditions and acts.
4. During site visits, managers and supervisors must:
 - A. **Educate:** Attend and participate in various briefings to validate quality of execution.
 - B. **Validate:** Ask associates about the weekly SAFE topic; i.e.: conditions, behaviors and preventative actions
 - C. **Motivate:** Recognize employees for demonstrating safe behaviors and identifying, correcting and/or reporting unsafe site conditions and behaviors for each SAFE topic.
 - D. **Investigate:** If an accident occurs, Investigate causal factors and implement corrective actions.

Daily Safety Brief Calendar QTR. 2- FY16				
Week	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic
JANUARY	FOOD	CUSTODIAL	MAINTENANCE	GROUND S
12/27 - 01/02	Ladder Safety	Ladder Safety	Ladder Safety	Ladder Safety
01/03 - 01/09	Slip / Trip / Fall Prevention	Slip / Trip / Fall Prevention	Slip / Trip / Fall Prevention	Slip / Trip / Fall Prevention
01/10 - 01/16	Temperature Control	Washing Hands and Arms	Washing Hands and Arms	Washing Hands and Arms
01/17 - 01/24	Food Allergies and Intolerances	Struck By Prevention	Struck By Prevention	Struck By Prevention
01/25 - 01/30	Accountability	Back Injury Prevention	Back Injury Prevention	Back Injury Prevention
FEBRUARY	FOOD	CUSTODIAL	MAINTENANCE	GROUND S
Week	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic
01/31 - 02/06	Cuts/Laceration Prevention	Cuts/Laceration Prevention	Cuts/Laceration Prevention	Cuts/Laceration Prevention
02/07 - 02/14	Ergonomics	Ergonomics	Ergonomics	Ergonomics
02/14 - 02/20	Burns and Scalds	Burns and Scalds	Burns and Scalds	Burns and Scalds
02/21 - 02/27	Disposable Gloves Training	Safe Work Pace	Safe Work Pace	Safe Work Pace
02/28 - 03/05	Struck By Prevention	Accountability	Accountability	Accountability
MARCH	FOOD	CUSTODIAL	MAINTENANCE	GROUND S
Week	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic	Safety Brief Topic
03/06 - 03/12	Fingernails, Cuts & Sores	Inspection for Hazards	Inspection for Hazards	Inspection for Hazards
03/13 - 03/19	Preventing Foreign Objects	Chemical Safety	Chemical Safety	Chemical Safety
03/20 - 03/26	Storm Water Management	Storm Water Management	Storm Water Management	Storm Water Management

7/27/15

12/6-
12/12

Introduction
DAY 1

To help keep you safe at work, you should always wear the proper personal protective equipment (PPE) for the task at hand. Aramark provides different types of PPE to help make sure "No One Gets Hurt" when job hazards cannot be eliminated.

Ask these questions:

1. What are examples of proper PPE for the tasks we do?
2. What PPE needs immediate replacing or are we missing?
3. How does proper maintenance and care of PPE assist in workplace safety?

Conditions
DAY 2

Understand proper use and maintenance of PPE



Wear eye and hand protection




Wear face, body and hand protection




Wear face, body and hand protection

Behaviors
DAY 3


Identify and select appropriate PPE required for your task



Attend all safety training




Do not use unapproved PPE




Do not share PPE unless it is clean/disinfected

Prevention
DAY 4


Inspect and clean PPE before and after each use




PPE must be clean and free from cracks, tears, and other defects



Immediately replace damaged or defective PPE



Store in a contamination-free environment (closed cabinet)



Discard single-use PPE (ear plugs, face (dust) masks)

Review
DAYS 5-7

Review proper care and usage for PPE

- » Demonstrate that you know how to properly select and wear PPE
- » Know PPE limitations; it does not last forever nor is it required in every situation
- » Understand where to obtain new PPE and where to dispose of used PPE
- » If you know PPE is needed, and it is not available, STOP WORK and discuss with your supervisor

6/7/15

12/13-12/19

Introduction
DAY 1

Rushing on the job is usually connected with attempting to do something the easy way, getting a tough job over quickly, or getting off the job as soon as possible. All of these reasons can lead to unsafe acts and injuries.

Ask these questions:

1. What actions can indicate working at an unsafe pace?
2. What are the consequences of rushing through a task?
3. How can an unsafe work pace affect your coworkers?



Conditions
DAY 2

Examples of working at an unsafe pace



Running or walking at a fast pace



Not following procedures



Moving heavy objects without help



Multi-tasking

Behaviors
DAY 3

Put safety first



Think about possible injuries from rushing



Check for hazards



Avoid shortcuts

Prevention
DAY 4

Use right equipment and take proper actions.

- » Wear personal protective equipment
- » Use the right tools for the job
- » Plan all work activities
- » Correct co-workers



Review
DAYS 5-7

Review safe work pace

- » Think about the consequences of rushing
- » Follow established procedures
- » Move at a safe speed and ask for help if needed



3/24/15

12-27-1-02

Introduction
DAY 1

It is vital that associates are familiar with ladder safety to help prevent serious injuries. This includes proper use of step stools, step ladders, mobile ladder stands, and extension ladders.

Ask these questions:

1. Why should you follow safe work practices while using ladders?
2. How can a ladder be defective or damaged? How might this be unsafe?



Conditions
DAY 2

Inspect ladders for damage or defects before use



Loose bolts or screws



Sharp edges



Loose, missing or damaged rungs



Damaged rope on extension ladder

If the ladder is damaged, tag and remove from service

Behaviors
DAY 3

Follow safe work practices when using a ladder



Set on even surface



Use three points of contact



Do not reach; move ladder



Never stand on top or second rung

Prevention
DAY 4

Select the correct ladder for the job



Are you picking the right type of ladder?



How high do you need to reach?



How much weight will the ladder hold?

Review
DAYS 5-7

Select, inspect, and use ladders correctly

- » Never use a box, chair, or bucket as a ladder
- » Inspect ladders before use
- » Tag and remove damaged/defective ladders



5/31/15
1-0-3-16 - 1-09-16

Introduction
DAY 1

Slips, trips, and falls can happen anywhere and can cause severe injuries. Most are preventable by being aware of your surroundings and being able to identify potential risks.

Ask these questions:

1. What conditions may cause a slip, trip or fall?
2. What behaviors contribute to a slip, trip, or fall?
3. What actions help prevent a slip, trip, or fall?



Conditions
DAY 2

Potential hazards in the workplace



Dirty or greasy floors, clutter



Loose tiles, uneven floors, cracks



Water or ice on floors



Carelessly placed objects



Behaviors
DAY 3

Hazardous behaviors in the workplace



Rushing/Not keeping eyes on path



Improper footwear



Poor housekeeping



Improper/insufficient signage

Prevention
DAY 4

Actions that make a positive impact on safety



1. Remove Obstructions



2. Report Hazards



3. Maintain "clutter-free" work areas



4. Use signage



5. Wear proper footwear

Review
DAYS 5-7

Review actions that prevent slips, trips, and falls

- » Ensure areas are clear of trip hazards (cords, mats)
- » Eliminate slip hazards (water, ice)
- » Wear slip resistant shoes and ensure they are in good condition
- » Recognize individuals who are following safe work practices



5/10/15
1-10-16 - 1-16-16

Introduction
DAY 1

Washing your hands will help prevent the transfer of pathogenic microorganisms to food.

Ask these questions:

- 1. Who do you think is ultimately responsible for safety in the workplace? Why?
- 2. How does accountability reinforce workplace safety?
- 3. In what ways does Aramark hold you accountable for your safety?



Where to Wash
DAY 2

Where to Wash Hands



Always use designated hand sinks



Do not wash in food prep, warewash or utility/slop sinks

When to Wash
DAY 3

When to Wash Hands

- » At the start of work
- » Before and after handling raw foods or eating
- » After sneezing, coughing, using the restroom



How to Wash
DAY 4

How to Wash Hands



Wet hands & arms under warm running water



Apply soap



Scrub vigorously



Rinse thoroughly and dry

Review
DAYS 5-7

Follow-up Questions

- » Why should you wash your hands?
- » When should you wash your hands?
- » Why must you only use a hand wash sink?
- » How long should it take to wash your hands?



1-17-16 - 1-24-16

Introduction
DAY 1

Struck-by injuries are a common workplace injury. They are also highly preventable by following some simple tactics.

Ask these questions:

1. What actions or behaviors can we do to avoid struck-by injuries?
2. What are potential risk areas in the workplace?
3. How can we look out for our teammates to help avoid struck-by accidents?

Conditions
DAY 2**Clean House for a Safer Workplace**

Keep work areas clean and well lit. Do not block walkways.



Return tools and equipment to where they belong.



Maintain equipment and tools in safe working condition.



Store items securely, away from shelf edges. Watch for corners.



Close appliance doors and drawers when you step away.

Behaviors
DAY 3**Know the 3 P's****1. PLAN**

- Plan out your work/tasks.

2. PREPARE

- Always use proper PPE.
- Use the right tools/equipment for the job.
- Get a good grip when carrying items. Use lift equipment (carts, hand trucks, dollies) for large or awkward items.

3. PAY ATTENTION

- Be aware of your surroundings.
- Be cautious. Look for potential risks.
- NEVER rush!

Prevention
DAY 4**Communicate warnings directly**

1. Report any issues.
2. Team lift heavy or awkward items.
3. Keep an eye out for potential hazards.
4. Warn co-workers when rolling a cart or carrying items behind them.
5. Always ask for help when you need it.

Review
DAYS 5-7**Review ways to prevent being struck**

- » Know the 3 P's — Plan, Prepare, Pay Attention
- » Remind employees that good housekeeping helps to prevent struck-by injuries.
- » Let your teammates know how important it is to have each others back. By working together, we work better and safer.
- » Ask for input and opinions on additional procedures or actions that the team thinks would help prevent struck-by injuries.



4/5/15
1-25-16-1-30-16

Introduction
DAY 1

Nearly 20% of all injuries and illnesses reported in the workplace are related to back pain. You can reduce the number and the severity of back injuries substantially by using safe work practices.

Things to consider:

- » Know your own lifting ability
- » Plan the route you are going to take
- » Use proper lifting technique
- » Use lifting aids whenever possible



Conditions
DAY 2

Plan your path: make sure your path is free of hazards



Watch out for obstacles

Use a spotter to guide you when your view is obstructed.

Behaviors
DAY 3

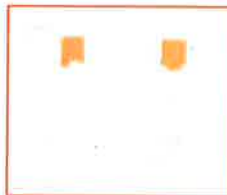
Shape up: proper ways to lift safely



Plan the Lift



Test the Load
Know your limits



Keep it Close
Keep load close to your body



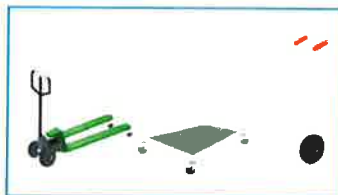
Power Up
Lift with your legs, back straight, chin up



Feet First
Turn with your feet, not by twisting your back

Prevention
DAY 4

Lift Assist



Use lifting aids whenever possible



Team lift if items are heavy, oversized, or awkward



Wear gloves that grip and sturdy shoes

Review
DAYS 5-7

Review actions that prevent back injuries

With back injuries, prevention is always easier than treatment

- » Practice proper lifting techniques
- » Use carts, dollies and forklifts to move materials whenever possible
- » Know your limitations; if the load seems heavy, ask for help
- » Plan your path

