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:
   - **Educate**: Attend and participate in various briefings to validate quality of execution.
   - **Validate**: Ask associates about the weekly SAFE topic; i.e.: conditions, behaviors and preventative actions
   - **Motivate**: Recognize employees for demonstrating safe behaviors and identifying, correcting and/or reporting unsafe site conditions and behaviors for each SAFE topic.
   - **Investigate**: If an accident occurs, Investigate causal factors and implement corrective actions.

<table>
<thead>
<tr>
<th>Week</th>
<th>Safety Brief Topic</th>
<th>Safety Brief Topic</th>
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<tbody>
<tr>
<td>OCTOBER</td>
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<td>10/04 - 10/10</td>
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<td>Preventing Cross Contamination</td>
<td>Ladder Safety</td>
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<td>NOVEMBER</td>
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<td>Pest Control</td>
<td>Ergonomic Safety</td>
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<td>12/06 - 12/12</td>
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<td>12/20 - 12/26</td>
<td>Open - Christmas Week</td>
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</table>

IN ORDER UNTIL 3/19/16
**Food & Facility Daily SAFE Brief – Second Quarter FY16 Calendar**

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<table>
<thead>
<tr>
<th>Week</th>
<th>JANUARY</th>
<th>FEBRUARY</th>
<th>MARCH</th>
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<tr>
<td></td>
<td>FOOD</td>
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<td>12/27 - 01/02</td>
<td>Ladder Safety</td>
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<tr>
<td>01/03 - 01/09</td>
<td>Slip / Trip / Fall Prevention</td>
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<tr>
<td>01/10 - 01/16</td>
<td>Temperature Control</td>
<td>Washing Hands and Arms</td>
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<td>01/17 - 01/24</td>
<td>Food Allergies and Intolerances</td>
<td>Struck By Prevention</td>
<td>Struck By Prevention</td>
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<td>01/25 - 01/30</td>
<td>Accountability</td>
<td>Back Injury Prevention</td>
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<td>MAINTENANCE</td>
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<tr>
<td>01/03 - 01/09</td>
<td>Maintenance</td>
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<td>01/10 - 01/16</td>
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<td>01/17 - 01/24</td>
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<td>01/25 - 01/30</td>
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<td></td>
<td>GROUNDS</td>
<td>GROUNDS</td>
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<tr>
<td>01/03 - 01/09</td>
<td>Grounds</td>
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<tr>
<td>01/10 - 01/16</td>
<td>Grounds</td>
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<tr>
<td>01/17 - 01/24</td>
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**Daily Safety Brief Calendar QTR. 2- FY16**

<table>
<thead>
<tr>
<th>Week</th>
<th>Safety Brief Topic</th>
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<th>Safety Brief Topic</th>
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<tbody>
<tr>
<td>01/31 - 02/06</td>
<td>Cuts / Laceration Prevention</td>
<td>Cuts / Laceration Prevention</td>
<td>Cuts / Laceration Prevention</td>
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<tr>
<td>02/07 - 02/14</td>
<td>Ergonomics</td>
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<tr>
<td>02/14 - 02/20</td>
<td>Burns and Scalds</td>
<td>Burns and Scalds</td>
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<tr>
<td>02/21 - 02/27</td>
<td>Disposable Gloves Training</td>
<td>Safe Work Pace</td>
<td>Safe Work Pace</td>
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<tr>
<td>02/28 - 03/05</td>
<td>Struck By Prevention</td>
<td>Accountability</td>
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<td>03/06 - 03/12</td>
<td>Fingernails, Cuts &amp; Sores</td>
<td>Inspection for Hazards</td>
<td>Inspection for Hazards</td>
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<tr>
<td>03/13 - 03/19</td>
<td>Preventing Foreign Objects</td>
<td>Chemical Safety</td>
<td>Chemical Safety</td>
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</tr>
<tr>
<td>03/20 - 03/26</td>
<td>Storm Water Management</td>
<td>Storm Water Management</td>
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</table>
**PPE Facilities**

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?

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**Understand proper use and maintenance of PPE**

<table>
<thead>
<tr>
<th>DAY 2</th>
<th>Conditions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wear eye and hand protection</td>
</tr>
<tr>
<td></td>
<td>Wear face, body and hand protection</td>
</tr>
<tr>
<td></td>
<td>Wear face, body and hand protection</td>
</tr>
</tbody>
</table>

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**Identify and select appropriate PPE required for your task**

<table>
<thead>
<tr>
<th>DAY 3</th>
<th>Behaviors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attend all safety training</td>
</tr>
<tr>
<td></td>
<td>Do not use unapproved PPE</td>
</tr>
<tr>
<td></td>
<td>Do not share PPE unless it is clean/disinfected</td>
</tr>
</tbody>
</table>

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**Inspect and clean PPE before and after each use**

<table>
<thead>
<tr>
<th>DAY 4</th>
<th>Prevention</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PPE must be clean and free from cracks, tears, and other defects</td>
</tr>
<tr>
<td></td>
<td>Immediately replace damaged or defective PPE</td>
</tr>
<tr>
<td></td>
<td>Store in a contamination-free environment (closed cabinet)</td>
</tr>
<tr>
<td></td>
<td>Discard single-use PPE (ear plugs, face (dust) masks)</td>
</tr>
</tbody>
</table>

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**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
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?

### Examples of working at an unsafe pace

- Running or walking at a fast pace
- Not following procedures
- Moving heavy objects without help
- Multi-tasking

### Put safety first

- Think about possible injuries from rushing
- Check for hazards
- Avoid shortcuts

### 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 safe work pace

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

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

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

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?

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
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?

**Potential hazards in the workplace**
- Dirty or greasy floors, clutter
- Loose tiles, uneven floors, cracks
- Water or ice on floors
- Carelessly placed objects

**Hazardous behaviors in the workplace**
- Rushing/Not keeping eyes on path
- Improper footwear
- Poor housekeeping
- Improper/insufficient signage

**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 actions that prevent slips, trips, and falls**
- Ensure areas are clear of tripping 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
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 Hands**

- **DAY 1**
  - Always use designated hand sinks
  - Do not wash in food prep, warewash or utility/slop sinks

- **DAY 2**

- **DAY 3**
  - At the start of work
  - Before and after handling raw foods or eating
  - After sneezing, coughing, using the restroom

- **DAY 4**
  - Wet hands & arms under warm running water
  - Apply soap
  - Scrub vigorously
  - Rinse thoroughly and dry

**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?
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?

### Clean House for a Safer Workplace
- **DAY 2**
  - 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.

### 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!

### Communicate warnings directly
2. Team lift heavy or awkward items.
4. Warn co-workers when rolling a cart or carrying items behind them.
5. Always ask for help when you need it.

### 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.
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

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

![Watch out for obstacles](image1)

![Use a spotter to guide you when your view is obstructed](image2)

**Shape up: proper ways to lift safely**

**Plan the Lift**
- Know your limits

**Test the Load**
- Keep load close to your body

**Keep it Close**
- Lift with your legs, back straight, chin up

**Power Up**
- Turn with your feet, not by twisting your back

**Feet First**

**Lift Assist**

**Prevention**
- Use lifting aids whenever possible
- Team lift if items are heavy, oversized, or awkward
- Wear gloves that grip and sturdy shoes

**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