

# TOPSAFETY™

- : provides you with a year's worth of practical and fun ideas to promote safety at your workplace.
- : highlights **TopSafety** monthly topics for 2010
- : supports OSHA training goals



## 12 MONTHS OF SAFETY = MONTHS OF PEACE OF MIND

Your employees' safety should be a top priority year round. For an effective safety incentive program you must define objectives, set goals, plan accordingly, assign responsibility and accountability, and implement and manage your safety program goals. To promote safety every month:

- : Review **TOPSAFETY** with your employees. Make a special point to highlight one article in every issue that is of special interest to your employees.
- : Use testimonials or real-life examples to explain the reasons behind safety policies.
- : Target your safety program to promote employee action and offer acknowledgements that relate to safe behavior.

Use the following monthly ideas to support and promote ongoing safety programs at your workplace:

### JANUARY

FOCUS: **NEW YEAR SAFETY STRATEGIES**

Organize a contest for employees to design a company-specific safety annual theme and icon ... invite local mechanics to check employees' tires for damage or wear ... institute a cell phone alert system for emergencies.

### FEBRUARY

FOCUS: **STRESS RELIEF**

Turn the break room into a game room to relieve stress; set up a ping-pong or foosball table and stock the room with games ... hire a speaker to talk about work-and-family life balance ... hand out stress balls during crunch times.

### MARCH

FOCUS: **EYES ON SAFETY**

Celebrate small safety achievements such as wearing safety goggles; reward with small tokens of appreciation such as free coffee ... create a "Safety Mentor Award" for employees who go above and beyond to help out colleagues ... give free onsite eye exams.

### APRIL

FOCUS: **WORKZONE AWARENESS**

Ask employees to watch for something unsafe on the way to or from work, and discuss solutions at your next meeting ... have employees recognize each other for safe actions ... post a daily safety trivia question on the company Intranet.

### MAY

FOCUS: **ELECTRICAL SAFETY**

Start a lockout/tagout campaign ... give everyone a kite in honor of Ben Franklin and electrical safety month ... create a company safety Twitter so employees have the option of tweeting a safety idea as dictated by company policy.

### JUNE

FOCUS: **NATIONAL SAFETY MONTH**

Ask people to share a "random act of safety" at every staff meeting; reward the "good Samaritan" ... create a VIP parking area for the department with the best monthly safety record ... use customized safety video games to train all workers.

### JULY

FOCUS: **SUMMER SAFETY**

Create a walking safety trip around the company complete with safety rest stops and safety billboards ... hand out LifeSavers™ candy and invite employees to take water safety classes ... ask a local dermatologist to share "Sun Safety Secrets."

### AUGUST

FOCUS: **BACK TO SCHOOL**

Hold optional safety seminars where you invite local safety professionals to share their expertise ... leave a handwritten thank you note at employees' desks telling them that you appreciate their extra safety efforts ... organize a lunchtime walking or biking group.

### SEPTEMBER

FOCUS: **PPE PRECAUTION**

Conduct a fall prevention seminar on the first day of fall ... organize a PPE trade-in day ... hold a worker safety appreciation day where executives make breakfast, wash cars, and give employees extra break time.

### OCTOBER

FOCUS: **FIRE PREVENTION**

Distribute workplace "tool kits" packed with tip sheets, personal fire extinguishers and other safety items ... let workers trick or treat to different departments – have them recite a safety rule for a treat ... hold regular fire drills.

### NOVEMBER

FOCUS: **BACK BASICS**

Conduct a "take a load off" seminar about back safety ... hire on-site masseuses for a day ... purchase lumbar pillows for employees to use in company vehicles or at desks.

### DECEMBER

FOCUS: **WINTER WORRIES**

Allow employees to work from home or arrive late on school snow days (according to company policies) ... hold several "first-on-the-scene" response seminars for emergencies ... give all employees small holiday gifts of safety.

## 2010 Editorial Calendar

**TOPSAFETY** is your educational tool designed to raise awareness about safety and injury prevention on and off the job. Use this editorial calendar to help plan your monthly programs.

**JANUARY** Safety IQ test... pregnant worker precautions ... tire safety check ... safety dictionary

**FEBRUARY** Hidden sources of stress ... heart safe options ... sleep apnea ... road rage

**MARCH** Goggle guesswork ... how obesity affects safety ... planting pointers ... poison protection

**APRIL** Building safety ... flash flood ... animal attack ... traveling overseas

**MAY** Electrical safety ... top OSHA violations ... working teens ... allergy alerts

**JUNE** Are You Working Safe? quiz ... blood-borne pathogens ... trucks and rigs ... vacation variables

**JULY** Lightning lessons ... sharing the road ... hydration myths ... insect intrigue

**AUGUST** PC eyestrain ... Internet scams ... safe playground rules ... keyboard connections

**SEPTEMBER** PPE preparedness ... online prescription precautions ... cumulative trauma ... storing cash safely

**OCTOBER** Fire escape routes ... workplace violence ... school bus dos and don'ts ... protect your hearing

**NOVEMBER** Body mechanics ... reaching overhead ... creosote buildup ... hands-free vs. hand-held phones

**DECEMBER** Workplace emergencies ... cautious driving ... laptop travel ... annual safe gift guide

Please note: We reserve the right to change editorial topics as developments warrant.

Got questions? Need more copies or looking for custom solutions? Our client services team is here to help you! 1-800-871-9525

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P.O. Box 263  
Chelsea, AL 35043-9975  
800-871-9525

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