

January 2025 Safety Calendar: Hotel Safety



Welcome to the Verita safety calendar created by the Risk Advisory Services (RAS) team. Our calendar is designed to enhance safety awareness and to provide a better understanding of loss exposures that may be specific to your business. In addition, best practices are provided to reduce the exposures.

Our Risk Advisory Services motto is **"People protecting people"**. Below you will find four topics that are related to our "People Protecting People" initiative and assist with promoting a safer environment for all. Each additional month will contain a real estate related safety topic and daily associated tips.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1: Commitment to safety						
5 Upper management needs to support safety	6 A Safety/ Injury and Illness prevention program should be in place and effectively implemented	7 Define measurable and realistic safety goals	8 Assign accountability for safety	9 Lead by example	10 Engage team members for input	11 Determine if your safety goals are achieved, if not, modify efforts as needed
Week 2: Loss exposure awareness						
12 Identify visible and invisible loss exposures	13 Engage with team members for input	14 Develop policies to address loss exposures	15 Define safety training frequency	16 Create and share best practices for higher risk job tasks	17 Evaluate any new tools, equipment or operational changes	18 Encourage a See something, Say Something, Do something mentality
Week 3: Safety training						
19 Provide emergency preparedness procedures and life safety items	20 Ensure OSHA compliance	21 Develop job task safety best practices	22 Train on accident reporting, identifying root cause and providing corrective measures	23 Provide security related best practices	24 Conduct tabletop exercises	25 Ensure training is understood and documented
Week 4: Self-Inspections						
26 Should be completed by trained team members on a consistent basis and documented	27 Should address loss exposures	28 Include slip, trip and fall hazards (lobby, parking lot, sidewalks, steps, garage...)	29 Include life safety items (clear fire exit paths and doors, emergency lighting, fire panel annunciator...)	30 Include unusual amenities (pools, fitness centers, roof top access, fountains, water retention ponds...)	31 Address any unsafe acts or conditions	

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Holding safety committee meetings is a great way to share safety related information, collaborate on any safety concerns or success stories, and improve safety awareness through the safety committee meeting agenda. Learn more about safety committee meeting best practices below.

Week 1

Commitment to safety

5. Upper management needs to support safety
6. A Safety/ Injury and Illness prevention program should be in place and effectively implemented
7. Define measurable and realistic safety goals.
8. Assign accountability for safety
9. Lead by example
10. Engage team members for input
11. Determine if your safety goals are achieved, if not, modify efforts as needed

Week 2

Loss exposure awareness

12. Identify visible and invisible loss exposures
13. Engage with team members for input
14. Develop policies to address loss exposures
15. Define safety training frequency.
16. Create and share best practices for higher risk job tasks
17. Evaluate any new tools, equipment or operational changes
18. Encourage a See something, Say Something, Do something mentality

Week 3

Safety training

19. Provide emergency preparedness procedures and life safety items
20. Ensure OSHA compliance
21. Develop job task safety best practices
22. Train on accident reporting, identifying root cause and providing corrective measures
23. Provide security related best practices
24. Conduct tabletop exercises
25. Ensure training is understood and documented

Week 4

Self-Inspections

26. Should be completed by trained team members on a consistent basis and documented
27. Should address loss exposures
28. Include slip, trip and fall hazards (lobby, parking lot, sidewalks, steps, garage...)
29. Include life safety items (clear fire exit paths and doors, emergency lighting, fire panel annunciator...)
30. Include unusual amenities (pools, fitness centers, roof top access, fountains, water retention ponds...)
31. Address any unsafe acts or conditions

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