

Safety 2021 – Quick Reference Guide

The annual stand down will be replaced in 2021 with a 5S training/activity that can be conducted complying with COVID social distancing guidelines.

Please plan to conduct the provided training and activity in **June 2021**. The training and activity are a mandatory all-company safety event intended to refocus on safety priorities. The event should be conducted by local management at each of our 180+ facilities worldwide.

This **Safety 2021 Quick Reference Guide** outlines the general requirements of the Safety 2021 training and activity. 5S resources and additional safety postings to support this event will be accessible on the **Safety 2021 MauserNOW page** beginning the week of May 17.

URL: <https://www.mausernow.com/safety-2021/>

Safety 2021 Dates

- June 1 – 30, 2021

Safety 2021 Requirements

The following activities should be conducted:

- 5S training
- 5S activity
- Optional: one additional safety activity lasting approximately 60 minutes to ½ day. Selection of the activity and its duration is at the discretion of local leadership.

Safety 2021 Materials

Resource	Status
Global Health and Safety Policy	Available now on Safety MauserNOW page
Safety 2021 Quick Reference Guide	Available now on Safety MauserNOW page
Safety 2021 Banner - (provided for facilities to print locally)	Week of 17-May
Safety Pledge Posting	Week of 24-May
5S Postings – 2 versions	Week of 24-May
Getting started with 5S PPT	Week of 24-May
5S Activity Forms	Week of 24-May

Suggested Safety Activities

The list of activities are only suggestions and can be modified. Localized activities, meeting the needs of your facility, are strongly encouraged.

Activity	Duration: 30-60 minutes
Test fire extinguisher skills, train	30 minutes, per shift
Teach emergency response	30 minutes, per shift
Tabletop emergency response activity	30 minutes, per shift
Safety vendor fair (displays)	30 minutes, at lunch breaks
Practice LOTO – Review of training	30-60 minutes, per shift
Practice fall protection/rescue	45-60 minutes, per shift
Safety swaps	45-60 minutes, per shift, by area

Activity	Duration: 1-2 hours
Review facility/machine PPE requirements and fit employees for PPE	1-2 hours, per shift (depending on # of employees)
Review basic first aid	1-2 hours, per shift
Mini 5S blitz (spruce up common areas)	1 hour, per area

Activity	Duration: 3-4 hours to ½ day
AED/CPR training (group training)	Up to 4 hours
Hearing tests (offered during lunch)	Up to 4 hours, total (individual test may take 10-15 minutes, each)
Vision test (offered during lunch)	Up to 4 hours, total (individual test may take 10-15 minutes, each)