



Never Miss A Safety Deadline Again

Add These Dates to
Your Calendar





Why Do Deadlines Matter?

"I love deadlines!" said no one, ever. Deadlines may not be your favorite thing, but marking self-reinforced dates on your calendar can be the ticket to staying diligent on compliance and keeping your facility safe. Never miss another safety deadline again by fool-proofing your calendar with all the recurring tasks you need to accomplish throughout the year.

Setting Yourself Up For Success

Sustaining a compliant facility and healthy workforce is an ongoing project that thrives on organization and consistency. Never overlook recurring safety management tasks like annual hazard inspections and quarterly safety meetings. Imposing deadlines on yourself will give you the motivation and organizational system to keep your workforce safe and your facility compliant.

Organizing Your Calendar

It's easy to let things slip through the cracks when you have so many things to keep tabs on in a day. An organized calendar will help you stay on track and avoid potential hazards and violations that could occur if safety tasks are left unmanaged. Become a time management pro and make your facility safer than ever by adding annual, quarterly, and monthly recurring safety task deadlines to your calendar.

Mark Your Calendar for These Recurring Deadlines

Annual

A lot can change in a year, and it's a good idea to give yourself a chance to evaluate those changes on an annual basis. Mark it in your calendar to assess these elements of your facility once a year to record updates and identify areas in need of improvement.

Hazardous Waste Generator Status

It is best practice to evaluate your hazardous waste generator status annually and determine how to minimize your waste output. By taking the time to do this each year, you allow your organization to assess hazardous waste generation and potentially find ways to cut down.

Chemical Storage

How are you storing chemicals in your facility? Is there a better method? Do you need to correct or record anything that has changed or moved around throughout the year? Set aside time in your calendar

annually to ask these questions and create a routine for evaluating the chemical storage in your facility.

Chemical Inventory

Mark time in your calendar annually to record new chemicals onsite and make sure the correct safety data sheets are available for these additions. Chemicals may arrive at your facility without proper documentation, so allocating time once a year to catch up on any missed chemical inventory processes is essential.

Fire Evacuation Map

Is your fire evacuation map up to date and located in an area that is known and accessible to workers? Have there been any changes to your facility or the placement of the fire extinguishers? Take a moment at least once a year to ensure your fire evacuation plan is current and compliant.

Overhead Cranes and Lift Inspections

Tools and equipment like overhead cranes and lifts require an annual inspection. Mark your calendar to make sure those critical inspections do not get overlooked.

Quarterly

Each season brings new focuses, challenges, and opportunities to keep your workers happy and healthy. Keep up with these quarterly tasks to ensure a culture of safety in your facility.

Safety Meetings

Although cadence requirements fluctuate from state to state, it's best practice to hold safety meetings at least once every three months. A quarterly safety meeting cadence allows you to keep the content of your meetings fresh, mindful of the current hot topics at your facility, and relevant to the time of year.

Expired Employee Training Courses

Keep up with expired employee training courses regularly. By marking them in your calendar quarterly, you'll ensure that no required training courses slip through the cracks.

Monthly

A handful of safety inspections should occur every month to keep your company compliant and protect your bottom line. Put these items in your calendar once per month to ensure your facility stays safe throughout the year.

Emergency Equipment

Check your emergency equipment monthly to ensure everything is functional and located where it should be if an incident arises.

SPCC Inspections

Ensure that your facility has a robust and current plan for handling potential oil spills by inspecting your SPCC program once per month.

ASTs, UTCs, Drums, and Overhead Pipes

Your Above Ground Storage Tanks (ASTs), Underground Storage Tanks (USTs), and all other liquid containers should be given visual inspections once per month to check for leaks and spillage.

Weekly & Daily

Check some elements of your facility on a more frequent basis. While you may not want to put these tasks on your calendar necessarily, they are good to add to your weekly or daily "to-do" lists.

Hazardous Waste Storage

If you have hazardous waste storage onsite at your facility, it is wise to inspect it once a week to make sure it is still safe and compliant.

Forklifts & Ladders

Equipment used daily, such as forklifts and ladders, should be checked daily to confirm that they are operational and safe to use.

Safety Deadlines

● Daily |
 ● Weekly |
 ● Monthly |
 ● Quarterly |
 ● Annual



every day: Forklifts

every day: Ladders

Month	Day	Frequency	Event
January	Mon	2 nd Mon	Safety Meeting
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
February	Mon	1 st Mon	Generator Status
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
March	Mon	last Mon	Expired Employee Training Courses
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
April	Mon	2 nd Mon	Safety Meeting
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
May	Mon	1 st Mon	Chemical Storage
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
June	Mon	1 st Mon	Fire Evacuation Map
		last Mon	Expired Employee Training Courses
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
Fri	1 st Fri	Emergency Equipment	
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
July	Mon	2 nd Mon	Safety Meeting
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
August	Mon	1 st Mon	Chemical Inventory
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
September	Mon	last Mon	Expired Employee Training Courses
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
October	Mon	1 st Mon	Safety Meeting
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
November	Mon	1 st Mon	Overhead Cranes and Lift Inspections
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	
December	Mon	last Mon	Expired Employee Training Courses
	Tue		
	Wed	every	Hazardous Waste Storage
	Thu		
	Fri	1 st Fri	Emergency Equipment
	2 nd Fri	SPCC Inspection	
	3 rd Fri	ASTs, UTCs, Drums, and Overhead Pipes	



Never Miss a Deadline Again

Save time, protect deadlines, and streamline activities within a single space.

KPA Flex's Compliance Calendar allows administrators and EHS professionals to view, organize, and track all EHS activities—from regulator requirement deadlines to compliance tasks and employee activity—in a single, actionable calendar dashboard.

- ◆ Get a bird's-eye view of all entire EHS program's training and compliance tasks – completely integrated with the KPA Flex software system.
- ◆ Assign tasks to employees and monitor completion based on custom actions and events.
- ◆ Manage, organize, and assign tasks to employee groups, locations, or branches; report on completions or send reminders as needed.
- ◆ Customize your calendar to suit your needs by adding forms to events, setting subtasks, and using preloaded OSHA and ISO dates and reminders.
- ◆ Use universal search function to find what you need when you need it.



An actionable and organized compliance calendar helps your organization complete tasks easily and on-time.

For more information visit www.kpa.io
or call 866.356.1735.