

ESS Clean, Inc  
Month 2013

# Spotlight on Safety

## Building Security

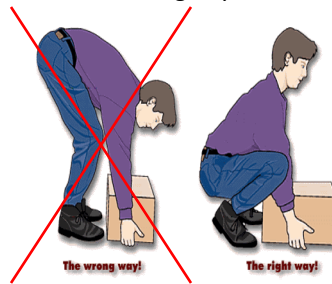
Security, such as locking doors and closing windows, is one of the services that ESS provides for its customers. When entering your building, be aware if there is anyone in the building. lock the door behind you, and if there is an alarm, turn it off when you arrive, and turn it back on when you leave. Always keep an eye on windows, and close and lock any that you find open. Lock all inside doors that the customer requires you to lock. Report any strange behavior to your manager immediately (such as someone hanging around outside the building).

## Safety Violations Refresher

The following are examples of unsafe acts that can lead to accidents. Committing any of these acts is a safety violation. Please review them and make sure you avoid these unsafe acts.

### 1. Improper lifting Techniques.

Lift with your legs and keep your back straight.  
Get help if the load is too heavy or divide your load.



**2. Wearing a backpack vacuum incorrectly.** Tighten and fasten all straps, belts and buckles.

**3. Using a cleaning product that is not labeled or labeled incorrectly.** Ask your manager for labels if you need them.

**4. Walking on ice outside a building.** Apply ice melt to any path you walk on. Ice melt is available from ESS and the customer usually has a supply.

**5. Allowing unauthorized people into a building.** This can be unsafe for you personally or for the customer or the customer's property.

**6. Mopping without a "Caution: Wet Floor" sign.** Always use a sign, regardless of whether any people are in the building.



**7. Talking on a cell phone while working.** Being distracted instead of focusing on the task at hand can lead to an accident.

**8. Cleaning a restroom without gloves.** This not only exposes your hands to chemical hazards, but it is also unsanitary.

**9. Improper winding or pulling of electrical cords.** After use, wind the cord loosely. Unplug the cord by pulling the plug (not the cord) at the outlet.

**10. Improper use of a ladder.** We have dusters with extension handles for high dusting. There should not be any reason for getting on a ladder unless it is required of your specific jobsite and/or job duties (like changing light bulbs).


**11. Indulging in horseplay at work.** While a core value of ESS Clean is to "Have Fun", do not get involved in horseplay. Someone can get hurt!

**12. Improper footwear (ie. Sandals).** Do not wear open-toed or open-heeled shoes. This could lead to foot injury or a mishap with chemicals.



\$154 was donated to the Effingham Relay for Life for completed safety quizzes in June!



 The Center for Women in Transition est. 1985  
For every completed safety quiz in July, ESS will donate \$1 to the Center for Women in Transition, located in Champaign, IL.

**Each month, 5 winners get to choose a \$25 gift card to either a restaurant, gas station or Wal-Mart, or choose certain ESS Apparel.**



**CONGRATULATIONS!**  
Clark Mueller  
Safety Week \$1000 WINNER!!

## JACKPOT PRIZES

**We will have 8 Jackpot winners this year!**  
Winners will get to choose from a list of prizes such as electronics, furniture, etc. worth \$400 ~ \$600!

**CU Branch**  
1 Winner Each Quarter (includes Champaign, Urbana, and Decatur)  
The 1st quarter winner is Tanner McCollam.  
The 2nd quarter winner is Steve Varner

**Effingham Branch**  
1 Winner for the 2nd and 4th Quarters (includes Effingham, Mattoon, Assumption, and surrounding area)  
The 2nd Quarter Winner is Theresa Haywood

**Bloomington Branch**  
1 Winner for the 2nd and 4th Quarters (Bloomington, Normal, and surrounding area)  
The 2nd Quarter winner is Randy Winters

## SAFETY QUIZ

HOW TO SUBMIT SAFETY QUIZZES:

**OPTION 1**  
Complete online by following this link:  
<http://essclean.com/page/safety-incentive>.

**OPTION 2**  
Bring it into the office or put in our outside drop box.

**OPTION 3**  
Mail it in.

**\*\*DEADLINE\*\***  
**07/31/13**

ESS Clean, Inc.

Name \_\_\_\_\_ Employee # \_\_\_\_\_

1. When lifting you should lift with your \_\_\_\_\_ and keep your \_\_\_\_\_ straight.
2. True or False: When mopping you should only use a "wet floor" sign if people are in the building. (circle one)
3. Which of the following is NOT a safety violation
  - a) Improper winding or pulling of electrical chord
  - b) Wearing gloves while cleaning a bathroom
  - c) Talking on a cell phone while working
  - d) Indulging in horseplay while at work
4. Describe the proper way to wind and pull an electrical chord.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. True or False: I can wear sandals to work in the summer. (circle one)
6. When leaving a customers building make sure which of the following is done:
  - a) Windows are closed and locked
  - b) Interior and Exterior doors are locked
  - c) Alarm is set, if needed
  - d) All of the above

