

ESS Clean, Inc  
August 2013

# Spotlight on Safety

## Parking Lot Safety

### Why worry about personal safety in a parking lot?

How can something that we use almost every day be considered a dangerous place? Depending on its location, design and the time of day, parking lots can present a risk of workplace violence. The good news is that there are some basic safety principles that you can use to help keep you safer when traveling to and from your car.

### What are some tips when using a parking lot?

#### Always:

- ◇ Park as close to the building as outlined by the customer and your area manager.
- ◇ Keep your valuables, including purses out of sight. Always lock them in the trunk if you have to leave them in the car.
- ◇ Make sure your vehicle is secure while you are inside the building by rolling up windows and locking doors.
- ◇ Lock the doors and roll up windows once you are in the vehicle.

Have a plan ahead of time. Know where you can go for safety and how to call for help.

### What are some tips when walking to and from the car after dark or in a high-risk neighborhood?

Always try to walk with a friend, co-worker, or a security officer. Give your escort a ride back to the main entrance so they do not have to walk back alone.

#### If you have to walk alone:

- ◇ Have a co-worker watch you from a window, if possible.
- ◇ Wave to them on the way to your vehicle.
- ◇ Wave even if no one is watching to give the illusion that someone is watching you.
- ◇ Stay away from hiding spots such as bushes, doorways, alleys and parked cars.



Always be alert to your surroundings. Walk with confidence. Keep your head up and look around. Look directly at people but do not stare at them. Trust your instincts when you feel something is not right.

#### Do not

- ◇ Dig in your purse or bag.
- ◇ Wear headphones or be distracted by a cell phone conversation.
- ◇ Carry heavy briefcases or bags that may get in the way.

### What should you do as you approach your car?


Be prepared when you leave the building, or when you leave the car for work.

#### Have ready:

- ◇ Your keys to unlock the vehicle.
- ◇ Your keys or cardkey to unlock building doors.
- ◇ A whistle or other personal alarm.



Have the keys ready to unlock the door as you get near the vehicle or door. As you approach your car, look around, inside, and even glance underneath for people who may be present. If you are suspicious, walk away. Go to a safe place and call for help.

 The Center for Women in Transition est. 1985  
\$124 was donated to the Center for Women in Transition for 124 completed safety quizzes in July!



For every completed safety quiz in August, ESS will donate \$1 to the Northeast Community Fund located in Decatur, 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.**



**MONTHLY WINNERS**

Efrain Gaspar  
Brandon Penn  
David Dorn  
James Hubbard  
Charlene Kimble

**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\*\***  
**08/31/13**

ESS Clean, Inc.  
Attention: Stephanie  
P.O. Box 17067  
Urbana, IL 61803

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

1. Always be \_\_\_\_\_ of your surroundings.
2. True or False: You should park as far away from the building as you can. (circle one)
3. When using a parking lot you should always:
  - a) Lock your doors and roll up your windows.
  - b) Keep valuables out of sight
  - c) Take up as many spaces as you can
  - d) Both A and C
4. What should you always have ready as you approach your vehicle or the jobsite building?  
\_\_\_\_\_  
\_\_\_\_\_
5. True or False: When approaching your vehicle look around, inside, and even glance underneath to check for people. (circle one)
6. If you have to walk alone in the parking lot, you should:
  - a) Dig through your purse to find the keys while you walk.
  - b) Put in your headphones so that you can listen to your favorite song
  - c) Wave to the door even if no one is watching to give the illusion that someone is watching
  - d) Walk in the dark so that no one will see you

**\$1 for every completed Safety Quiz will be donated to the Northeast Community Fund in Decatur, IL**