

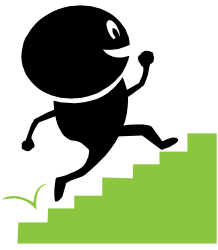
# Don't Monkey Around with Safety!



1st Quarter  
2015



## Stairwell Cleaning



Cleaning the stairs is an important part of the job. The stairs are a public area and thus highly visible to the customer. We need to clean the handrails, dust all edges and trim, and vacuum or mop the treads.

Cleaning a stairwell can present hazards if you are not careful. Keep the following tips in mind when cleaning the stairs:

- \* Stairwells should always be free and clear of obstruction. Never leave tools or equipment (not even a spray bottle) on stairs, as others using the stairs would not expect something to be on the stairs and could trip and fall.
- \* When vacuuming the stairs, start at the bottom of stairs and work your way up. When mopping, start at the top and work your way down.
- \* Use handrails and walk (don't run) when going up or down stairs.
- \* Minimize distractions. Be alert and aware of your surroundings.
- \* Always know where the last step is, so you don't fall.
- \* Finally, always put up a "Caution: Wet Floor" sign when mopping stairs.

### Cleaning Story #1

Fred Flintstone was cleaning the stairs at his account. After Fred finished vacuuming, it was time to take his break. Fred thought he was alone in the building so decided to leave his backpack vacuum on the stairs with the intention of putting it away immediately after his break was over. While on break, one of the customer's employees, who was in his office upstairs working on a very important project, went downstairs to look for some papers. While walking down the stairs, he tripped on Fred's vacuum and fell. He incurred some major injuries and was unable to complete the project he was working on.

### Cleaning Story #2

Since she was training for a 5K race, Betty Rubble decided to run up and down the stairs at her account to help strengthen her muscles. One of her coworkers encouraged her not to do that because it wasn't safe. Betty told her coworker that it was fine and that running on the stairs was also helping them get their work done faster. A week later, Betty was listening to her iPod while mopping the stairs. When she reached the bottom step, her cell phone rang so she ran up the stairs while turning her iPod off and taking the ear buds out. Betty slipped and fell. Her coworker heard the fall and went to help. She did not see a "Caution: Wet Floor" sign and assumed the steps were dry. She too slipped and fell but since she was holding onto the handrail and walking, she was not hurt as badly as Betty.



# Safety Reminders/Violations



**Safety First!**

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-healed shoes. This could lead to foot injury or a mishap with chemicals.



**CONGRATULATIONS TO OUR 2014  
SAFETY JACKPOT WINNERS!**

Scott Roberts - Bloomington - \$4,287    Frank Smyth - Bloomington - \$750  
Ray Kersh - Urbana - \$250

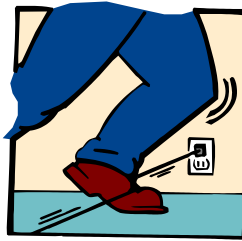
# Preventing Slips, Trips, and Falls

**Slips** occur when there is too little friction between a person's feet and the walking surface. Many factors can cause a slip; most notable are ice, oil, water, cleaning fluids, and other slippery substances.

Additionally, wearing inappropriate footwear has led to many slipping accidents.

**Trips** occur when a person's foot contacts an object and they are thrown off balance. The main cause of tripping is obvious; anytime that there is something in the walkway that doesn't belong there (i.e. extension cord, a piece of equipment), it could cause someone to trip. Poor lighting and uneven walking surfaces also contribute to tripping accidents.

Most falls are preventable. Many people attribute falls to being clumsy or not paying attention, but many risk factors exist. Risk factors include physical hazards in the environment, age-related issues and health conditions. Reduce your risk and find fall hazards in your workplace and home to prevent injuries and keep others safe round the clock.



## Remove common slip, trip and fall hazards:

- \* Keep floors and stairs clean and clear of equipment and materials
- \* Maintain good lighting both indoors and on outdoor walkways
- \* Secure electrical and phone cords out of traffic areas
- \* Use non-skid throw rugs in potentially slippery places, like bathrooms
- \* Always put out "Caution: Wet Floor" signs when mopping floors
- \* Arrange furniture to provide open pathways to walk through
- \* Periodically, check the condition of outdoor walkways and steps and repair as necessary
- \* Install handrails on stairways, including porches

- \* Clean up all spills immediately
- \* Remove fallen leaves or snow from outdoor walkways
- \* Never stand on a chair, table or surface on wheels
- \* Be aware that alcohol or other drugs, including prescription and over-the-counter medicine, can affect your balance and increase risk of falling.
- \* When not in use, tools and other equipment should be kept in proper storage places.
- \* In icy conditions, spread ice melt on ice and wear ice cleats which are available to all team members, when having to walk on ice
- \* Use a sturdy step stool when climbing or reaching for high places
- \* Wear sensible footwear

# Safety Reminders/Violations



ESS is not happy to introduce Mayhem the Monkey. Mayhem is a mischievous little monkey. He is always forgetting safety reminders and to wear his personal protective equipment when doing tasks that require it. Be on the look out for Mayhem the monkey at your jobsite. If you see him then he is a reminder of the safety rules and ESS hopes that you will learn from his forgetfulness.

Check back each quarter to see what types of Safety Reminders/Violations have been found at the jobsites.

(Employee names or account names will not be included in this section)

\* Complete and return the Safety Quiz by the deadline and you could win 1 of 5 \$50.00 Walmart gift cards \*

\* Deadline for Quiz 01/31/2015 \*

### 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.

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

Name: \_\_\_\_\_

Employee #: \_\_\_\_\_

1. Describe the proper way to wind and pull an electrical chord.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Besides not running, name 2 tips you could tell Betty Rubble to help her work safely:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

3. When lifting you should lift with your \_\_\_\_\_ and keep your \_\_\_\_\_ straight.

4. In icy conditions spread \_\_\_\_\_ on ice and wear \_\_\_\_\_.

5. True or False: When mopping you should only use a "wet floor" sign if people are in the building. (circle one)

6. True or False: (circle one): Wearing sensible footwear can help prevent slips trips, and falls.
7. True or False: When vacuuming the stairs, you should start at the top and work your way down. (circle one)
8. Which of the following is NOT a stairwell cleaning safety tip?
  - a) Talk on your cell phone while cleaning.
  - b) Never leave equipment on the stairs.
  - c) Minimize distractions.
  - d) When mopping, start at the top and work your way down.
9. 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
10. Risk factors for falls include:
  - a) physical hazards in the environment
  - b) age related issues
  - c) health conditions
  - d) all of the above