

Don't Monkey Around with Safety!



2nd Quarter
2015



Emergency Preparedness

Natural disasters, severe storms, fire, bloodborne pathogens, and a variety of other dangers are present in our everyday world, including our workplace. Have you ever thought about what you would do if one of these emergencies occurred while you were at work?

Tornadoes and Severe Thunderstorms

According to the National Weather Service, Illinois is ranked 5th in the U.S. for the most tornadoes and has more than 550 reports of wind damage and large hail, on average, every year from severe thunderstorms. A “watch” means severe weather is possible. A “warning” means severe weather has been sighted. It is important that you know where to seek shelter in your building. When the sirens sound, seek shelter immediately in one of these designated areas. Wait until the sirens have stopped sounding and the storm has passed before coming out. Take a look around and inspect for damage to the building or property after a strong storm. Check in with your supervisor following any weather event that requires you to take shelter.

Earthquakes

The Center for Disease Control and Prevention recommends that in the event of an earthquake, if you are inside, stay inside. Do not run outside or to other rooms during shaking. In most situations, you'll reduce your chance of injury from falling objects if you immediately drop down onto your hands and knees, cover your head and neck (or your whole body if possible), and hold on to your shelter (or your head/neck) until the shaking stops. If there is no shelter nearby, get down near an interior wall or next to low-lying furniture that won't fall on you, and cover your head and neck with your arms and hands. If you are outside, stay outside, and stay away from building utility wires, sinkholes, and fuel and gas lines. Check in with your manager following an earthquake.



Fires in the Workplace

The risk of a fire in the workplace is present year round. The risk becomes even greater in the colder months when many employees use space heaters to warm their offices. As an employee of ESS, you should be familiar with our safety rules and know what steps you can take to prevent fires (i.e., good housekeeping, routine maintenance, etc.). You should also be familiar with your building and know all of the evacuation routes to safely get out of the building. If you see a fire or if a fire alarm sounds while you are at work, call 9-1-1 and evacuate the building immediately. DO NOT attempt to put the fire out yourself. You need to wait until the fire department has cleared the building before re-entering.

Other Hazards

Other situations that could pose a potential hazard are human blood or bodily fluids and spilled chemicals. To clean up human blood or bodily fluids, contact your supervisor for a bloodborne pathogens spill kit. Do not attempt to clean up these materials without appropriate personal protective equipment. For chemical spills, consult the Material Safety Data Sheet. Hazardous chemicals should be cleaned up with a spill containment kit (contact your supervisor). Non-hazardous chemicals can generally be disposed of by flushing them down a sanitary drain. Contact your supervisor with any questions.

Electrical Safety

Electricity is nature's most versatile form of energy. The power of electricity can be dangerous if it is not used correctly. Electrical energy can damage property and ignite fires. It can also hurt and even kill.

Sound safety practices can help minimize electrical hazards and cut down the risk of accidents. The hazard of electricity cannot be eliminated, but it can be controlled through education. The more you understand about electrical energy, the safer you will be.

What causes electric shock?

You can get an electric shock if you touch a grounded surface and hazardous electrical equipment at the same time. The shock happens when the flow of electric current (amperage) from the electrical equipment goes through your body to the ground. How serious the injury is depends on what part of your body receives the current. It also depends on how long the electric current flows. Just a small amount of amperage can hurt or be fatal.

Hazard observation checklist

- Check your work area for spills, dampness or water and clean it up immediately.
- Check for connections and ground wires to be tight and free from breaks.
- Check buffers, extractors, auto scrubbers and other equipment for wiring.
- Check the condition of extension cords and prongs.
- Check and maintain equipment to make sure it is working right and free of defects or damage.
- Check equipment belts and gears to detect excess tension or binding that can cause a power overload.
- *Immediately report any hazards, damaged or defective equipment, tools and machinery to your manager.*



Special Emphasis on Extension Cords

Extension cords are useful. However, they are also the leading cause of electrical burns and other injuries related to faulty electrical wires. When it comes to preventing electrical burns, you have to make sure that your extension cords and prongs are intact and that you handle them carefully.

Keep extension cords in excellent condition by regularly inspecting them and replacing frayed cords. Remember to never stretch the cord tightly between the vacuum and the outlet. Always unplug the cord at the outlet rather than yanking it out. After vacuuming, unplug the cord at both ends and wind it up loosely. DON'T wrap cords around your elbow and hand. It causes the wires to twist inside the insulation and causes undue wear on the cord.

Contact your manager immediately if you see any frayed cords so the cord can be replaced and you can complete your work safely. The plug end of the cord should always have three prongs, one of which is the ground prong. If the ground prong is missing, don't use the cord and ask your manager for a new cord.



ELECTRICAL SAFETY

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2015 Safety Program Info



CONGRATULATIONS TO OUR 1ST QUARTER \$50 WALMART GIFT CARD SAFETY WINNERS!

Robert Spencer Brendon Penn Mary Ann Gibson Reshawnda Adams Dennis King

Safety Video of the Year Contest Helpful Hints!!

- ♦ We may be able to shoot on the customer property if we are able to obtain permission (ask us if you are serious about making a safety video and we will inquire for you depending upon the client)
- ♦ A video can be submitted by a group of ESS employee or an individual (if multiple employees submit a video together and win they will split the \$1,000 prize)
- ♦ You can utilize friends and/or family in your video
- ♦ Video can be shot at any of our branch locations and you may use our equipment (just contact the branch to arrange this)



Here are the rules to remember:

- * Videos must pertain to safety in the workplace
- * Employees must use their own personal equipment
- * Videos must be between 3 and 10 minutes
- * Cannot be done during work hours
- * Content should be appropriate for the workplace environment
- * Videos can be a How to or What Not to Do video, a rap, song, or skit
- * Videos should be creative and fun!
- * Videos will be judged on creativity, message, impact, and entertainment level
- * Videos must be submitted on a flash drive or disc
- * Videos should be save as MP4 file
- * Videos can be dropped off at any of the ESS Branch locations
- * Deadline to submit video is 10/31/15
- * \$1,000 for the winning video!!!!



**Be sure to check out the Calamity Joe ESS Clean
Safety Video starring our very own Paul Taylor at**

<https://youtu.be/aCDArriLN1Y> !!!!

The 2015 Safety Program details and contest rules are at

www.essclean.com/safety-program/safety-incentive-programs

Safety Reminders/Violations



ESS would like to introduce Maverick the Monkey, he 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 Maverick the Monkey at your jobsite. He is a reminder of the safety rules and ESS hopes that you will learn from his forgetfulness. We've caught him in action and you'll find photos of the evidence on our ESS Clean Facebook page. Be sure to **LIKE** the page while you are there!

1st Quarter Safety Reminders/Violations

Exposed wire on vacuum cord
Not using gloves while cleaning restrooms
RTD left hooked up after being used (3 violations)
Chemical bottle not properly labeled (2 violations)
Extension cord missing 3rd prong
Mop handle left leaning across doorway



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

*** Deadline for Quiz 4/30/2015 ***

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. What's the difference between a "watch" and a "warning" when it comes to severe weather?

2. True or False (circle one): In the event of an earthquake, if you are outside, you should run indoors.

3. If the fire alarm sounds while you're at work, which of the following should you do?

- a) consult the MSDS
- b) stay where you are
- c) call 9-1-1 and evacuate the building
- d) ask for a spill containment kit

4. To clean up human blood or bodily fluids, contact your supervisor for a _____.
Do not attempt to clean up these materials without appropriate

5. True or False (circle one): You should check in with your supervisor following any weather event that requires you to take shelter.

6. What determines how serious an electric shock injury is?

7. True or False (circle one): You should never stretch an extension cord tightly between the vacuum and outlet.

8. Which of the following electrical safety hazards should you check for?

- a) Check buffers, extractors, auto scrubbers and other equipment for wiring
- b) Check work area for spills, dampness or water
- c) Check condition of extension cords and prongs
- d) All of the above

9. Contact your manager _____ if you see any hazards, damaged or defective equipment.

10. True or False (circle one): Extension cords are the leading cause of electrical burns and other injuries related to faulty electrical wires.