

# Don't Monkey Around with Safety!



## 4th Quarter 2015 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?

#### When 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.

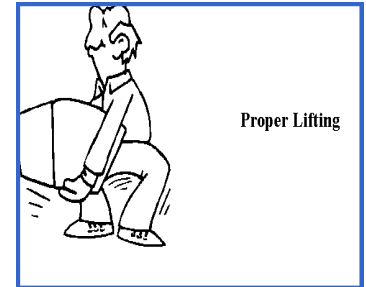
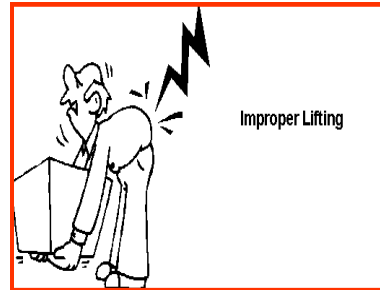
**Report any parking lot lights that are not working properly to your Manager immediately!**

# 10 Tips: Safe Lifting

Housekeeping and janitorial staff are at-risk for a number of common workplace injuries caused by physical exertion from lifting, pushing, or pulling equipment or waste. Protect yourself against these injuries by following these simple tips:

## Test the Weight

It is always safer for you to test the weight of your load before lifting it off of the ground. Try pushing the object lightly with your hands or feet to see how easily it moves. This exercise will provide you with information on the weight of the load. If it is too heavy for you, find someone to help or reduce the size of the load.



## Don't Judge by the Size

In some cases, such as a 10 gallon waste basket filled with catalogs, size can be deceiving. Do not assume that because it is a small bag or a small box that it will be light enough to carry.

## Keep it Slow and Steady

Always lift with a slow and steady force. This will help you avoid muscle strains caused by sudden overexertion.

## Wear the Right Gear

Always wear shoes with good traction for any type of janitorial work. Also, when planning to lift or carry heavier items, wear a good pair of gloves that helps you keep your grip and hold the object more comfortably.

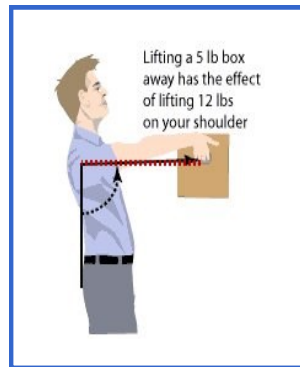
## Make use of the Handles or Grips

Always make use of any handles applied to an object. This will help provide an accurate grip and will help moderate the weight for a more balanced load. Do NOT ever bend or twist while lifting an object. If you cannot lift without putting yourself in an awkward position, find help or use a cart.

## Avoid Standing Too Far

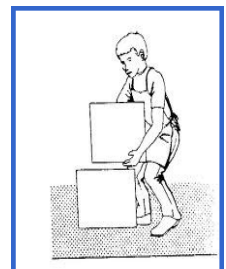
### Away

Any time that you are lifting a heavy object, try to stand as close to the object as you safely can. Align yourself properly over the load so that your feet are shoulder-width apart.



## Break it Down

Consider taking your loads over several small trips instead of trying to carry multiple items at once.



## Rest when Needed

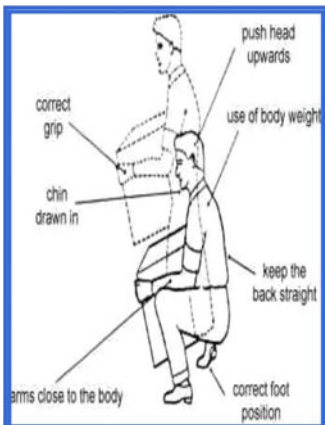
When carrying a heavy load over a great distance, take as many breaks as you need to get it there safely. If you feel yourself becoming fatigued during the trip, set the load down and rest until you are able to continue.

## Use Good Form

The best technique for lifting loads of any size is to keep your back straight, bend your knees to lower yourself to the floor and then grab the load. For heavier loads, try lifting with a full breath and tightening your abdominal muscles for added support.

## Plan your Route

When carrying large, heavy, or awkward loads, take a minute to plan your route. Try to avoid traveling over any uneven or slippery surfaces if possible. Take your time and take smooth even steps.



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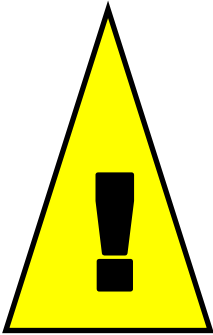


## SAFETY PROGRAM 2015



### CONGRATULATIONS TO OUR 3RD QUARTER \$50 WALMART GIFT CARD SAFETY WINNERS!

Rose Sams James Kulo Polly Ehrenkaufner Mary James Victoria Molzen



- ◆ Must relate to working at ESS
- ◆ Must be new and original idea
- ◆ Can be a site specific individual or company wide idea
- ◆ Should create a safer working environment
- ◆ Should relate to equipment, cleaning processes, tasks, etc.
- ◆ Deadline to submit an idea is 10/31/2015

**Safety Idea of the Year  
\$1,000 Grand Prize!!!!**



#### Ideas will be judged on

Innovation  
Effectiveness  
Practicality

Ideas can be submitted  
on-line on the website  
[www.essclean.com/  
safety-program/safety-  
incentive-programs](http://www.essclean.com/safety-program/safety-incentive-programs)

#### Safety Ideas MUST be...

Innovative  
Brand new & original idea  
Cost effective



### Safety Video of the Year \$1,000 Grand Prize!!!!

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 Video of the year contest rules are at  
[www.essclean.com/safety-program/safety-incentive-programs](http://www.essclean.com/safety-program/safety-incentive-programs). Deadline to  
submit video is 10/31/15!!!

# Safety Reminders/Violations



**Maverick!!! Why are you carrying such a big box without help?!? How can you see?!**

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!

## 3rd Quarter Safety Reminders/ Violations

Chemical bottle not properly labeled  
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 10/31/2015 \***

### 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:** \_\_\_\_\_

1. Always be \_\_\_\_\_ of your surroundings.
2. True or False (circle one): You should park as far away from the building as you can.
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 B
4. What should you always have ready as you approach your vehicle or the jobsite building?  
\_\_\_\_\_  
\_\_\_\_\_
5. True or False (circle one): When approaching your vehicle look around, inside, and even glance underneath to check for people.

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

6. True or False (circle one): You should not use grips or handles to lift loads.
7. If possible when planning your route you should avoid:
  - a) uneven surfaces
  - b) carpeted floors
  - c) tiled floors
  - d) none of the above
8. Always lift with a \_\_\_\_\_ and \_\_\_\_\_ force.
9. True or False (circle one): You should always wear shoes with good traction.
10. Tips for safe lifting include:
  - a) wear the right gear
  - b) avoid standing too far away
  - c) test the weight
  - d) all of the above