



D O N ' T B E A
S A F E T Y
M A V E R I C K !

What NOT To Do Safety Contest Prizes

Each ESS Clean employee will receive his or her own Maverick the Monkey. Enter the What NOT To Do Safety Contest by submitting creative and original photos of Maverick bucking the rules. More detail on page 4. Participants are eligible for the following:

- * **Quarterly raffle drawing** for \$50 Walmart gift cards. Four will be awarded each quarter.
- * **Manager's Choice Award:** Each quarter a \$50 Walmart gift card will be awarded to the best photo submitted.
- * All entries go in a year-end for **GRAND PRIZE DRAWINGS of \$1500, \$750 and \$250** drawn in December!

August Is Safety Week!

This year's Safety Week is in August. Safety Week participants will be entered into **GRAND PRIZE DRAWINGS of \$1500, \$750 and \$250!** The Safety Week Grand Prize drawing will be held during the Annual Company BBQ in September.

BACK BY POPULAR DEMAND—Scratch and Win Tickets featuring safety questions will be distributed by your Area Managers during Safety Week with possible prizes of various gift cards from your favorite retailers. Stay tuned for more details!

2016 Safety Program

At ESS Clean, we try to lead by setting a good example. But sometimes, we learn better from examples of what NOT to do. So we've invited Maverick the Monkey back this year to assist us in promoting workplace safety. Maverick is up to his usual hijinks, causing mayhem everywhere he goes. Maverick always forgets or ignores safety rules and reminders, which gets him into trouble.

MEET MAVERICK

'mav-(ə)-rik: a person (or monkey) pursuing rebellious, even potentially disruptive, policies or ideas



SAFETY VIOLATIONS

Improper lifting techniques

Wearing a backpack vacuum incorrectly

Using a cleaning product that is not labeled or labeled incorrectly



Walking on ice outside of a building

Allowing unauthorized people into the building



Mopping without a wet floor sign

Talking on a cell phone while working

Cleaning a restroom without gloves

Improper winding or pulling of electrical cords

Improper use of a ladder

Horseplay while at work

Improper footwear (e.g., sandals)



UNSAFE ACTS CAN LEAD TO ACCIDENTS.... JUST ASK MAVERICK!

SPOTLIGHT ON SAFETY



ADVANTAGES OF THE BACKPACK VACUUM

Two studies conducted by Ohio State University and Battelle Memorial Institute found considerable advantages of the backpack style vacuum when compared to the traditional upright vacuum. The backpack style vacuum **reduces overall body stress** by limiting repetitive motions, allowing the user to move in a natural walking motion, and reducing the amount of bending and “hunching over” that is associated with upright vacuums. This means that you **feel less tired** and are **less likely to have an injury** when using a backpack vacuum.

GENERAL SAFETY INFORMATION

- ⇒ **Read the Label on the side of the vacuum.** Includes important safety information about operating the equipment.
- ⇒ **Do not use a vacuum with a frayed, worn or damaged cord.** Inspect daily for defects to rubber coating, exposed wires, and missing ground faults.
- ⇒ **Do not vacuum liquids, or wet surfaces. Do not expose to rain or water.** Do not use the vacuum outdoors or on wet surfaces (such as floor mats) indoors.

EXTENSION CORD SAFETY



The extension cord is used to deliver electrical energy to the vacuum. To reduce the possibility of electric shock, employees should treat the vacuum and extension cord with extreme caution. Please use only the extension cords provided by ESS. Also, please remember to turn off the power to the vacuum before unplugging the extension cord.

ADJUSTING THE FIT OF A BACKPACK VACUUM

Backpack vacuums are designed to distribute the weight of the vacuum on the users hips. This means that you should not feel pressure on your back or shoulders.

1. Loosen the shoulder straps and the waist belt. Lift the vacuum and slide your arms through the straps.
2. Connect the waist strap.
3. Tighten the waist belt until it is comfortable and you feel the weight of the vacuum on your hips.
4. Adjust the shoulder straps until the vacuum is in a vertical position, parallel to your back.
5. Connect the chest strap, making sure that it fits comfortably, and is at least 2 inches from your neck.



THE IMPORTANCE OF ROUTINE MAINTENANCE

In order to keep the vacuum working properly and safely, the equipment should be maintained on a regular schedule.

- ⇒ **Inspect Daily.** Before using your backpack vacuum, carefully check the condition of the vacuum, filters, extension cords, and straps. Do not use a vacuum that needs repair. Instead, contact your manager for a replacement.
- ⇒ **Replace Disposable Filter Bag.** ESS recommends that disposable filter bags are replaced before they become full. This will prevent the build-up of pressure that could cause a short in the vacuum.
- ⇒ **Clean Reusable Filters with Plain Water.** The frequency of cleaning filters will depend on the facility that you clean. As a general rule, plan on cleaning your filters at least once per month.
- ⇒ **Replace Extension Cords.** Extension cords should be free from defects. Do not use an extension cord that has exposed wires. Do not attempt to repair your own extension cords. Always use the extension cord provided by ESS in order to ensure that the voltage is appropriate for the equipment.

What NOT to do Safety Contest

SAFETY CONTEST RULES

Option 1—Submit a photo of Maverick engaging in an unsafe activity. The activity must be related to Safety Violations on page 2 or Backpack Vacuums on page 3. Be sure to indicate what Maverick is doing wrong. Email photo to Safety@essclean.com

Option 2—Complete the entry form provided below, providing three examples of what not to do on the job to promote workplace safety. Bring it to the office or mail it in. For your convenience, the Urbana office has a drop box located directly outside the main entrance.

Option 3—Submit both options 1 & 2 and get entered twice!!

Send submissions no later than **May 15, 2016**

Email: Safety@essclean.com

Post: ESS Clean, Inc. • Attn: Safety • PO Box 17067 • Urbana, IL 61803

Drop: ESS Clean, Inc. • 2406 E. University Ave. • Urbana, IL 61803



Uh Oh!!! Maverick shouldn't be pushing the trash down with his hands!!

What NOT To Do Safety Contest 1st Quarter Entry Form

Name: _____

Employee #: _____

Submit three examples of WHAT NOT TO DO to promote workplace safety.

1. _____

2. _____

3. _____

Must be received no later than May 15, 2016