

# WELCOME TO SAFETY TOWN

2017 SAFETY NEWSLETTER  
1<sup>ST</sup> QUARTER

## WANTED

### SAFETY QUIZ

You will be entered in the **QUARTERLY RAFFLE** when you complete and submit the safety quiz located on the back page of this newsletter.

### SAFETY SHARE

You may also qualify to win the **MANAGER'S CHOICE AWARD** when you submit a **SAFETY SHARE**. To compete, share an example of one of the following:

- New information you learned in this newsletter and how you implemented it on the job;
- A potentially unsafe act you witnessed or experienced and how you corrected it; or
- Suggest a way ESS might improve procedures or training on safety issues.

### REWARD OFFERED!

- **\$50 RAFFLE PRIZE!** Safety quiz participants will be entered in a raffle to win a \$50 Walmart gift card. Four will be awarded each quarter.
- **\$50 MANAGER'S CHOICE AWARD!** Each quarter a \$50 Walmart gift card will be awarded to the best SAFETY SHARE submitted.
- **\$1,000 YEAR-END GRAND PRIZE!** All participants are entered into a raffle to win \$1,000. Grand prize drawing will be in December.

## 2017 SAFETY PROGRAM

### THERE'S A NEW SHERIFF IN TOWN

After a year of learning what not to do, Maverick has seen the error of his ways and is now dedicated to promoting safety at ESS Clean. Newly elected as Sheriff, Maverick says, "Welcome to Safety Town, where Safety is priority #1. Join the ESS Safety POSSE and help us make unsafe behaviors a thing of the past."

### JOIN THE ESS SAFETY POSSE!

You too can learn from Maverick's past mistakes. Follow his example and join the ESS Safety Posse.

Your area manager will deputize you in the days ahead. Wear your Deputy pin on your ID badge to show others your commitment to safety!

### SAFETY WEEK

This year's Safety Week is in August. Safety Week participants will be entered into a **GRAND PRIZE DRAWING of \$1,000!** The Safety Week Grand Prize drawing will be held soon after Safety Week.



## Safety Sal Says Let's Rein In Safety Violations

Horseplay while at work

Wearing a backpack vacuum incorrectly

Using a cleaning product that is not labeled or labeled incorrectly

Walking on ice outside of a building

Improper winding or pulling of electrical cords

Allowing unauthorized people into the building

Mopping without a wet floor sign

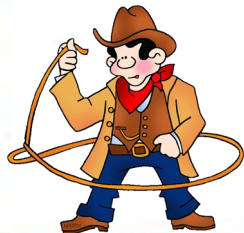
Improper use of a ladder

Talking on a cell phone while working

Improper lifting techniques

Cleaning a restroom without gloves

Improper footwear (e.g., sandals)



## 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.



## HEIDI HARGIS IS A SAFETY MAVERICK!

Congratulations to **HEIDI HARGIS** of Bloomington, winner of the 2016 Manager's Choice photo contest, 4th quarter. Heidi received a \$50 Walmart gift card!

Honorable mention goes to **COURTNEY LARSON**, also of Bloomington, who is having lots of fun playing with Maverick and making us all laugh!

### Congratulations to These \$50 Raffle Winners!

*All participants in the Safety Program get a chance to win a \$50 Walmart gift card...just like these lucky winners!*

- **Andrea Buell**
- **Bruce Prothe**
- **Debbie Kerrigan**
- **Marlo Woolcott**



*Winning entry: Maverick is not using good lifting techniques while trying to move a heavy box. Heidi Hargis*



*Honorable mention: Maverick parked across two parking spots and made some people angry! Courtney Larson*

# PREVENT SLIPS, TRIPS, AND FALLS

## SLIPS

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


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 (e.g., extension cord, a piece of equipment), it could cause someone to trip. Poor lighting and uneven walking surfaces also contribute to tripping accidents.

## FALLS

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.

## Maverick's Tips for Avoiding Common Slip, Trip and Fall Hazards

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- ◆ Keep floors and stairs clean and clear of equipment and materials
  - ◆ Maintain good lighting both indoors and out
  - ◆ Secure electrical and phone cords out of traffic areas
  - ◆ Use nonskid 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 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 medications, 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 and wear ice cleats (available to all team members) when walking on ice
  - ◆ Use a sturdy step stool when climbing or reaching for high places
  - ◆ Wear sensible footwear

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PLACE  
STAMP  
HERE

Three ways to submit: (1) Email the answers or take a photo of the completed form below and email to [Safety@essclean.com](mailto:Safety@essclean.com). Please include your name, emp# and Area Manager's name in the email. (2) Bring it to the office or put it in the outside drop box. (3) Mail it to ESS Clean, Inc. • Attn: Safety • PO Box 17067 • Urbana, IL 61803. **Send submissions no later than March 31, 2017.**

### SAFETY QUIZ

Complete and submit the Safety Quiz below by the deadline to win one of four \$50 Walmart gift cards.

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

Employee #: \_\_\_\_\_ Area Manager: \_\_\_\_\_

1. When vacuuming the stairs, you should start at the top and work your way down. Circle one: True or False
2. Which of the following is a stairwell cleaning safety tip?
  - a) Talk on your cell phone while cleaning.
  - b) Leave equipment on the stairs.
  - c) Minimize distractions.
  - d) When mopping, start at the bottom and work your way up.
3. Risk factors for falls include:
  - a) physical hazards in the environment
  - b) Age-related issues
  - c) health conditions
  - d) all of the above
4. 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

### SAFETY SHARE

Submit a SAFETY SHARE by the deadline for the chance to win the Manager's Choice Award, a \$50 Walmart gift card.

- New information you learned in this newsletter and how you implemented it on the job;
- A potentially unsafe act you witnessed or experienced and how you corrected it; or
- Suggest a way ESS might improve procedures or training on safety issues.

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Employee #: \_\_\_\_\_ Area Manager: \_\_\_\_\_