



WELCOME TO SAFETY TOWN



SAFETY WEEK WINNERS

GRAND PRIZE WINNER

MIKE MEDJESKY

\$1,000

2017 SAFETY NEWSLETTER
3RD QUARTER

3rd Quarter Topics ~

 Trash Removal

 Safe Lifting

 Ladder Safety

Polo Hat Winners

Lauran Aschenbrenner

Lyle Dodson

Anna Griffith

Mike Medjesky

Jason Shepherd

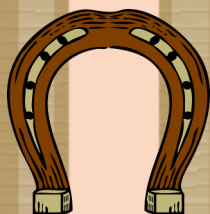
Ronald Tesman

Vanessa Walker

Kevin Williams

Michael Williams, Jr.

Marlo Woolcott



Gift Card Winners

Tiffany Bergbower

Pierce Bradford

Angela Cothorn

Paul Couillard

Rhonda Haun

Ronda Hess

Terry Holloway Jr.

Cindy Johnson

David Martin

Roy Matsuda

Rose Sams

Luke Shepherd

Gabe Tibbetts

Felicia Wood





Safety Sal says “When in doubt don’t throw out”

Safe Trash Removal

Collecting trash can present hazards if you are not careful. Please keep the following tips in mind as you go through your building or area collecting trash.

NEVER put your hands inside a trash container. This includes a waste basket or your Brute barrel. Look for any sharp or protruding objects before handling the trash as there could be broken glass or other sharp objects in with the rest of the trash.

If you need to push down the trash in your Brute barrel as it fills up, use the bottom of a waste basket or backpack vacuum. **NEVER** use your hands.

ALWAYS keep your Brute barrel with you when collecting trash. Leaving the barrel in the hall or doorway and carrying each trash can to the barrel and back is inefficient, but also increases your risk of injury by carrying the trash more than you have to.

AVOID filling your barrel so full that you have trouble removing the liner or carrying the bag after you remove it. Tie off bags when half full and put in a second bag on top of the first. Test the weight of each load before lifting and don’t attempt to lift more than you can handle. Get help if it’s too heavy or awkward!



Follow the safe lifting procedure when lifting a load of trash. Stand with your feet slightly apart, assume squatting position with your knees bent, and tuck your chin in. Grasp the load with both hands. Stand up slowly, not abruptly, keeping your back straight when lifting or lowering garbage cans and bags. Lift with your legs, not your back. Always **AVOID TWISTING** when lifting.

If you are unable to lift a heavy load of trash or run into a lot of extra trash, get help from a co-worker or call your manager rather than risk injury by trying to do it yourself.

When carrying a full trash bag to the dumpster, always hold it away from your person to avoid contact with any sharp objects that may be in with the trash.

NEVER try to toss the trash in the bin while holding the lid open. **ALWAYS** 1) place the bag on the ground close to the bin; 2) open the bin; 3) pick up the bag with both hands.

ESS’s policy on trash removal is to only throw away trash that is already in a waste can or that is marked as trash. (It can be marked “Trash” or “Please Discard” or something similar.) If a box or other items are near a trash can (or even on top of a trash can) and are not labeled as trash, do not throw the box or items away.



SAFE LIFTING

Test the Weight

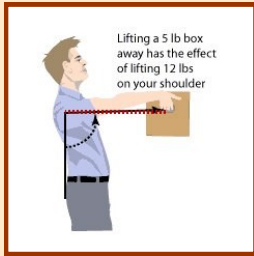
It is always safer for you to test the weight of your load before lifting it off of the ground. Try pushing the object lightly with your hands or feet to see how easily it moves. This exercise will provide you with information on the weight of the load. If it is too heavy for you, find someone to help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

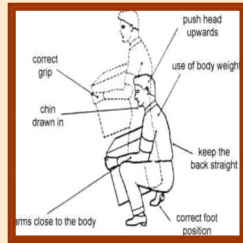
Wear the Right Gear

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.



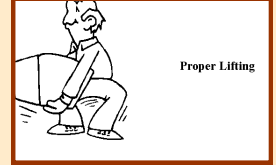
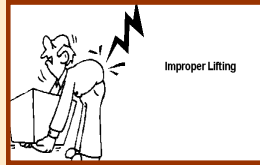
Avoid Standing Too Far Away

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.



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.



Keep it Slow and Steady

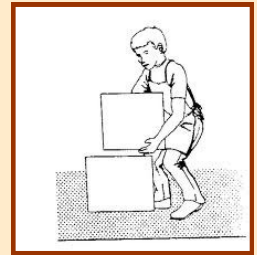
Always lift with a **slow** and **steady** force. This will help you avoid muscle strains caused by sudden over-exertion.

Make use of the Handles, 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.

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.

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.

LADDER SAFETY

- **Wear clean slip-resistant shoes. Shoes with leather soles are not appropriate for ladder use since they are not considered sufficiently slip-resistant.**
- **Before using a ladder inspect it to confirm it is in good working condition.**
- **Ladders with loose or missing parts must be rejected. Rickety ladders that sway or lean to the side must be rejected.**
- **The ladder you select must be the right size for the job**

The Duty Rating of the ladder must be greater than the total weight of the climber tools supplies and other objects placed upon the ladder

- **The length of the ladder must be sufficient so that the climber does not have to stand on the top rung or step.**
- **Only one person at a time is permitted on a ladder unless the ladder is specifically designed for more than one climber such as a Trestle Ladder**
- **Ladders must not be placed in front of closed doors that can open toward the ladder. The door must be blocked open locked or guarded.**
- **Never jump or slide down from a ladder or climb more than one step at a time.**
- **Read the safety information labels on the ladder.**



Safety Town



Four ways to submit 1. Go to the www.essclean.com and go to Safety Program then at the bottom of the left column of Safety Newsletters is a button for the 2017 Fall Safety Quiz that can be completed online. 2. Email the answers or take a photo of the completed form below and email to Safety@essclean.com. Please include your name, employee number and Area Manager's name in the email. 3. Bring it to the office or put it in the outside drop box. 4. Mail it to ESS Clean Inc. • Attn Safety • PO Box 17067 • Urbana IL 61803. Send submissions no later than November 8th, 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. True or False. The best technique for lifting loads of any size is to keep your back straight and bend your knees. (circle one)
2. 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
3. To climb up and down a ladder you should:
 - a. Jump
 - b. Have someone else give you a boost
 - c. Maintain a 3-point contact
 - d. Skip the second and fourth steps
4. True or False. When lifting something heavy, the proper procedure is let your arms do all the work. (circle one)
5. As your Brute barrel fills up with trash, you can compact it by:
 - a. Using the bottom of your backpack vacuum to push it down
 - b. Using the bottom of a wastebasket to push it down.
 - c. By carefully using your hand to push it down.
 - d. A and B
 - e. All of the above

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.

Name: _____

Employee #: _____

Area Manager: _____