



WELCOME TO SAFETY TOWN



2017 SAFETY NEWSLETTER
4ND QUARTER

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 you can use to keep you safer when traveling to and from your car.

Always

- Park near your building in a highly visible and well-lit area.
- Keep your valuables, including purses and recent purchases, out of sight.
- Always lock them in the trunk if you have to leave them in the car.
- Lock the doors and roll up windows once you are in the vehicle.
- Plan ahead. Know where you can go for safety and how to call for help.



Do Not

- Do not dig in your purse or bag.
- Do not wear headphones or be distracted by a cell phone conversation.
- Do not carry heavy briefcases or bags that may get in the way.
- Do not use more than one parking spot, as it may anger another person.
- Do not park next to large vans, trucks or other vehicles, as they will block your sight.

Do not have a personal identification tag on your key ring. If your keys are lost or stolen, a thief will be able to find your car or house.

Do not approach someone if they are loitering near your vehicle. Walk to a safe place such as a lighted store, house or building. Call the police.

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.



If You Have to Walk Alone

Use a sturdy flashlight to light your path. The flashlight can be used for self-defense. Have a coworker watch you from a window. 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. Have your cell phone ready to dial 911. Stay away from hiding spots such as bushes, doorways, alleys and parked cars.

Be alert to your surroundings. Walk with confidence. Keep your head up and look around. Look directly at people but don't stare at them. Trust your instincts when you feel something isn't right



Immediately report to your manager any parking lot lights that are not working properly!



Safety Sal Says **PREPARE FOR WINTER**

The winter season is upon us! During this time of year, the weather can pose many safety risks, both at home or in the workplace.

Be Prepared:

Stay informed by watching the local weather. Know what type of environmental conditions to expect like “freezing rain, sleet, snow, ice or below freezing temps”!

Watch Out for Wet Floors:

Unfortunately, the outdoors does not always stay outside. Pay extra attention to entrances & high traffic areas in your building during the winter months. Patrons will bring snow, ice and even the salt in on their shoes which creates puddles, and wet, slick floors. This can be dangerous.

Winter Driving Safety:

Whether you drive a company vehicle or not, please keep in mind that winter weather causes many unsafe driving conditions. Allow extra time to get to and from work. Icy or snow covered roads & impaired visibility from blowing snow will affect the speed you can go. Drive defensively so you can avoid an accident when another driver loses control.

Ice & Snow on Walkways:

Ice and snow on sidewalks & walkways is common during the winter months. To avoid slipping on ice, sprinkle ice melt/salt (provided at every account) on sidewalks &/or any path you commonly take to & from your car and near the dumpsters.

***If your account does not have ice melt – let your manager know asap!**

If you often walk on ice to the dumpster, request a pair of ice cleats from your manager.



Avoiding Illness:

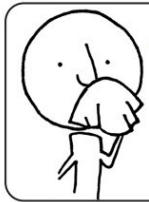
Cold weather is also a time for common illnesses such as the common cold and influenza. To safeguard against these airborne pathogens, there are a few simple rules to follow:

- Wash your hands frequently
- Avoid touching your face
- Disinfect surfaces regularly
- Boost your immune system with a healthy diet and regular exercise.


*** Prevent the spread of cold & flu germs ***

Stop the spread of germs that make you and others sick!

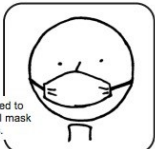
Cover your Cough



Cover your mouth and nose with a tissue when you cough or sneeze or cough or sneeze into your upper sleeve, not your hands.




Put your used tissue in the waste basket.




You may be asked to put on a surgical mask to protect others.

Clean your Hands

after coughing or sneezing.



Wash with soap and water or clean with alcohol-based hand cleaner.



Wash with soap and water or clean with alcohol-based hand cleaner.

CDC **MDH** **APIC**

DON'T FORGET TO WASH



1 WET YOUR HANDS



2 APPLY SOAP



3 WASH YOUR HANDS for 20 seconds



4 RINSE WELL



5 DRY YOUR HANDS



6 TURN OFF WATER with paper towel

m DEPARTMENT OF HEALTH

Don't forget to wash between your fingers, under your nails, and the top of your hands.

PREVENTING SLIPS ON SNOW OR ICE

To prevent slips, trips, and falls, employers should clear walking surfaces of snow and ice, and spread deicer, as quickly as possible after a winter storm. In addition, the following precautions will help reduce the likelihood of injuries:



- Wear proper footwear when walking on snow or ice is unavoidable, because it is especially treacherous. A pair of insulated and water resistant boots with good rubber treads is a must for walking during or after a winter storm. Keeping a pair of rubber over-shoes with good treads which fit over your street shoes is a good idea during the winter months.
- Take short steps and walk at a slower pace so you can react quickly to a change in traction, when walking on an icy or snow-covered walkway.

Safety Contest WINNERS

Congratulations to These \$50 Raffle Winners!

All participants in the Safety Program get a chance to win a \$50 Walmart gift card...

2nd Quarter Winners:

Effingham: **Andrea Buell**
Bloomington: **Mattie Elliott**
Urbana: **Wayne Hall**
Wild: **Robin Payton**

3rd Quarter Winners:

Effingham: **Sally Chrostowski**
Bloomington: **Debbie Kerrigan**
Urbana: **Ella Brown**
Wild: **Betty Smith**
Bounty Hunter: **Sarah Dhom**

2nd Quarter Safety Share Winner:

Danielle Outlaw: *New information I learned in the newsletter is that pouring water down smelly restroom floor drains help significantly getting rid of the smell.*

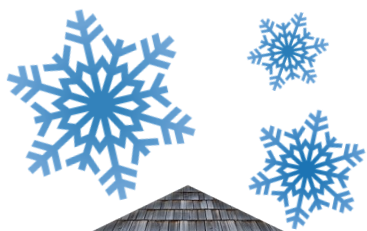
3rd Quarter Safety Share Winner:

Nelly Samo: *The newsletter has made me aware of the fact of the dangers of sharp objects inside trash bags which can contain dangerous and health hazardous items in them. We take it for granted in places outside of the medical field like regular office settings.*

**LAST CHANCE TO ENTER ANNUAL SAFETY DRAWING FOR \$1,000 TO BE
DRAWN DEC. 10TH AT
OUR ANNUAL PARTY AT JUPITERS!!!**

RSVP date for Annual Party is/was December 1st

Dona Gelsinger



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 December 6th, 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. Allow extra time to get to and from work during the winter season.
2. You should wash/lather your hands for how many seconds?
 - A. 10 seconds
 - B. 20 seconds
 - C. 30 seconds
 - D. 40 seconds
3. If you have to walk alone:
 - A. Keep your head down or play on your phone
 - B. Have keys and cell phone ready.
 - C. Walk with confidence
 - D. B and C
4. How do you prevent the spread of cold and flu germs?
 - A. Wash hands regularly.
 - B. Avoid exercise
 - C. Disinfect surfaces regularly
 - D. A and C
5. Which of the statements are true to avoid injury when walking on snow and ice?
 - A. Walk slowly and deliberately
 - B. Wear boots or other slip-resistant footwear.
 - C. Watch for slippery floors when entering buildings.
 - 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: _____