



Don't Shipwreck Yer Safety! 2019 Safety Program



Ahoy! Cap'n Maverick welcomes you to the 2019 Safety Program. There is treasure to be had me mateys! If you follow the steps to where "Safety" marks the spot. Just follow the "Pirate Rules", read your Quarterly Safety Newsletter and complete the Quiz. If you want to increase your opportunity to win some bounty, send a Safety Share each quarter and earn additional entries for the Annual Grand Prize drawing in December.

*Don't plunder your treasure,
join our swashbuckling adventure!*



GRAND PRIZE 2019

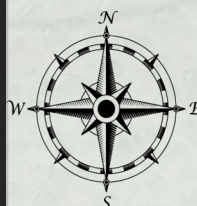
**Sail ho! Take your clan on a trip
to Pirates Cay Indoor Waterpark**



All participants will earn entries into a raffle to win a trip to Pirates Cay Indoor Waterpark (or cash out for \$1,000). You will receive tickets for immediate family (up to 6) with lodging at Holiday Inn Club Vacations Fox River Resort in Sheridan, IL. Win a two night stay in a Family Villa and a fuel card. Enjoy a pirate-themed indoor waterpark, outdoor pool, activities center, golf course, movie theater, playground, mini-golf, and an arcade. Villas have a full kitchen and a separate living room. Wi-Fi and parking are also free for resort guests. You can earn a total of eight entries during the 2019 Safety Program. Earn an entry by completing the quarterly quiz and earn an additional entry for a qualifying safety share.



The Annual Grand Prize drawing will be done at the end of the year.



2019 Safety Week

This year's Safety week is in

August. Safety week participants will be entered into The Safety Week Grand Prize drawing of \$1,000.00.



2018 Safety Winner

James Taylor

\$1,000

Bloomington

SAFETY CONTEST WINNERS

Congratulations

\$50 Raffle Winners!

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

4th Quarter Winners:

Bloomington: Betty Hartung

Effingham: Teresa Williams

Urbana: Willie Price

Wild/Urbana: Ella Brown

4th Quarter

Safety Share Winner:

Abigail Ford – Urbana

During our shut down, a water source leaked. A machine cord was still plugged and the cord was in the puddle of water. I got a worker to come and take care of it properly. It could have caused some damage if no one noticed. I cleaned up the mess and all was good.

Pirate Rules to find your treasure!

♦ The Safety Newsletter!

This is distributed quarterly by email and snail mail and contains articles and tips for safety in the workplace. There is a safety quiz along with instructions on how to submit the quiz and earn entries for the quarterly raffle drawings and compete in the Safety Share contest.

♦ \$50 Raffle prizes!

Safety quiz participants will be entered into a raffle to win a \$50 Walmart gift card. Four will be awarded each quarter.

♦ \$50 Quartermasters Choice Award!

Each Quarter a \$50 Walmart gift card will be awarded to the best Safety Share submitted.

Heave Ho...Away We Go

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 or feet 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. **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 is 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 alone.

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", "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 them away.

"If in Doubt DON'T throw out!"

Ahoy Matey's...Don't give up the ship—Always have the Correct Fit

Safety while Vacuuming

Back vacuums are an ideal way to make vacuuming easier than ever thought possible. Instead of excessive bending, as is the case with a regular vacuum unit, back vacs are ergonomically designed and “Made to fit” in order to provide maximum comfort.

- ✘ It is imperative that you adjust the belt, so that it fits secure and snug around your hips
- ✘ Straps should easily slip around the shoulders, and should be loose.
- ✘ The main force of weight should be distributed from the machine, off of the back and shoulders, and applied to the hips
- ✘ The back plate should be adjusted in regards to users' height (this ensures the ultimate in flexibility and freedom to move around conveniently).
- ✘ Empty the vacuum bag frequently to keep your vacuum lighter.
- ✘ The upper torso should be kept erect with very little twisting or sudden sharp movements while operating the vacuum. When it comes time for bending, remember to bend with your knees and use the support of your legs, not your back.
- ✘ Use neutral ranges in your shoulders and wrists, and avoid movement where elbows are behind body
- ✘ Keep arms close to your body to encourage natural posture
- ✘ Use both hands, one to pull and one to push
- ✘ Avoid overreaching



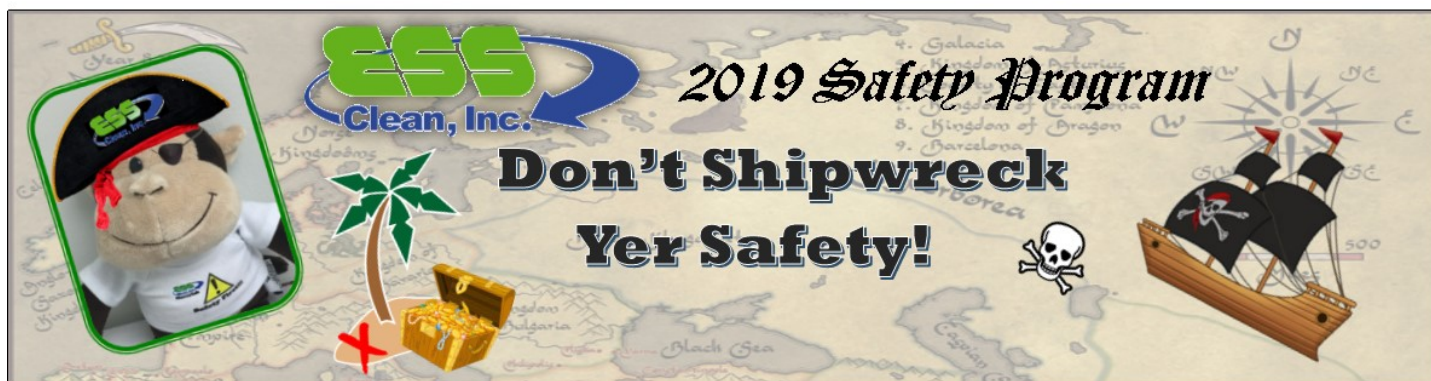
Stairwell Cleaning N' Safety

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 the 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.
- ♦ Always put up a “**Caution: Wet Floor**” sign when mopping stairs.





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 2019 1st Quarter 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 Wednesday, February 13, 2019

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. ESS's Policy on trash removal is when in doubt DON'T throw out.
2. When cleaning stairwells Never:
 - A. Leave tools or equipment on stairs.
 - B. Use "Caution: Wet Floor" signs.
 - C. When vacuuming start at bottom.
 - D. When mopping start at top.
 - D. A only.
 - E. B, C, and D are all correct.
3. When using a vacuum you should ALWAYS:
 - A. Empty vacuum bag frequently to keep vacuum lighter.
 - B. Keep arms close to your body for natural posture.
 - C. Avoid over reaching.
 - D. Avoid twisting or sudden sharp movements
 - E. All of the Above.
 - F. None of the Above.
4. True or False. Always keep your Brute barrel with you when you are collecting trash.
5. When dealing with trash ALWAYS:
 - A. Inspect bag for any sharp or protruding objects.
 - B. Compact your trash with hand to make room for more.
 - C. Check load for weight and get help if too heavy.
 - D. All of the Above.
 - E. Both A and C.



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: _____