



#### SCENE 1: \$50 Raffle Prize!

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

#### SCENE 2: \$50 Director's Choice Award!

Each quarter a \$50 Walmart gift card is awarded to the best **SAFETY SHARE**

#### SCENE 3: Safety Week August 2020!

Two \$250 winners drawn from online quiz participants.

#### SCENE 4: Year End Grand Prize!

"Dinner and a Movie" Gift Package!

This includes a Big Screen 4K Smart TV with Roku, movie and restaurant gift cards. Snack basket with popcorn, candy and more!! Drawing will be in December (or \$1,000 cash)

- Follow routine maintenance schedules for your vacuum and floor machines.
- Wear disposable gloves in restrooms.
- Wear personal protective equipment when needed (e.g., anti-vibration gloves, safety glasses).
- Follow good housekeeping practices.
- Do not use damaged extension cords.
- Always use proper lifting procedures.
- Report all accidents, even small ones.
- Report worn and damaged equipment.
- Keep all chemicals properly labeled.
- Wear shoes with good traction.
- Never mix cleaning products.
- Wear safety glasses when using toilet bowl cleaner.



**2019 Annual Safety Winner**  
**\$1,000 Winner: Mary James**  
**Bloomington Branch**



#### 4th Quarter 2019 Safety Raffle Winners!

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

**Bloomington: Vanessa Flynn**

**Effingham: Erin Hille**

**Urbana: Sue Terrell**

**Wildcard: Elizabeth Graham**



#### 4th Quarter 2019 Safety Share Winner:

**Connie Wood—Effingham**

The newsletter has a great illustration of a Penguin walking on ice... it really caught my eye when I first read the newsletter and one tip I was not aware of was to point your feet slightly outward...sure enough we had ice the next week and I had a chance to try it out in the parking lot. I actually thought to myself ... walk like a Penguin take it slow and point your feet out. That was a very timely tip!



**Annual Grand Prize drawing will be drawn in December**

# Opening "ACT"

## Read the SDS

### Safety Data Sheets

#### WHAT IS AN SDS?



Safety Data Sheets (SDSs) are summary documents, usually written by the manufacturer, that provide information about the hazards of a product and advice about safety precautions. SDSs provide more detailed hazard information about the product than the label. Use this information to identify the hazards of the products you use and to protect yourself from those hazards, including safe handling and emergency measures formerly known as Material Safety Data Sheets (or MSDS). SDSs use a consistent, user-friendly format.

- **Sections 1 through 8** contain general information that should be helpful to those that need to get the information quickly.
- **Sections 9 through 11 and 16** contain other technical and scientific information.
- **Sections 12 through 15** are provided to be consistent with the UN Globally Harmonized System of Classification and Labeling of Chemicals (GHS).

*If an emergency occurs and you need to seek medical attention, take the job site handbook with you.*

#### 16 SDS SECTIONS

- Section 1:** Identification
- Section 2:** Hazard(s) Identification
- Section 3:** Composition/Information on Ingredients
- Section 4:** First-aid Measures
- Section 5:** Fire-fighting Measures
- Section 6:** Accidental Release Measures
- Section 7:** Handling and Storage
- Section 8:** Exposure Controls/Personal Protection
- Section 9:** Physical and Chemical Properties
- Section 10:** Stability and Reactivity
- Section 11:** Toxicological Information
- Section 12:** Ecological Information
- Section 13:** Disposal Considerations
- Section 14:** Transport Information
- Section 15:** Regulatory Information
- Section 16:** Other Information

#### AT A MINIMUM

Read the name of the chemical (**Section 1**)

- Know the hazards (**Section 2**)
- Understand safe handling and storage instructions (**Section 7**)
- Understand what to do in an emergency (**Sections 4, 5 and 6**).

#### WHEN TO USE AN SDS

Always be familiar with the hazards of a product before you start using it. You should look at an SDS, match the name of the product on the container to the one on the SDS, know the hazards, understand safe handling and storage instructions, as well as understand what to do in an emergency.

#### 4 MAIN PURPOSES

You can think of the SDS as having four main purposes.

- **IDENTIFICATION:** For the product and supplier
- **HAZARDS:** Physical (fire and reactivity) and health
- **PREVENTION:** Steps you can take to work safely, reduce or prevent exposure, or in an emergency
- **RESPONSE:** Appropriate responses in various situations (e.g., first-aid, fire, accidental release)

SDSs for products used by ESS Clean are located in the Job Site Handbook.

<b>Health Hazard</b> 	<b>Flammables</b> 	<b>Oxidizers</b> 
<b>Irritant</b> 	<b>Gasses Under Pressure</b> 	<b>Explosives</b> 
<b>Corrosives</b> 	<b>Environmental Toxicity</b> 	<b>Acute Toxicity</b> 

# Let's earn an Academy Award in Safety:

# PPE

# PERSONAL PROTECTIVE EQUIPMENT

## PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) refers to any type of clothing or equipment designed to increase personal safety by protecting employees from workplace injuries or illnesses, e.g., goggles, gloves, earplugs. To greatly reduce your exposure to a potentially harmful chemical or activity, use the PPE provided by ESS Clean.



### SAFETY GLASSES

Safety glasses are available at all job sites. Employees are not required to wear safety glasses during their entire shift, but there are a few tasks that require them so they should be readily available at all job sites. ***If you are using the acid toilet bowl cleaner, you are required to wear safety glasses.*** This chemical causes blindness within eight seconds if it is accidentally splashed into your eyes, so preventing the possibility is key. Also wear safety glasses when (1) changing light bulbs, (2) dusting ceiling vents or (3) manually diluting any chemical with water.



### DISPOSABLE GLOVES

Disposable vinyl or nitrile gloves are provided to all employees. Again, employees are not required to wear gloves for the entirety of their shift but there are a few tasks that require them. (1) You are required to wear gloves when cleaning restrooms. (2) You are also required to change your gloves when you come out of a restroom to prevent cross-contamination. (3) At medical facilities, you are required to wear them when handling biohazard wastes and when cleaning in treatment and exam rooms. In addition to these situations, some employees (especially those with sensitive skin) may wish to wear gloves when using our stronger cleaning chemicals like disinfectant.



### ANTI-VIBRATION GLOVES

Employees who operate heavy floor equipment such as buffers, scrubbers or carpet machines are required to wear anti-vibration gloves while operating this equipment. Anti-vibration gloves are designed to dampen the vibration of the machine and reduce the risk of carpal tunnel.

### EARPLUGS

Employees who work in factories are provided with earplugs. Wearing earplugs can help prevent damage to hearing. Exposure to high noise levels can cause irreversible hearing loss or impairment as well as physical and psychological stress. You should clean earplugs regularly and replace those you cannot clean.

***Please contact your supervisor to request PPE or to replace any worn or damaged PPE.***

## What is inside the Jobsite Handbook?

Key Phone Numbers

Work Specifications

SDS Sheets

Timekeeping

Supply Requisition Forms

Accident Reports

Employee  
Handbook

Blood Borne  
Pathogens Handbook





Four ways to submit: **1.** Go to the [www.essclean.com](http://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 4th 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](mailto: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 Sunday, February 2nd before midnight**

#### 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. You are required to wear disposable gloves when cleaning restrooms?
2. What are the four main purposes of the SDS?
  - A. Know how to respond to various situations.
  - B. Identification of product and supplier.
  - C. Prevention of accidents.
  - D. Hazards: Both Physical and Health.
  - D. All of the above.
  - E. None of the above.
3. What are some of the best practices to be a safety STAR?
  - A. Do not lift by bending forward.
  - B. DO take short cuts.
  - C. Let others take care of regular maintenance of vacuums.
  - D. Wear the correct PPE.
  - E. A and D.
  - F. B and C.
4. True or False. You are required to wear safety glasses while using toilet bowl cleaner, dusting high vents, and changing light bulbs?
5. If an emergency occurs and you need to seek medical attention, what are some steps you should take?
  - A. Keep working, we always get the job done.
  - B. Call your supervisor before leaving.
  - C. Take your job site handbook with you.
  - D. Boost immune system with healthy diet & exercise.
  - E. All of the Above.
  - F. B 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.

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

Employee #: \_\_\_\_\_

Area Manager: \_\_\_\_\_