

2nd Quarter 2021



SAFETY IS KEY to Accident Free!

Welcome to the  2021 Safety Program

1st Quarter 2021

Safety Raffle Winners!

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

Bloomington: Alanna Brooks

Effingham: Eric Brackett

Urbana: Ophilia Gibson

DEC/INDY: Joy Edwards



1st Quarter 2021

Safety Share Award goes to..... Marlene Jones Decatur

One of my sites sits among new buildings which houses a rehabilitation center. I'd occasionally see people walking through the lot not knowing the lots were connected. Now I make sure to look out and check my surroundings before I exit. We also have to remember the weather is getting warmer and more people will be out and about. So please be aware of your surroundings when reporting or leaving.



2021 Safety Week

This year's Safety week is June 21st—June 25th. The on-line quiz will be available online at www.essclean.com starting on June 21st with a deadline of Sunday, June 27th before midnight. Safety week participants will be entered into The Safety Week Grand Prize drawing of two \$250 prizes.

T-Shirt Design Contest

Let's get creative! The winning design will be determined by the creativity of the design and how well it incorporates a safety theme (any safety theme not just this years). A panel of judges will select the winner who will be notified via phone call and email.

Deadline: Entries must be received by **Sunday, June 27th** before midnight. Please submit all entries to our Safety@essclean.com email.

Prize: \$200 and one t-shirt with your design.

The winning T-Shirt Design will be featured in the "ESS Clean On-line Store" where it will be available for purchase and will be given as prizes for the top safety ideas or acts of safety each month starting in the month of August.



Why is cleaning important? A clean work environment is important for employers, employees, clients, and investors because it **impacts health**, satisfaction, and promotes a positive company appearance. Healthy engaged employees and happy customers lead to **successful outcomes!**

Safety is Key to Accident Free!

Covid-19 Safety

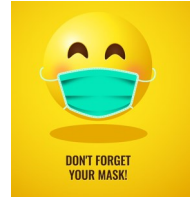
The Covid-19 pandemic is not over yet, as much as we ALL would like it to be.
We can slow its spread by using all the KEYS we have!



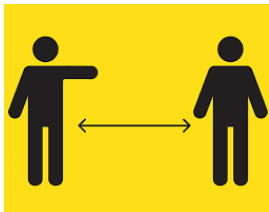
Get Vaccinated



**Wash Hands Often for 20 seconds—
Hum “happy birthday song” twice**



**Continue to Wear Masks
They protect you and me!**



Social Distancing—6 feet apart



**Clean and disinfect frequently
touched objects and surfaces**



Cover your coughs & sneezes



Exercise, Eat Right, and Rest

Video Training: <https://www.youtube.com/watch?v=Gg6S0I9mMyc&t=30s>
(4 1/2 minute training video by Paul and Lorianne demonstrating proper COVID protocol)

Here is a great site for information regarding Covid-19:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19.html>

ESS Operations have changed significantly in the past year due to **Covid-19** & we want to **Thank you** for helping us continue to serve our customers with dedication & perseverance. Now, more than ever before, we understand the importance of **protecting** our team & our customers.

Spring Cleaning and Trash Removal

Spring is here and with that comes spring cleaning! Please be aware of extra trash and dusting which can have an impact on your budgeted time.

Stay Organized

Staying organized is really important to what we do. It helps us stay efficient and thorough. Keeping your closet and equipment well maintained is just a small part of keeping yourself organized.



Clean your job closet

Spring is a great time to clean your job closet. Please keep closet neat, clean and organized by:

1. Throw away empty chemical bottles
2. Check laundry for old, torn towels
3. Clean up floor signs and your carts
4. Scrub your dump sinks
5. Mop the floor in your closet
6. Do maintenance on your equipment



Trash Removal

In many accounts, they like to clean out desk drawers and rearrange their work stations during Spring. Always test to see how heavy your trash is and if too heavy, separate into different bags. It's always safer to make

extra trips to dumpster with lighter bags. Injuries can occur when lifting an unexpected heavy trash can.



- Never use your hand/s to push down trash. Use another trash can bottom to do this.
- Multitasking may save time with some jobs, but not when it comes to taking out the trash. Never try to hold the dumpster lid open while tossing trash inside. Open the lid first, then use both hands to deposit trash.
- Wear gloves to prevent injury from dangerous materials inside trash bags and dumpsters.
- If you find that the loads are frequently too heavy for one person to handle, consider checking the bags when they are half full to eliminate the need for two people and to avoid extra strain on your lower back.
- Bend your knees and, with your back straight, lift the load close to the body. **Never** lift and twist.

Cleaning Instructions

It is important to keep our cleaning routines consistent and organized. This is a good time to go over the specific cleaning instructions for your account/s and make sure you are not missing anything. We want to provide every customer with a clean, healthy, safe and productive workplace.

Routine Maintenance

In order to keep our vacuum's working properly and safely, the equipment should be maintained on a regular schedule. Inspect the vacuum, filters, extension cords, and straps. Do not use a vacuum that needs repair. Instead, contact your manager for a replacement.



Extension Cord Safety

The extension cord is used to deliver electrical energy to the vacuum. To reduce the possibility of electric shock, employees should treat the vacuum and extension cord with extreme caution.

Please use only the extension cords provided by ESS. Also, please remember to turn off the power to the vacuum before unplugging the extension cord.



Always immediately report any electrical hazards and damaged or defective equipment to your manager!

Did you know?



The average person spends 80% of their time in doors and 50-60% of that time is spent at the office. According to the CDC the area where you rest your hand on your desk has, on average, 10 million bacteria. The public toilet bowl contains 3.2 million bacteria.

You help make the workplace safe!

2021 Safety Program: Safety is Key to Accident Free!



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 2021 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, May 5th 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: _____

- True or False. A clean work environment promotes healthy employees & happy customers.
- What are some keys to helping slow the spread of Covid-19?
 - Get vaccinated.
 - Wash hands often for 20 seconds.
 - Wear masks.
 - Social distance—6 feet apart.
 - Cover your coughs & sneezes
 - A only.
 - All of the Above.
- What are some things you can do to keep your job closets clean?
 - Clean up floor signs and your cart.
 - Never throw away empty chemical bottles.
 - Keep all old, torn towels.
 - Mop the floor in your closet.
 - A and D
 - B and C
- True or False. The public toilet bowl contains more bacteria than an office desk.
- Which of these is not a safe way to remove trash?
 - Always use your hand to push down trash.
 - Always bend your knees & keep back straight when lifting your trash out of can.. Never lift and twist.
 - Always test how heavy your trash is before lifting.
 - All of the Above.
 - A only.

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: _____