



2nd Quarter 2022

Safety Program

**Better SAFE
than
SORRY!**



H₄O₁W₄ T₁O₁ P₃R₁E₁V₄E₁N₁T₁

W₄O₁R₁K₂P₃L₁A₁C₃E₁ A₁C₃C₃I₁D₂E₁N₁T₁S₁

1. **Don't take short cuts**– stick to the instructions and work with diligence and awareness of your surroundings.
2. **Be diligent about maintenance.** Make sure that your work closets aren't cluttered and unkempt. Make sure you are checking electrical cords and doing your regular cleaning on your backpack vacuums.
3. **Wear the correct PPE** (personal protective equipment) when required.
4. **Do not lift by bending forward.** Bend your hips and knees to squat down to your load, keep it close to your body, and straighten your legs to lift. Avoid turning or twisting your body while lifting. and raise trash into the dumpster.
5. **Always test weight of your trash before lifting it. NEVER** try to toss the trash in the dumpster while holding the lid open. Always 1) place the bag on the ground close to the bin; 2) Open the lid 3) pick up the bag with both hands. Never throw or toss objects into the dumpsters. Remember **NEVER** compact trash with hand or feet.
6. **Always** use “**Caution Wet Floor**” signs when mopping.

Cleaning tips and tricks from our ESS Team:

** Be sure there is a trash can liner in each trash can. We do this in each area and we can sometimes miss one along the way which can lead to a very messy trash can the next time you clean. Leave an extra liner at the bottom of each can so that if too much trash accumulates, the clean liner can be placed in the can. Watch out for sharp objects that can puncture the can liners. A huge, germey mess can leak from the bag when removing it and taking it to the dumpster. (Janet Streenz-Bloomington Branch)*

** Be diligent about keeping a piece of cardboard nearby for when you need to set a trash bag down inside your building. This can help you avoid a mess on your newly cleaned floor. (Jessica VanDen-Bossche-Indianapolis Branch)*

We don't cut corners, we clean them.

“Play it **SAFE**”

not **SORRY!**

Please help congratulate our 2nd Quarter Safety Winners!

2nd Quarter 2022 Safety Raffle Winners!

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

Bloomington: Joseph Funk

Effingham: Kandice Hillis

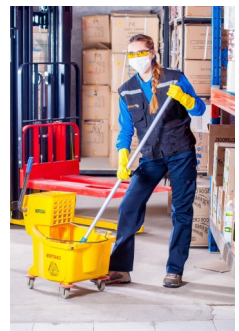
Urbana: Chavala Potts

DEC/INDY: Mary Summers

2nd Quarter 2022 Safety Share Award goes to.....

Connie Wood

~Remember to keep your back straight when mopping! This excellent tip was given to me at training years ago and I remind myself nearly daily to do just that!



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.



“Emergency Preparedness is no Game”

Tornadoes & Severe Thunderstorms

According to the National Weather Service, Illinois is ranked 6th in the U.S. for the most tornadoes and has more than 850 reports of wind damage and large hail, on average, every year from severe thunderstorms.

A “WATCH” means severe weather is possible. A “WARNING” will be accompanied by sirens in case of a tornado. This means severe weather has been sighted, and you should take shelter immediately.

Find an underground area, such as a basement or storm cellar. If not available, find a small interior room or hallway on the lowest floor possible. Stay in the center of the room, and avoid corners because they attract debris.

AVOID auditoriums, cafeterias and gymnasiums that have flat, wide-span roofs.

AFTER, take a look around and inspect for damage to the building or property. Check in with your supervisor following any weather event that requires you to take shelter.

Fires in the Workplace

There is always a risk of fire in the workplace, no matter what the time of year. As an ESS employee you should be familiar with the general safety rules, helping us prevent fires.

Good housekeeping, and routine equipment maintenance are important preventative measures. Additionally, you should be careful to keep flammable liquids in their proper closed containers, and away from ignition sources.

In case of a fire, you should familiarize yourself with all the evacuation routes from your building. If you are ever at work and see a fire or the alarm sounds, call 9-1-1 and evacuate immediately.

DO NOT attempt to put the fire out yourself. You need to wait until the fire department has cleared the building before re-entering.

Severe Weather Preparedness Tips: Spring Weather



Severe Thunderstorm Safety



When you hear the words “severe thunderstorm” in the forecast, be ready for more than just heavy rain and lightning.

SEVERE THUNDERSTORMS CAN BRING:



Hail



Strong Wind
Gusts



Lightning



Heavy
Rain



Flash
Floods



Tornadoes

2022 Safety Program: Better Safe than Sorry!



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 2022 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 Thursday, April 28th 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. When vacuuming stairs, start at the bottom and work your way up.
2. Which of the statements are true about severe weather warning?
 - A. Severe weather has been sighted
 - B. You should take shelter immediately
 - C. Go outside to see if the storm is close to you
 - D. A & B
 - E. All of the above
3. In the case of a workplace fire you should?
 - A. Know the evacuation routes of your building
 - B. Call 9-1-1
 - C. Evacuate immediately
 - D. All of the above
4. True or False. Lifting by bending forward is safer than bending at the knees and squatting down to lift.
5. True or False. Always put up a "Caution: Wet Floor" sign when mopping.
6. Yes or No. Did you learn something new from the Cleaning Tips and Tricks?

We would love to hear your Cleaning Tips and Tricks—Please be sure and share them!

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 or your Cleaning Tips & Tricks.

Name: _____

Employee #: _____

Area Manager: _____