



2023
Safety Program
1st Quarter

2023 SAFETY PROGRAM

WELCOME TO OUR 2023 SAFETY PROGRAM. AT ESS CLEAN, YOUR SAFETY IS ALWAYS OUR #1 PRIORITY!

THE THEME FOR THIS YEAR IS:

ACCIDENT PREVENTION IS MY #1 INTENTION

2023 SAFETY WEEK

This year's Safety Week is in July. ALL employees who have been accident free from January 1, 2023 to July 1, 2023 will receive an ESS Clean Safety T-shirt. Stay tuned for other prizes

IMPORTANT SAFETY REMINDERS

- 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, and masks)
- Follow good housekeeping practices.
- Do not use damaged extension cords.
- 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.
- Use wet floor signs when mopping.



The Safety Newsletter! This is distributed quarterly by email and text 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 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. Five will be awarded each quarter.



\$50 Manger's Choice Award! Each Quarter a \$50 Walmart gift card will be awarded to the best Safety Share submitted.

Area Manager Safety Success Bonus! Any Area Manager who has 80% or higher participation from their employees in the quarterly safety quiz will receive \$100.

Please help us congratulate our 4th Quarter 2022 Safety Winners!

4th Quarter 2022 Safety Raffle Winners!

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

Bloomington: Nicole Rusk

Effingham: Eric Brackett

Urbana: Heidi Wiersema

DEC/INDY: Armounti Jones

4th Quarter 2022 Safety Share Award goes to.....

Victoria Molzen

Keeping heavy coat, extra clothes, flash light, water, making sure your cell phone is fully charged and energy bars in your vehicle incase you get stranded.

ANNUAL SAFETY WINNERS 2022

2- \$500 Winners

Gina Harris

and

Kayla Jordan



Why is cleaning important?

- ◆ *Doorknobs contain a lot of germs as people do not wash their hands properly. Regularly, clean your doorknobs with sanitizer or wipes to keep those germs from multiplying.*
- ◆ *Whenever you flush your toilet, "toilet plumes" or small waste particles get sprayed into the air, which you can inhale or can attach themselves to your toothbrush. Starting today, make it a habit to close the lid before flushing the toilet.*
- ◆ *An office phone contains about 25,000 germs per square inch. But there's no need to panic. All you have to do is give your office phone a quick wipe with a disinfecting wipe daily.*



WHAT YOU DO MAKES A DIFFERENCE IN THE LIVES OF OTHERS!

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.

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)

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**).

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

Health Hazard 	Flammables 	Oxidizers 
Irritant 	Gasses Under Pressure 	Explosives 
Corrosives 	Environmental Toxicity 	Acute Toxicity 

2023 Safety Program: Accident Prevention Is My #1 Intention



Safety Procedures

Work Safety

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 2023 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 Monday, February 6th 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. An office phone contains about 25,000 germs per square inch.
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.
 - E. All of the above.
 - F. None of the above.
3. Which of these statements are true about the 2023 Safety Program?
 - A. Read your Safety Newsletter and complete the online quiz.
 - B. Earn an extra entry by completing a Safety Share.
 - C. The theme is "Accident Prevention Is My #1 Intention"
 - D. All of the above
 - E. None of the above
4. True or False. Wet floor signs should always be used when mopping.

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: _____