



2024

Safety Program

2024 SAFETY PROGRAM

WELCOME TO OUR 2024 SAFETY PROGRAM. AT ESS CLEAN, YOUR SAFETY IS ALWAYS OUR #1 PRIORITY!

THE THEME FOR THIS YEAR IS:
DON'T LEARN SAFETY BY ACCIDENT

2024 SAFETY WEEK

This year's Safety Week is in July. There will be games to participate in and gift card winners each day. Stay tuned for other prizes and activities during Safety Week!

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.
- 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.
- 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 and safety share that will earn you entries for the quarterly raffle drawings.



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



Grand Prize Winners! Two grand prize winners will be drawn at the end of the year, winning \$500 each. Each safety share submitted will earn an entry into the drawing.

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 2023 Safety Winners!

4th Quarter 2023 Safety Raffle Winners!

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

Bloomington: Jessica Jordan

Effingham: Christina Kersey

Urbana: Olga Ndomi

Decatur: Brian Dalluge

Indianapolis: Jay Croley

4th Quarter 2023 Safety Share Award goes to.....

Jennifer Hausman

During the months it is dark early, I collect the trash and take it out at the beginning of my shift so I don't have to go out to a dumpster in the dark, creepy, corner of the parking lot. Even though it's already pretty dark when I arrive at my building, I still feel safer taking the trash out earlier while there are more people around.

Best Practices to Prevent Workplace Accidents

1. **Don't take shortcuts:** Stick to the instructions and work with diligence. Always be alert and aware of your surroundings.
2. **Be diligent about maintenance:** Make sure 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:** Always use 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.
5. **Always test the weight of your trash before lifting it:** NEVER try to toss the trash in a 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 dumpster. Remember, NEVER compact trash with hands. Use a smaller trash can.

"Don't Learn Safety By Accident"



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

2024 Safety Program: Don't Learn Safety by Accident



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 2024 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 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: _____

1. True or False. It is important to report all accidents, even small ones.
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 2024 Safety Program?
 - A. Read your Safety Newsletter and complete the online quiz.
 - B. Earn an entry by completing a Safety Share.
 - C. The theme is "Don't Learn Safety By Accident"
 - D. All of the above
 - E. None of the above
4. True or False. Never try to toss trash in the dumpster while holding the lid open.

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: _____