

WE GREEN CLEAN



Health & Safety Program

Workplace safety is of paramount concern to Environmental Management—and for good reason. Dangerous situations, accidents, violence, or breaches of security can have disastrous workplace consequences, including lost productivity, raised insurance premiums, stolen or damaged equipment, employee injuries, or even deaths. What’s more, the government regulates workplace safety issues very heavily. Both federal and state laws require employers to provide a workplace free of hazards that could cause serious harm to their employees. These laws also require employers to investigate and report workplace accidents, provide employees with safety training for their jobs, and keep records on workplace safety. Depending on the type of business an employer runs, virtually every aspect of its operations may be subject to detailed safety rules. Although no employer can guarantee an accident-free workplace, policies that promote workplace safety are a good start.

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Workplace Safety

A basic safety policy is a must for Environmental Management. Federal and state laws require employers to keep their workplace free of hazards, investigate accidents quickly, and keep proper safety records. An employer cannot meet these legal requirements unless its employees follow safe work habits and report workplace accidents and injuries—as our policy directs. Our workplace safety policy notifies employees that safety is a top concern for your company, let employees know about safety rules, and explain how to report accidents or injuries. The federal law that regulates health and safety on the job is called the Occupational Safety and Health Act, or OSHA (29 U.S.C. §§ 651 and following).

Safety Policy

Environmental Management takes employee safety very seriously. In order to provide a safe workplace for everyone, every employee must follow our safety rules:

- Horseplay, roughhousing, and other physical acts that may endanger employees or can cause accidents are prohibited.
- Employees must follow their supervisors' safety instructions.
- Employees in certain positions may be required to wear protective equipment, such as hair nets, hard hats, safety glasses, gloves, work boots, ear plugs, respirators or masks. Your supervisor will let you know if your position requires protective gear.
- Employees in certain positions may be prohibited from wearing dangling jewelry or apparel, or may be required to pull back or cover their hair, for safety purposes. Your supervisor will tell you if you fall into one of these categories.
- All equipment and machinery must be used properly. This means all guards, restraints, and other safety devices must be used at all times. Do not use equipment for other than its intended purpose.
- All employees must immediately report any workplace condition that they believe to be unsafe to their Supervisor. Environmental Management will look into the matter promptly.
- All employees must immediately report any workplace accident or injury to their supervisor on duty.

*Any crew member can stop a job immediately if they feel unsafe on the job site. Management will review the situation and make necessary changes and conduct any necessary training prior to resuming work.

Mixing Chemicals

Always wear gloves and safety glasses when mixing chemicals with water. NEVER MIX TWO OR MORE CHEMICALS TOGETHER.

Workplace Security

Workplace Security

It is every employee's responsibility to help keep our workplace secure from unauthorized intruders. Every employee must comply with these security precautions. When you leave work for the day, please do all of the following:

1. Turn off A/C
2. Lock all vehicles
3. Close window blinds
4. Lock shop back door
5. Turn off all lights
6. Set alarm
7. Lock front door

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After-hours access to the workplace is limited to those employees who need to work late. If you are going to be working past our usual closing time, please let your supervisor know.

Visitors

Employees are allowed to have an occasional visitor in the workplace, but workplace visits should be the exception rather than the rule. If you are anticipating a visitor, please let the office know. When your visitor arrives, you will be notified. Visitors are never allowed in our Clients buildings at any time.

Last Employee to Leave Premises

If you are the last to leave the workplace for the evening, you are responsible for doing all of the following:

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If you have questions about any of these responsibilities, please talk to your supervisor.

1. Log off your computer
2. Turn off the A/C
3. Check all doors to make sure they are locked
4. Check the gate to make sure it is locked
5. Turn off all lights
6. Set the alarm
7. Make sure all electrical equipment in the shop is turned off

What to Do in an Emergency

What to Do in an Emergency

In case of an emergency, such as a fire, earthquake, or accident, your first priority should be your own safety. In the event of an emergency causing serious injuries; immediately dial 9-1-1 to alert police and rescue workers of the situation. If you hear a fire alarm or in case of an emergency that requires evacuation, please proceed quickly and calmly to the emergency exits. Environmental Management will hold periodic drills to familiarize everyone with the routes they should take. Remember, that every second may count—don't return to the workplace to retrieve personal belongings or work-related items. Once you have exited the building, head toward the south fence line for role call.

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Emergency Supplies

Environmental Management keeps emergency supplies on hand. First aid kits are located in the shop, front office and in each vehicle behind the driver's seat.

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Fire extinguishers can be found at the north and south entry doors in the shop, on the back door of the service van, in the bed of each pick-up truck.

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Smoking

For the health, comfort, and safety of our employees, smoking is not allowed on Environmental Management property, in company vehicles or on Client property.

When Employees May Smoke

You may smoke during meal or rest breaks only. Employees may not take "smoking breaks" in addition to the regular breaks provided to every employee under our policies. "Smoke breaks" must be taken off site and away from job locations.

Prohibition Discrimination against Smokers

We recognize that smoking tobacco products is legal and that employees have the right to smoke outside of work hours. Environmental Management will not discriminate against any applicant or employee based on that person's choice to smoke.

Violence

Violence in the workplace is a frightening topic. The media reports stories about former employees, disgruntled clients or customers, or abusive spouses storming into a business and injuring or killing all who cross their paths. Of course, no policy can eliminate the risk that Environmental Management might face a violent incident. But a commonsense policy to prohibit violence—and to let employees know what to do if they fear or experience a violent incident—can go a long way toward making the workplace safer.

Violence Is Prohibited

We will not tolerate violence in the workplace. Violence includes physical altercations, coercion, pushing or shoving, horseplay, intimidation, stalking, and threats of violence. Any comments about violence will be taken seriously—and may result in your termination. Please do not joke or make offhand remarks about violence.

Alternate Modifications Regarding Weapons

No weapons are allowed in our workplace. Weapons include firearms, knives, brass knuckles, martial arts equipment, clubs or bats, and explosives. If your work requires you to use an item that might qualify as a weapon, you must receive authorization from your supervisor to bring that item to work or use it in the workplace. Any employee found with an unauthorized weapon in the workplace will be subject to discipline, up to and including termination.

What to Do in Case of Violence

If you observe an incident or threat of violence that is immediate and serious, immediately dial 9-1-1 and report it to the police. If the incident or threat does not appear to require immediate police intervention, please contact and report it as soon as possible, using the Environmental Management's complaint procedure. All complaints will be investigated and appropriate action will be taken. You will not face retaliation for making a complaint.

For information on federal and state health and safety laws, go to the website of the Occupational Safety and Health Administration, the federal agency that administers workplace health and safety rules, at www.osha.gov.

Domestic Violence

Domestic Violence

If you have been threatened or are concerned about violence or abuse by a current or former spouse, intimate partner, or other family member, we encourage you to report it to the police. We will keep this information as confidential as possible. Environmental Management will not discriminate against employees who are victims of domestic violence. Once you make a report, Environmental Management will decide what steps to take for your safety and the safety of other employees. Environmental Management may ask you to provide copies of any restraining orders or other legal papers you have filed against the abuser, as well as a picture of the abuser, for security purposes. We understand that domestic violence can affect performance and attendance. If you need time off to ensure your own safety, appear in court, or handle other matters relating to domestic violence, please let us know.

Victims of domestic violence sometimes get a restraining order (sometimes referred to as a “stay away” order), prohibiting the abuser from going to certain locations—such as the victim’s home, school, or workplace—and/or from getting within a certain distance of the victim. The purpose of these orders is to allow police to step in before violence has occurred: Once the abuser gets too close to the victim, he or she has violated the law and can be arrested before doing any physical harm. If an employee has gotten a restraining order to keep the abuser away from the workplace, you must get a copy of it and make sure those who let the public into your workplace —security personnel, a doorman, or a receptionist, for example—know not to let the abuser enter. If the employee hasn’t gotten a restraining order, you can encourage him or her to do so and to name Environmental Management as a place the abuser must avoid. In some states, your company can get its own restraining order to keep the abuser away from the workplace. This allows Environmental Management to protect itself if, for example, the employee is reluctant to take legal action (for example, because he or she is afraid of confronting the abuser), or the employee’s restraining order does not prohibit the abuser from entering the workplace. To find out whether your state allows these orders, go to the website of Legal Momentum, www.legalmomentum.org, select “Employment and Housing Rights for Victims of Domestic Violence,” and then select “State Law Guides.”

Cell Phones and Driving

Don't Use a Cell Phone While Driving

We know that our employees may use their cell phones or personal digital assistants (PDAs), whether these devices belong to the employee or are issued by Environmental Management, for work-related matters. Employees are prohibited from using cell phones or PDAs for work-related matters while driving. We are concerned for your safety and for the safety of other drivers and liability, through this policy, among other things, that Environmental Management prohibited employees from using cell phones while driving.

Allow or Provide Hands Free Devices

Employees may use hands-free equipment to make or answer calls while driving without violating this policy. However, safety must always be your first priority. We expect you to keep these calls brief. If, because of weather or traffic conditions or for any other reason, you are unable to concentrate fully on the road, you must either end the conversation or pull over and safely park your vehicle before resuming your call.

Pedestrians using a cell phone or PDA while driving can lead to accidents. If you must make a work-related call while driving, you must wait until you can pull over safely and stop the car before placing your call. If you receive a work-related call while driving, you must ask the caller to wait while you pull over safely and stop the car. If you are unable to pull over safely, you must tell the caller that you will have to call back when it is safe to do so.

Trash Handling

When removing trash from a building:

DO NOT...

- Put your hands inside the trash container for any reason. If the bag is too heavy or the container is missing a trash liner, ask your partner or call your supervisor for help.
- Carry the trash bag against your body. Hold the bag away from your body to avoid any SHARPS from poking your legs, etc.

DO...

- Report if you find any SHARPS
- Report any broken glass found inside or outside the building

Slips & Fall Prevention

Wet Mopping Floors

DO NOT...

- Over use the floor cleaning solution (1 oz /gallon) Too much chemical will cause a sticky or slippery floor
- Walk on wet floors after mopping – allow to dry

DO...

- Place a WET FLOOR SIGN before wet mopping and leave in place until the floor dries

Potential Trip Hazards – BE AWARE

1. Exterior of Building

- Curbs
- Parking Blocks
- Wet surfaces due to rain
- Sand or dirt that has accumulated on concrete or asphalt - Report Immediately
- Holes in the asphalt - Report Immediately
- Uneven concrete seams on sidewalks - Report Immediately

2. Interior of Building

- Wet tile after mopping
- Floods found upon entering the building – Look for water on carpet or tile near restrooms and break rooms – Report Immediately
- Torn carpet seams or areas where the carpet fibers have shredded - Report Immediately
- Uneven ceramic tile (lippage) - Report Immediately
- Boxes found in hallways or in the middle of rooms due to deliveries – Please put them away or place where they are no longer a hazard
- Area rugs that have an edge rolled up causing a hazard - Report Immediately

Sick & COVID-19 Prevention

Sick

- If you are feeling sick, do not report to work. Please contact our office so we can arrange coverage. Please help prevent others from becoming sick.

COVID-19 – The Coronavirus Pandemic has created challenges for the cleaning industry. The protocol set forth by the CDC (Center for Disease Control) changes regularly as they become for familiar with the virus and how it affects employee safety and public safety. **This information may change without notice.**

1. What you need to do daily:

- Self-check your body temperature prior to going to work. If your temperature is 100.4 degrees or higher you cannot report to work. Your temperature must be

within the normal range for 24 hours without medication before you are allowed to report to work.

- Wear a mask when in public
 - Wear a mask and gloves while cleaning buildings
 - Report any symptoms of illness to your supervisor immediately (you must be relieved immediately)
 - Wash your cloth mask or use disposable masks
 - Do not use the same gloves in two different jobs sites
 - Remove gloves and wash your hands after cleaning a building and before entering your car.
2. Cleaning buildings with a known positive COVID-19 exposure (more than 72 hours):
- The office will notify you when we receive notice of a positive exposure. When notified you must wear the respirator provided (not a standard mask) and wear gloves.
 - Using Virex 256 to clean all surfaces using the bucket provided
 - Mist all carpet and fabric using Virex 256 and the sprayer provided
3. Cleaning buildings with a known positive COVID-19 exposure (less than 72 hours)
- This service (PLC) is provided by a separate team with the appropriate PPE (personal protective equipment) and cleaning equipment.
 - You will be notified NOT to clean when our office is notified
4. In the event you become ill for more than 24 hours we will request a COVID-19 test result before returning to work (paid by Environmental Management if not provided at no cost).
- If you test negative; you may return to work
 - If you test positive; you may return to work 10 days after symptoms stops and we receive clearance from your medical professional.

Contact Information

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Safety Meeting

AGENDA: JOB SITE: _____ DATE: ____/____/____

- I. Review the previous day work activity
 - Productivity
 - Safety Violations
 - Obstacles Preventing Work to be Completed
 - _____
 - _____

- II. Equipment Safety issues
 - Repair Needs
 - Maintenance Needs

- III. Review of Today's Work
 - Productivity
 - Areas to be serviced

- IV. Personal Protective Equipment (PPE)
 - Safety Glasses
 - Ear Protection
 - Gloves
 - Masks or Respirators
 - Uniforms

In Attendance (Please Sign In)

