

# ***Health & Safety Manual*** **Horizon Services Company**

April 2018  
This replaces all previous editions.

To all employees,

Welcome to Horizon Services Company. Your safety during your employment is of great importance to us. Please thoroughly read the entire contents of this manual. During safety meetings, please pay attention and ask questions. Every topic has been selected for its relevance to the work we perform.

Items covered in this manual will be a basis for continual training towards a safer workplace; it is by no means to be considered complete since we encounter new challenges daily. If there is a topic you wish to see addressed, we welcome your input.

For the sake of our families at home, please work safely.

Sincerely,  
Ted Hsu, *CBSE*  
Horizon Services Corporation

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# Emergency Contacts



## **KEEPING EMERGENCY CONTACTS ON FILE UP TO DATE**

You have supplied us with certain information, such as your address, telephone number, number of dependants, who to notify in case of accident, etc. If any of this information should ever change during the time you are working here, please notify the office immediately. If your records and emergency numbers are up to date, there will be no delay in W-2s, no difficulty in contacting you; and if you should be injured, we can inform your family immediately of what has happened.

If you are sick, or for some reason cannot come to work, please call your supervisor to keep us posted when you cannot be here. If your supervisor does not answer, leave a detailed message and call the main office.



## REPORTING ALL INJURIES IMMEDIATELY

**BE ALERT: Don't get hurt.** However, in the event that you do become injured while working, notify your supervisor immediately. The supervisor will see to it that you receive the proper first aid and medical attention and that the records are made in case of future complications due to the injury. **ALL INJURIES MUST BE REPORTED**, no matter how minor they may seem, so that you will be protected if the injury becomes complicated or infected. Any injury, if not reported immediately, may eliminate your coverage for the injury. If the injury is serious, call 911 first, before contacting your supervisor.

- Always report any accidents or near misses to Employer.
- Any injuries needing first aid or medical attention should be reported to Employer.
- What employees do in the case of an emergency (first aid and calling for an ambulance)?
- Where is the nearest hospital? What is the nearest cross street? \
- Who are the first aid qualified people on the job site?
- Anyone witnessing an accident should report what he or she saw to Employer.
- All accidents involving medical treatment should have an investigation conducted to determine the cause.

**Remember:** Always report any unsafe conditions or unsafe acts, no matter how minor, to your Employer. It's far better to prevent accidents than it is to report, investigate, deal with the workers' compensation carrier, and have the loss of a valuable employee.

## NEAR MISSES

Most accidents occur as a result of an unsafe condition or unsafe action coming together with a person. The end result is the person gets injured. Often unsafe acts or unsafe conditions have

several misfires and the result is a near miss accident or incident. The only difference between a near miss and an accident is luck. Safety conscious companies make a near miss a big deal – so do we.

- Near misses are injuries without people.
- Near misses are not funny; they are often deadly.
- Always report a near miss.
- Take immediate action to prevent a similar near miss.
- If you did not cause a near miss but saw it, discuss it with those involved and your supervisor.
- Obey safety rules and you will decrease the number of near misses around you.

## **Incident Reporting and Investigation Procedures:**

### **I. Accident Reporting:**

- **OSHA requirements** - Incidents listed below must be reported to the Facilities Management within eight hours of the incident.
  - Any employee fatality.
  - Any incident which requires three or more employees to be hospitalized.
- **State requirements** – Don't wait. Employees must report all injuries immediately to their supervisor.
- **Horizon Services Requirements** – Complete an Employee Incident Report Form for all injuries. Report all lost time and restricted time cases to the Management and also track and report totals on both lost time and restricted days to the Management

### **II. Employee Incident Report:**

- Filled out by employee.
- Review by Supervisor for completeness and accuracy.
- Sign and date by supervisor.
- If an employee is not sent for medical attention, the report must still be sent in immediately to the main office. **DO NOT HOLD ON TO THE REPORT.**

- On any lost time cases the employee Incident report should be sent via fax or email to Management as soon as possible.
- Serious life threatening injuries require an immediate report to Workers Compensation Administration.

**III. Incident Investigation Report:**

- Shall be conducted on all injuries that are reported.
- The purpose is fact finding, not fault finding.
- Shall be conducted as soon as possible.
- Copies shall be sent to the Management within 48 hours or before.

**IV. Instructions for Completing Incident Investigation Form:**

- Fill in the name, Operating unit, facility address, Supervisor and Crew.
- Fill in the information requested for each of the boxes.



## **POLICY FOR A DRUG FREE WORKPLACE**

The Company has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, the Company is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of the Company. The Human Resource department is responsible for policy administration. Please refer to the Employee Handbook for state specific drug testing regulations.

### **Work Rules**

The following work rules apply to all employees:

- Whenever employees are working, are operating any Company vehicle, are present on Company premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Company business or while in a Company facility is prohibited.
- The Company will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.





## Horizon Services Company's Policy on Workplace Violence

It is the Horizon Services Corporation's policy to promote a safe environment for its employees. Horizon is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our company, no company is immune. Every company will be affected by disruptive behavior at one time or another.

- Violence, threats, harassment, intimidation, and other disruptive behavior in our workplace will not be tolerated.
- Reports of incidents will be taken seriously and will be dealt with appropriately.
- Such behavior can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm.
- Individuals who commit such acts may be removed from the premises and may be subject to disciplinary action (including immediate termination), criminal penalties, or both.

We need your cooperation to implement this policy effectively and maintain a safe working environment.

- Do not ignore violent, threatening, harassing, intimidating, or other disruptive behavior.
- If you observe or experience such behavior by anyone on company premises or worksites, whether he or she is an employee or not, report it immediately to a supervisor or manager.
- Supervisors and managers who receive such reports should seek advice from General Manager at 860-291-9111 ext 226 regarding investigating the incident and initiating appropriate action.
- If you have any concerns about speaking to your supervisor you can also make a report on our toll free anonymous hotline at 1-855-252-7606. This hotline is available 24 hours a day 7 days a week.
- All claims will be investigated and remedied promptly. Any incidents can be reported to immediate supervisor or directly to Horizon Human Resources Manager.

Even with the best prevention policy, sometimes incidents do occur, either with an angry co-worker or an outside individual intent on causing harm.

- **Threats or assaults that require immediate attention should be reported to police at 911.**
- If someone in your building is an active threat your best option is to leave the building and call 911.
- Should your exit be blocked and the threatening individual is an immediate risk to your safety, find a room you can lock, block the door, stay away from windows, and call 911.

- When police arrive, obey all police instructions, keep calm, and keep your hands visible to the police at all times.



## **ACCIDENTS ARE AVOIDABLE!**

Each time someone is injured, we need to ask ourselves “how did it happen?” Accidents just don’t happen, they are caused. Accidents are usually a result of someone not paying attention or not knowing how to recognize a job (or home or automobile) safety hazard. Jobs with effective safety attitudes have about a fifth as many injuries compared to those without the safety attitude. Today we will discuss some general rules to follow and the four hazard avoidance rules.

### **General Rules**

- Learn the safe way to do your job.
- Don’t jump from one elevation to another.
- Don’t work under suspended loads.
- Remove protruding nails or bend them over.
- Keep the work area clear of debris.
- Use the personal protective equipment required for the job.
- Treat all electrical wires as being “live.”
- Use the right tool for the right job.
- Be sure all tools are in good shape.

### **Four Hazard Avoidance Rules**

- Know the safe way to work, and then follow the safe way all the time.
- Maintain safe working conditions – for yourself and others around you.
- Work safely, setting the example, and encourage others to do so.
- Report all accidents and near misses.

**Remember:** Remember to ask yourself if you are following the basic common sense rules? If you aren’t following them, then take the chance and you will have or cause an accident. Keep asking yourself “how can I make my work safer?” Doing so and you’ll probably not have a serious accident, and help prevent a serious accident for a fellow worker.

## **EMPLOYEE RESPONSIBILITIES**

It is the duty of each employee to know the safety rules, and it shall be the employee's' duty to conduct all of their business in strict compliance of the same. Disregard for safety rules set forth will be grounds for immediate dismissal.

It is the duty of all employees to make full use of the safeguards and equipment provided for their protection. It will be an employee's responsibility to abide by and perform the following requirements. This is by no means an all-inclusive list.

**ABSENT MINDED BEHAVIOR IS THE MOST UNSAFE BEHAVIOR WILL NOT BE TOLERATED**

Preventing accidents is part of every employee's responsibility. If you see examples of waste, fraud, or danger that are not appropriately addressed, please call our toll free anonymous hotline at 1-855-252-7606. This hotline is available 24 hours a day 7 days a week.

### **Work Safety - Start of Work Shift**

- 1) Wear suitable clothing for work. No shorts, no tank tops, no torn clothes, loose clothing, jewelry.
- 2) Headphones, portable radios, cell phones or any device, which impairs the ability to hear, is prohibited during work.
- 3) Smoking is prohibited during work.
- 4) Supervisor shall inspect to see that all employees are wearing suitable work shoes. Suitable shall mean footwear that covers and protects the entire foot and provides acceptable traction.
- 5) Inspect cleaning equipment for fraying of cords, un-emptied bags or filters, and normal operations PRIOR to starting work.
- 6) Safety glasses are required for all restroom-cleaning operations.
- 7) Wet floor signs must be used whenever mopping or wet floor work is being done.
- 8) Stop and shut off all equipment before plugging, unplugging, adjusting or attaching accessories.
- 9) Plan ahead before moving items, maintain good footing and assure a clear path before you lift items.
- 10) Lift correctly to avoid sprains, strains and back injuries. (Tuck your pelvis, hug the load bend your knees, avoid twisting and lift with thighs) Get help on heavy loads.
- 11) Use of any unlabeled container for cleaning chemicals and use of unknown products are prohibited. Appearance of any unlabeled containers must be reported to supervisor immediately.

## **SAFETY DURING CLEANING OPERATIONS**

- 1) Tall trash cans must be tipped at an angle and not pulled straight upward.
- 2) Do not compress trash with bare hands if you are unaware of its contents.
- 3) Do not run over extension cords, do not tug on extension cords when cord is snagged on an obstruction, DO NOT unplug machines by pulling cord, pull the plug.
- 4) Do not get into an off balance position when pushing, pulling or prying, especially at heights.
- 5) When signals are required, such as cleared area for backing up motorized equipment, they must be thoroughly understood before a job is started. When in doubt ask. Signals shall be given by only one person at a time, and signalling person shall be in a position to have a clear unobstructed view.
- 6) The work site will be left in a safe condition as far as possible. Before finishing a work location, employees must retrieve all equipment and products and correct, or arrange to give warnings of any conditions, which might result in injury to co-workers unfamiliar with existing conditions.
- 7) Dangerous conditions or practices shall be reported at once to supervisor or main office.
- 8) Know where First Aid, fire extinguishers and emergency phones are located.
- 9) Act with consideration for your co-workers. Never act impulsively. Think about what you are going to do.
- 10) Properly finish at the end every of the shift:
  - a. Empty vacuum bags
  - b. Dispose of all trash and empty containers
  - c. Neatly coil extension cords.
  - d. Secure the tops of all cleaning solutions.
  - e. Store equipment neatly; do not create trip or tip-over hazards.
  - f. Wipe cords and exterior housing of all equipment used in wet operations.
  - g. Report to supervisor about any equipment that need repair



## **THE DEADLY DOZEN**

We all know that there must be a cause for an accident to happen. In order to avoid accidents, we must remove the cause. Every cause is a result of an unsafe act or unsafe condition. By recognizing the unsafe act or condition, we can effectively remove the exposure to them. The following “deadly dozen” are reminders to help you recognize unsafe acts or conditions.

### **Unsafe Acts**

1. Unauthorized use or operation of equipment.
2. Failure to secure or tie down materials to prevent unexpected movement.
3. Working or operating equipment too fast.
4. Failure to issue warnings or signals as required.
5. Using defective tools or equipment.
6. Removing guards.
7. Improperly using tools or equipment.
8. Standing in an unsafe place or assuming an improper posture (as in lifting).
9. Servicing moving equipment.
10. Riding equipment not designed for passengers.
11. Horseplay.
12. Failure to wear the proper personal protective equipment.

### **Unsafe Conditions**

1. Lack of proper guards.
2. Lack of a proper warning system.
3. Fire and explosion hazards.
4. Poor housekeeping.
5. Unexpected movements.
6. Protruding objects such as nails, wire, or other metals.
7. Improper clearance or congestion at aisles or passageways.
8. Poor placement, storage or arrangement of materials.
9. Hazardous tools, equipment or materials.
10. Poor lighting, high noise levels.
11. Hazardous atmospheric conditions.
12. Improper personal attire.



## **ELECTRICAL HAZARDS**

Electrical hazards are doubly hazardous in that there is not only the chance of electrocution but also, there is the probability that any electric shock will cause a loss of consciousness that may well result in a fall of some sort. Today we will discuss methods of receiving an electric shock and ways to avoid electrical hazards.

### **Methods of Receiving an Electric Shock**

- From a defective power tool.
- From defective extension cords.
- From overloading a switch or overriding a bypass.
- By not grounding electrical equipment.
- By coming in close contact with live electric lines.
- By coming too close to high power lines with the power arching over and making contact.

### **Ways to Avoid Electric Hazards**

- Always inspect tools and equipment for frayed cords and defective plugs before using them.
- Never use a power tool that has had the ground plug removed; inspect the plug.
- Never stand in water and operate a power tool without proper (i.e., insulated) footwear.
- Keep extension cords out of water when in use.
- Consider all power lines “live” and avoid contact with them.
- Follow the company assured grounding/electrical protection program.
- Disconnect all electrical tools and cords when not in use.
- Be use all temporary lighting is equipped with bulb covers.
- Make sure all power supplies, circuit boxes and breaker boxes are properly marked to indicate their purpose.
- Use Ground Fault Interrupters (GFI's) on all job sites.

**Remember:** The best way to eliminate the hazard of the “quiet killer” is to act as if each exposure to an electrical hazard may be your last. Never take electricity for granted, “it’s a killer.”



## WHY WORRY ABOUT FALL PREVENTION?

A fall from as little as four feet can kill. While on the job you may need to be greater than four feet above the ground for activities such as high dusting and window cleaning. If you work on a construction site you may be rough cleaning a room that is not yet fully built. It is necessary to always keep in mind that being above ground without proper safety measures isn't just dangerous, it can be deadly.

Fast facts about fall hazards:

In 2014 there were 793 fatal falls, slips and trips. 647 of these were falls to a lower level.

In 2014 there were 875 fatalities on construction sites, the highest total since 2008.

In 2014 the service related industry, which includes the cleaning industry, had 735 fatal injuries.

## SEVEN STEPS OF FALL PREVENTION

- 1) Hazard Analysis. Before a job starts management will conduct a full hazard survey. All other hazards will be reviewed and identified. This includes hazards for same level falls, stairs, and chemical hazards as well as a fall from a height prevention.
- 2) Engineer Out the Hazard Wherever Possible. All places where the job can be re engineered to eliminate above ground work. Any other hazard that can be engineered out will be done so at this time. This includes things like making sure that wet floor work is done while the business is closed and making sure that the chemicals are the least harmful chemicals that will do the job.



- 3) Pre-plan for Success. Wherever a hazard is identified that cannot be engineered out plans must be made to mitigate the danger. This includes Passive and Active Fall systems and perimeter setting. Passive Fall Prevention Systems include anything that the worker doesn't need to personally engage to provide protection. Examples of this are covers over gaps in the flooring, guard rails to keep people from accidentally stepping off an edge, And Fences to keep people out of unsafe areas. Active protection systems are also called personal fall arrest systems that workers can hook into that will catch them if they fall off an edge.
- 4) Assess All Rescue Contingencies. This includes how emergencies are communicated, what the chain of command is, and what self-rescue devices are available. Communication can be via two-way radios or cell phones. The chain of command must be in writing and known by everyone. This includes who should be notified and in what order notification will occur. Self-rescue devices can include scissor lifts, boom lifts, man baskets, or block and tackle rope grab systems.
- 5) Training & Education. Every employee who will be on site must be fully trained for any identified hazards, even if that employee is not assigned to an area containing the hazard. This ensures that if the employee gets reassigned they are fully prepared to deal with any hazard appropriately. This training should include what hazards are there, how to deal with them, how the requirements are being enforced, proper storage of equipment including fall protection equipment, what each employee's role is, and what the chain of command and communication measures are in place. All employees should be retrained either every year or more often if there is a change to procedures or indications that procedures aren't being followed.
- 6) Establish a Plain that Includes Emphasis on Accountability. A fall protection program includes more than just the purchase of equipment. Training is a critical component to implementation, as is a well prepared rescue plan. There are five key stages to establishing a comprehensive fall protection program:
  - a) Accountabilities - Establishment of accountabilities at all levels to ensure fall protection as a condition of employment. That means if employees fail to use fall protection they will be terminated for safety violations.
  - b) Identification - Identification of hazards, job requirements, and barriers to implementation that make affect the workers on-site.
  - c) Design - Proper design of a program that will reduce or eliminate the hazards associated with a task.
  - d) Implementation - Actions taken to put the program design into place.
  - e) Maintenance - Process of ensuring those systems and equipment, hazards, and training continue to meet the needs of the site and the personnel using them.
- 7) Monitor. Inspect and monitor job sites and the program to ensure continuous improvement. Metrics and measures for key facets of the program are ways to continuously monitor whether the desired output is achieved. Several ways to monitor the program include:
  - a) Conduct periodic inspections of the job site to ensure that employees are properly using fall protection.
  - b) Take immediate corrective action, including the use of disciplinary action, including the use of disciplinary action, if appropriate, any time fall protection is not being used properly.

- c) Conduct annual formal audits of the entire fall program.
- d) Conduct periodic inspections of equipment storage areas.
- e) Require employees to notify their supervisor if they experience problems with the use, care, or maintenance of equipment.
- f) Hold managers and supervisors accountable for the proper use and maintenance of fall protection equipment by their employees.

## **LADDER SAFETY**

- All ladder surfaces must be kept free for oil, grease and other slip hazards
- Ladders must not be loaded beyond weight rating or for other purpose for which they were designed
- Non-self-supporting ladders must be used at an angle where the horizontal distance from the top support to the foot of the ladder is approximately  $\frac{1}{4}$  of the working length of the ladder
- Ladders must only be used on stable and level surfaces unless secured
- Ladders must not be moved, shifted or extended while in use.
- Workers must use at least one hand to grasp the ladder when climbing
- Ladders placed in passageways, doorways or driveways or where they can be displaced by workplace activities must be secured or a barricade must be used to keep traffic away from ladder
- The top step of the ladder is not to be used or lower steps if indicated by ladder manufacturer. Do not climb on cross bracings.



## STATISTICS

- Fall fatalities are nearly equally divided between men and women. However, more women will experience a slip-and-fall accident. According to the Bureau of Labor Statistics, falls accounted for 5% of the job-related fatalities for women compared to 11% for men.
- Falls account for over 8 million hospital emergency room visits, representing the leading cause of visits (21.3%). Slips and falls account for over 1 million visits, or 12% of total falls.
- Fractures are the most serious consequences of falls and occur in 5% of all people who fall.
- Slips and falls do not constitute a primary cause of fatal occupational injuries, but represent the primary cause of lost days from work.
- According to the Consumer Product Safety Commission (CPSC), floors and flooring materials contribute directly to more than 2 million fall injuries each year.
- 85% of worker's compensation claims are attributed to employees slipping on slick floors (Industrial Safety & Occupational Health Markets 5th edition)
- Falls occur in virtually all manufacturing and service sectors. Fatal falls however are in construction, mining and certain maintenance activities.

## **DEFINITIONS AND CAUSES OF SLIPS AND FALLS**

- A slip is the loss of balance when there is too little friction between the foot and the floor.
- A trip is a loss of balance when the foot collides with, strikes, or hits an object in its path.
- A fall is a downward motion, typically rapidly and freely, from a higher to a lower level.
- Friction is the resistance that one surface or object encounters when moving over another. This includes the resistance between a shoe and the walking surface.
- Slip Resistance is the relative force that resists the tendency of a shoe or foot to slide along the floor.
- High traction is the amount of walkway slip resistance associated with reducing the danger of a slip, trip, or fall.
- Coefficient of Friction is the amount of force required to either initiate motion between an object and a surface it is resting on or the force required to keep a sliding object in motion once the sliding has begun. The higher the amount of force required the better traction a surface has.
- Causes of Slips, Trips, and Falls upon research are divided into the following categories:
  - Training - 7%
  - Failure to warn - 9%
  - Fraud - 10%
  - Footwear - 24%
  - Flooring - 50%

## **FACTORS OF FLOOR SLIPPERINESS**

As flooring is the most common cause of slips, trips, and falls, special attention should be paid to the flooring surfaces. The most common factors for floor slipperiness are the following:

- Material
- Finish
- Texture & Pattern
- Slope
- Contaminants (oils, liquid spills, and other similar foreign materials)
- Condition
- Environmental conditions (rain, tracked in snow & ice, and similar)
- Footwear
- Footstep

## STEPS TO PREVENT SLIPS TRIPS AND FALLS

- 1) Recognize
  - a) Environmental risks are those risks that are inherent in the work environment itself.
  - b) Equipment risks are those risks that are inherent in the equipment used during the course of the work day.
  - c) Work practices risks are those that are caused by work requirements, processes, or procedures.
  - d) Individual risks are risks unique to the individual including inherent characteristics, habits, and behavior.
- 2) Evaluate
  - a) Ask questions such as: What is part of the work environment that may constitute a hazard? Does the floor have sufficient traction? Is there enough light to see any hazards? What about emergency lighting if the power goes out? Do the ladders used have proper feet to reduce the risk of the ladder slipping?
  - b) Create checklists that cover likely hazards for each job-site. Use these to evaluate all existing job-sites as well as evaluating the potential risks of new jobs.
  - c) Watch how a job is performed to make sure that the procedures and habits utilized do not create new hazards. Add any potential hazards revealed to the checklists so that other similar job-sites can be evaluated accordingly.
  - d) Evaluate how severe the consequence would be if a hazard caused an accident.
  - e) Evaluate how many workers are exposed to the hazard and how often they are exposed.
  - f) Evaluate how likely it is that the hazard will cause an accident.
  - g) Generally slips and trips happen frequently but tend to not be severe. Falls happen much less often but tend to have much more severe consequences.
- 3) Control
  - a) Engineer controls to correct for hazards into a job wherever possible.
  - b) Redesign equipment if possible.
  - c) Substitution of material, equipment, or process to reduce hazard.
  - d) Change the process to minimize slips, trips, and falls.
  - e) Use barriers to isolate the hazard from the person or the person from the hazard.
  - f) Train workers to handle hazards safely.
  - g) Use appropriate signage to warn of hazards.
  - h) Adjust work schedules or rotate assignments to reduce exposures. This includes doing wet floor work when the customer is not present or the area being cleaned is in a low traffic period.
  - i) Use walk off mats and keep floors clean to avoid the risk of contaminants causing an accident.
  - j) Use appropriate protective equipment and shoes with good traction. Replace shoes when the tread becomes worn down and stops providing sufficient traction.
  - k) If possible, use slip resistant flooring that is easy to clean or refinish existing floors with a durable, slip resistant finish.
  - l) Apply floor skid strips to steps and stairs.

- m) Practice ladder safety. Inspect before each use. Only use ladders in good condition that are appropriate for the job. Have someone hold the ladder. Do not use a ladder unless you are trained to use it safely.
- n) Review all accidents to check for fraud.
- o) Repeat all steps for each job and review annually to ensure that no new hazards have been created and that training remains current.



## **FLOOR CARE SAFETY**

Equipment, chemicals, procedures, vehicle and general workplace safety are important parts of any safety program. Here are the items that are often overlooked but easily preventable:

- Improper footwear (general safety)
- Poor safety perimeter (procedural safety)

### **Improper footwear:**

Thousands of cleaners each year are injured due to slip and fall accidents while stripping floors (stripping being defined as removing all existing coats of sealers and/or floor finish).

Once a stripping solution is applied to a floor coated with finish it begins to emulsify the finish. The emulsified finish is very slippery and is the cause of many slip fall accidents. Most of these slip fall accidents could have easily been avoided had the technician been wearing a pair of anti-slip or stripping safety shoes. There are several types to choose from but they all have one thing in common – the bottoms have an abrasive pad (just like a stripping pad) that provides great traction, which helps prevent the technician from slipping and falling.

### **Setting safety perimeters:**

Building occupants, visitors and others may come into the work area and slip and fall on a wet floor. Many of these accidents could have been avoided had the technician set a proper safety perimeter. To set a safety perimeter you need plenty of caution signs, blockades (the taller the better), placards, tape, rope and in some cases a guard.

Use signs and blockades at the beginning and end of each work area, tape off doorways and entries with caution tape to prevent access. It is hard to keep people off and out of the work area and, in some cases, especially heavily occupied areas, having someone there to warn occupants and redirect traffic may be required.

The best time to clean floors when the facility is unoccupied. Unfortunately that is not always possible; that is why a strong safety perimeter is important. Always place perimeter signs while you are working and keep them in place until the job is done and the floor is dry, even if you believe that the site is unoccupied. It is always possible for an owner or employee to come in late to retrieve something while you are working. If you must do wet work in an occupied building and you have safety concerns about completing the work please speak with your supervisor.

**During the job:**

There are many safety considerations to keep in mind while performing the work. Here are just a few overlooked items:

**Solution control:**

Employ good solution control measures to prevent any solution from going into unwanted areas, e.g. under locked doors, onto carpeted areas or into electrical outlets on the floor. This means always using the proper amount of solution for the amount of water and ensuring that all solutions are cleaned up properly. If you do not, the floor will be either become sticky or slippery when it dries, resulting in an unsafe condition.

**Safety Perimeter and Shoes:**

Move your safety perimeter equipment as needed and make sure your safety shoes don't fill up with excessive slurry. Slurry is the combination of the dissolved oily floor finish, soil and other contaminants mixed with the stripping solution. The material attached to the bottom of anti-slip/safety shoes is nothing more than a stripping pad cut to the shape of a shoe. Like stripping pads, these pads can also fill up with slurry and become ineffective. When this happens, rinse the slurry from the shoe or replace it with a new shoe or pad.

**Used razor blades:**

Keeping track of discarded razor blades used to scrape corners and edges. Don't leave them lying on the floor, on a shelf or on any other content item.

**After the job**

After the job make sure to tidy up for safety, put contents back if required and inspect the entire site for potential safety related issues.





## WHY DOES LIFTING SAFETY MATTER?

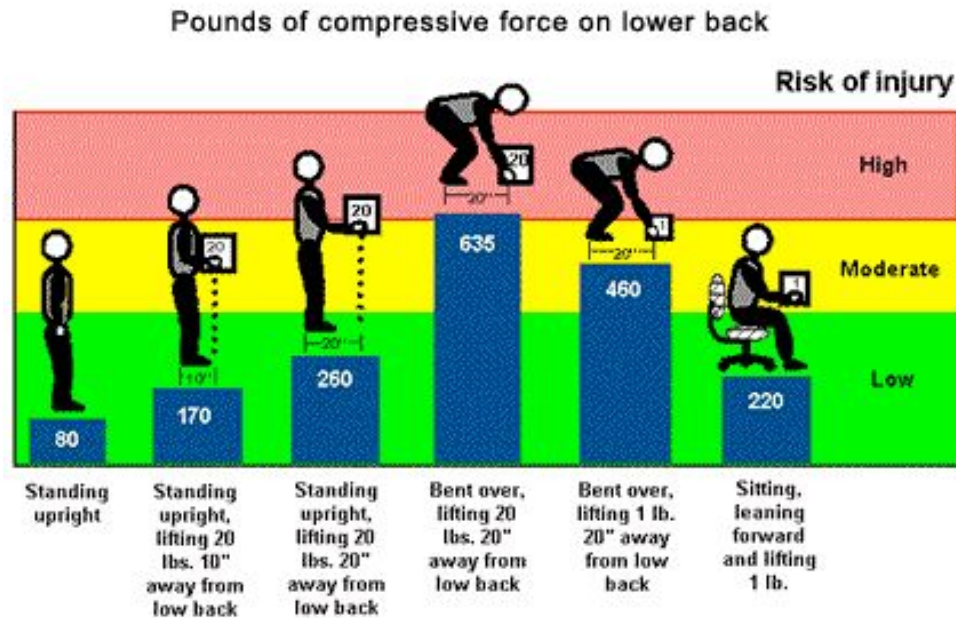
- Back injuries are considered by OSHA to be the Nation's #1 workplace safety problem.
- Back injuries are very painful.
- They can lead to long term or even lifetime disability.
- They are expensive to diagnose and treat.

## GET TO KNOW YOUR BACK

- Your back is composed of vertebrae, discs, nerves, and muscles.
- Your spine provides support, protects the spinal cord, and provides flexibility to allow bending and rotating.
- Your spinal cord is the main information highway for your entire body.
- Because your spine is a delicate structure, you will experience pain whenever you strain, sprain, or in some way injure your back.

## CAUSES OF BACK PAIN

- Poor posture.
- Poor physical condition.
- Tension and stress.
- Aging and Disease.
- Impact trauma.
- Repetitive Trauma.
- Incorrect lifting techniques.



## LIFTING SAFETY

- 1) **Assess the situation** - Before lifting and carrying a heavy object take a few moments to assess the situation.
  - a) How far will you have to carry the load?
  - b) Is the way clear of clutter, cords, slippery areas, overhangs, stairs, curbs, or uneven surfaces?
  - c) Will there be doors that are closed? Can someone hold them for you?
  - d) Once you pick up the load, will you be able to see over it or will it block your view?
  - e) Can the load be disassembled, carried in pieces, then reassembled?
- 2) **Size up the load.** Test it by lifting a corner of the object. If the load is too heavy, you cannot see over it, or it is oddly shaped **STOP!**
  - a) Ask for help.
  - b) Use a mechanical lift device.
  - c) Use gloves to improve your grip and protect your hands.
  - d) **NEVER** lift anything unless you are sure you can do so safely.
- 3) **Lifting the load.** The key to lifting a load safely is keeping your back straight. **NEVER USE YOUR BACK TO LIFT!**
  - a) Start the lift by putting your feet close to the object. Get a firm footing.
  - b) Center your body over your feet.
  - c) Squat down, bending your knees. Keep your back straight. You want your legs to do the lifting, not your back. If you are lifting a trash bag out of a trash can, tilt the trash can towards you so that you can pull it out without bending your back.
  - d) Grasp the load securely with your hands, then pull the load close to you.
  - e) Smoothly lift straight up. **NEVER TWIST YOUR BODY WHILE LIFTING!** Keep your head up as if looking straight ahead, not down.

- 4) **Carrying the load.** As you carry the load:
  - a) Keep your back straight.
  - b) Walk slowly and surely.
  - c) Use your feet to change directions. **NEVER TWIST YOUR BACK!**
  - d) Avoid leaning over.
  - e) Avoid lifting over your head.
  - f) If you become tired, set the load down and rest for a few moments.
- 5) **Setting the load down.** Reverse the process from lifting the load.
  - a) Position yourself where you want to set the load.
  - b) Squat down. Let your legs do the work, not your back.
  - c) **REMEMBER NOT TO TWIST YOUR BODY WHILE SETTING DOWN A LOAD AND KEEP YOUR HEAD UP!**
  - d) Once the load is where you want it, release your grip. Never release your grip on a load until it is secure. You do not want to drop a load on your foot. Or, if someone is helping you, dropping a load unexpectedly can injure the other person.

## **ALTERNATIVES TO LIFTING**

- 1) Handtrucks and Pushcarts
  - a) It is easier and puts less strain on your body to push than to pull.
  - b) Stay close to the load, try not to lean over, and keep your back straight.
  - c) Use both hands to control the hand truck or pushcart.
  - d) Use tie-down straps if needed to secure the load. This is very important if the load is top heavy or oddly shaped.
  - e) Avoid stairs and inclines. If you must take a load to another floor use a freight elevator.
  - f) Do not play around with hand trucks or push carts. These are tools and become dangerous when used as toys.
- 2) Forktrucks
  - a) If an object is too heavy to lift or carry with a hand truck and cannot be loaded on a pushcart, use a forklift.
  - b) **DO NOT USE A FORKLIFT IF YOU ARE NOT TRAINED AND AUTHORIZED TO DO SO!**



## **DRIVING VEHICLES SAFELY AT WORK**

- 1) Know the State, local and customer's traffic rules and regulations. Comply fully. Violation of any of these is a cause for immediate termination.
- 2) Become familiar with the vehicle assigned to you. If you do not understand the function or operation ask a supervisor. Know what the vehicle can and cannot do.
- 3) Keep the vehicle mechanically sound. Defective horns, lights, tail lights, turn signals, brakes and other mechanical defects must be reported at once to your supervisor.
- 4) Do not abuse vehicle. Anticipate braking, accelerate gradually, and do not take turns at high speed. Do not idle vehicle for long periods.
- 5) Be considerate and use common sense with respect to the protection and rights of other drivers. Yield to pedestrians at crosswalks.
- 6) In congested areas, horn signals will be used when moving equipment- 2 blasts for forward, 3 blasts for reverse. Look behind before backing, and back slowly. Never rely on what you can see through the rear view mirrors. When a truck spotter is being used, WAIT for his signal before backing.
- 7) Never pass another vehicle near a crest of a hill, on a curve, at an intersection, on the right, or close to oncoming traffic.
- 8) Avoid parking on hills unless absolutely necessary. When you do, put the vehicle in PARK (automatic transmission) or 1<sup>st</sup> gear (manual transmission), apply the emergency brake, and turn your front wheel into the curb, turned out if headed up hill.
- 9) Adapt vehicle speed to weather and road conditions. NEVER exceed posted limits.
- 10) Keep at least one vehicle length of space for each 10 miles of speed between you and the vehicle in front of you.
- 11) Give correct signals far enough in advance to be seen.
- 12) Avoid U-turns if possible.
- 13) Refrain from cutting in and out of traffic. Signal horn when in doubt of the intentions of another driver or pedestrians. Do not signal horn to express frustration or annoyance, only to address a safety concern.
- 14) Offensive or reckless driving will be grounds for immediate termination.
- 15) Playing of radio at excessive volume during work is prohibited.
- 16) Never drive if you are unduly tired, lack alertness for any reason or on medication.
- 17) Keep mirrors adjusted and windshields clean at all times.
- 18) If cleaning chemicals are stored or transported regularly then the MSDS of those chemicals should be kept in vehicle.
- 19) Remove all trash from vehicle. Debris can be a hazard in accident



## **FIRE EVACUATION PROCEDURES**

### **If you discover a fire:**

- Activate nearest fire alarm system.
- If there is no fire alarm system, dial 911 from a safe location.
- If fire is small enough, use a nearby fire extinguisher. DO NOT endanger yourself.
- If the first attempt to put out fire do not succeed, evacuate the building immediately.
- Use stairs.
- Do not use elevators.

### **If you hear a fire alarm:**

- Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
- Follow fire evacuation route as established for building.
- DO NOT re-enter the building for any reason until permission is given by Fire Department.

### **If you cannot evacuate:**

- Close the doors between you and the fire
- If possible, call 911 and advise Fire department of your location and situation.
- Hang clothing or sheet from window to alert emergency response personnel.
- You should become familiar with the posted fire evacuation route for each building, which you clean in advance.

## **Fire Extinguishers**

One of the quickest ways to lose a job is allow a fire to start. Sometimes fires do start and it then becomes a matter of putting the fire out as soon as possible. The best way is to use a fire extinguisher.

### **Care and Use**

- Be sure the fire extinguishers are charged, strategically located and ready for use.
- Everyone has a responsibility to check to see that fire extinguishers and fire hoses (as well as other dispensing components) are not blocked.

### **Common Types of Extinguishers**

- Class A Fires: Rubbish, paper, scrap, scrap lumber. Use soda acid and pressurized extinguishers or water through the use of a hose or pump type water can.
- Class B Fires: Flammable liquids, oil, grease. Use carbon dioxide, dry chemical or foam extinguishers. Do not use water on these types of fires.
- Class C Fires: Electrical in nature. Use carbon dioxide or dry chemical extinguisher. Do not use foam or water composition extinguishers.



## Hearing Conservation Plan

It is the policy of Horizon Services Corporation to provide employees with a safe and healthful working environment. This is accomplished by utilizing facilities and equipment that have all feasible safeguards incorporated into their design. When effective engineering controls are not feasible, or when they are being initiated, administrative controls will be used when and where possible followed by the use of personal protective equipment.

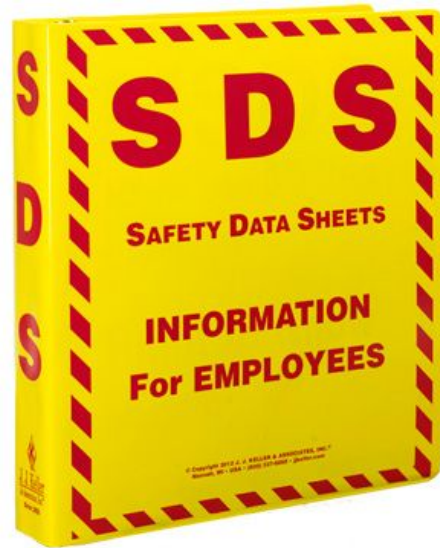
The primary goal of Horizon Services Corporation Hearing Conservation Program is to reduce, and eventually eliminate hearing loss due to workplace noise exposures. The program includes the following elements:

- Work environments will be surveyed to identify potentially hazardous noise levels and personnel at risk.
- Environments that contain or equipment that produces potentially hazardous noise should, wherever it is technologically and economically feasible, be modified to reduce noise level to acceptable levels.

Where engineering controls are not feasible, administrative controls and/or the use of hearing protective devices will be employed.

- Annual hearing testing will be conducted to monitor the effectiveness of the hearing conservation program. Early detection of temporary threshold shifts will allow further protective action to be taken before permanent hearing loss occurs.
- Education is vital to the overall success of hearing conservation program. Annual training is required for the employees and is the supervisor's responsibility under the program.

When the sound levels listed below are exceeded, reasonable administrative or engineering control will be instituted. If the controls fail to reduce the noise exposure to within those listed below, hearing protection will be provided and used to reduce the sound levels to an acceptable level. In addition, OSHA requirements dictate that whenever employee noise exposures equal or exceed an 8 hour time-weighted average (TWA) of 85 dBA, slow response, a continuing effective hearing conservation program shall be instituted.












## **HAZARD COMMUNICATION STANDARD / SAFETY DATA SHEETS (SDS)**

All cleaning chemicals used on the job have a Safety Data Sheet (SDS). This is a new standard that replaces the old MSDS sheets. There are 16 sections to each sheet and each section communicates the following information:



- 1) Section 1 - Identification
  - a) Identifies the chemical including all common names & synonyms
  - b) Explains its recommended uses, including a description of what it does, and any restrictions on its use.
  - c) Provides contact information for the supplier, name, address, phone number, and any other relevant contact information.



GHS01 Explosive 	GHS02 Flammable 	GHS03 Oxidising 
GHS04 Gas Under Pressure 	GHS05 Corrosive 	GHS06 Acute Toxic 
GHS07 Harmful / Irritant / Skin sensitiser 	GHS08 Carcinogen / Germ cell mutagen / Reproductive toxin 	GHS09 Hazardous to the aquatic environment 

## 2) Section 2 - Hazard Identification

- What types of hazards can this chemical cause.
- Gives what signal words apply to the chemical.
- Gives picture identification of the hazards (e.g., skull & crossbones, flames)
- For a mixture that contains an ingredient with unknown toxicity, a statement of how much of the mixture contains ingredients with unknown acute toxicity.



## 3) Section 3 - Composition/Information on Ingredients

- Identifies all ingredients contained in the product, including impurities and stabilizing additives.
- Gives chemical name, common name & synonyms, Chemical Abstracts Service (CAS) number and other unique identifiers, impurities and stabilizing additives.
- For mixtures, the same information as for substances, chemical name & concentrations of all ingredients which are classified as health hazards that are above their concentration limits or present a health risk below the concentration limits.
- Concentration of each ingredient must be specified except concentration ranges that may be used where a trade secret claim is made, there is batch-to-batch variation, or the SDS is used for a group of substantially similar mixtures.



4) Section 4 - First-Aid Measures

- a) Gives necessary first-aid Instructions by relevant routes of exposure (inhalation, skin & eye contact, or ingestion).
- b) Description of the most important symptoms or effects, and any symptoms that are acute or delayed.
- c) Recommendation for immediate medical care and special treatment needed when necessary.



5) Section 5 - Fire-fighting Measures

- a) Recommendations of suitable extinguishing equipment and information about extinguishing equipment that is not appropriate for the particular situation.
- b) Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- c) Recommendations on special protective equipment or precautions for firefighters.



6) Section 6 - Accidental Release Measures

- a) Provides recommendations on how to respond to spills, leaks, or releases, including containment and cleanup practices to prevent or minimize exposure to people, property, or the environment.
- b) Gives what personal precautions should be used, including what protective equipment to prevent the contamination of skin, eyes, and clothing.
- c) Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.
- d) Methods and materials used for containment (e.g., covering the drains and capping procedures).
- e) Cleanup procedures such as appropriate techniques for neutralization, decontamination, cleaning, safe absorbent materials, and/or equipment required to contain or clean up a release.



7) Section 7 - Handling & Storage

- a) Tells how to safely handle and store the chemical.
- b) Includes recommendations for handling chemicals that should not be mixed.
- c) Tells how to avoid letting the chemical get spilled or released into the environment..
- d) Lets you know what is safe to do around the chemical, such as if it is safe to eat, drink, or smoke around the chemical.
- e) Recommendations on safe storage conditions including what cannot be stored near it and what type of ventilation is needed.



- 8) Section 8 - Exposure Controls & Personal Protection
- a) Describes exposure limits and personal protective measures that can be used to minimize exposure to the chemical.



- 9) Section 9 - Physical & Chemical Properties
- a) Appearance
  - b) Odor
  - c) Odor threshold, how much has to be there before you smell it.
  - d) pH
  - e) Melting Point
  - f) Freezing Point
  - g) Initial boiling point and boiling range
  - h) Flash Point
  - i) Evaporation Rate
  - j) Flammability in each basic state (solid, liquid, gas)
  - k) Upper/lower flammability or at what temperature the chemical can explode
  - l) Vapor Pressure
  - m) Vapor Density
  - n) Relative Density
  - o) Solubility
  - p) Partition Coefficient
  - q) The temperature at which the chemical will catch on fire without a flame present.
  - r) Decomposition Temperature
  - s) Viscosity, thickness of the fluid.



- 10) Section 10 - Stability & Reactivity
- a) Reactivity - How this chemical can change when exposed to the environment or other chemicals.

- b) Chemical Stability - Is the chemical stable or unstable under normal temperature, what stabilizers may be needed, and any safety issues that may arise if the product changes in physical appearance.
- c) Other - What other possible hazardous reactions can occur, and what situations should be avoided. Also includes any known hazardous decomposition products.



#### 11) Section 11 - Toxicological Information

- a) Information on likely routes of exposure (air, ingestion, skin contact, etc.)
- b) Description of delayed, immediate, or chronic effects from short and long term exposure.
- c) Numerical measure of toxicity, the estimated amount of a substance expected to kill 50% of test animals in a single dose.
- d) Description of symptoms.



#### 12) Section 12 - Ecological Information

- a) Non-Mandatory section, it may be left empty.
- b) Toxicity tests on plants and animals living in the water or on land.
- c) If there is a potential for the chemical persist and damage in the environment.
- d) Potential to impact drinking water.
- e) Other potential adverse effects on the environment.



13) Section 13 - Disposal Consideration

- a) Non-Mandatory section, it may be left empty
- b) What type of container can you throw the chemical away in.
- c) How can you safely throw the chemical away.
- d) If there is anything about the chemical that makes it unsafe to throw away.
- e) Telling you not to dump the chemical down the drain.
- f) Any precautions for landfills or incineration



14) Section 14 - Transport Information

- a) Non-mandatory section
- b) Gives shipping safety information

15) Section 15 - Regulatory Information

- a) Non-mandatory section
- b) Any national or regional regulatory information.

16) Section 16 - Other information

- a) Revision date.
- b) Changes since previous version
- c) Other information that the manufacturer feels is useful

All chemical containers (pails, gallons, bottles) must be labeled with the product identity and a hazard warning.

There is a list of all hazardous substances used at your work site located in the office in a binder labeled SDS available for inspection at any time. Horizon's Hazard Communication Program is also located within the SDS binder located in office.

Our current cleaning chemical manufacturer is SC Johnson. Additional SDSs are packaged within every group container.



## **NOTE ON BLOODBORNE PATHOGENS**

If during the course of your employment you are asked to handle and red bag waste, containers labeled "Biohazard", trash containing blood or used needles, or items marked for sterilization; and you have not received training (Universal precautions training) then you are not to touch these items. These items are treated special due to concern for diseases (AIDS, Hepatitis), which are transmitted through blood and blood products. Contact the office for further assistance and to let us know that you were asked to handle these items.





## RECOGNIZING HEAT DISORDERS

**Heat cramps**, spasms of the muscles are caused when large quantities of water are consumed but body's salt loss is not replenished. Muscles used to performing work are usually most susceptible to cramps. Cramps may occur during or after working hours and may be relieved by drinking fluids and electrolyte solutions (Gatorade, etc).

**Heat exhaustion** results from loss of fluid through sweating when a worker has failed to drink enough fluids or take in enough salt or both. The worker with heat exhaustion still sweats but experiences extreme weakness or fatigue. The skin is clammy and moist, the complexion is pale or flushed, and the body temperature normal or slightly higher. The treatment is simple; the person should rest in a cool place and drink an electrolyte solution.

**Heat Stroke** is caused by the failure of the body's ability to regulate its core temperature. Sweating stops and the body can no longer rid itself of excess heat.

Signs include:

- (1) Mental confusion, delirium, and loss of consciousness, convulsions
- (2) Body temperature of 106 degrees F or higher
- (3) Hot, dry skin which may be red, mottled, or bluish

**Victims of heat stroke will die unless treated immediately! Call 911!** While awaiting medical help, the victims must be moved to a cool area and his or her clothing soaked in cool water. He or she should be fanned in increase cooling. Prompt first aid can prevent permanent injury to the brain and other vital organs



## HOW HORIZON SELECTS PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment (PPE) for the eyes and face is designed to prevent or lessen the severity of injuries to workers. Horizon assesses each site and determine if hazards that necessitate the use of eye and face protection are present or are likely to be present before assigning PPE to workers.

Hazard Assessment		
Hazard type	Examples of Hazard	Common Related Tasks
<b>Impact</b>	Flying objects such as large chips, fragments, particles, sand, and dirt.	Chipping, grinding, machining, masonry work, wood working, sawing, drilling, chiseling, powered fastening, riveting, and sanding.
<b>Heat</b>	Anything emitting extreme heat.	Furnace operations, pouring, casting, hot dipping, and welding.
<b>Chemicals</b>	Splash, fumes, vapors, and irritating mists.	Acid and chemical handling, degreasing, plating, and working with blood.
<b>Dust</b>	Harmful Dust.	Woodworking, buffing, and general dusty conditions.

### Impact Hazards:

The majority of impact injuries result from flying or falling objects, or sparks striking the eye. Most of these objects are smaller than a pinhead and can cause serious injuries such as punctures, abrasions, and contusions.

While working in a hazardous area where the worker is exposed to flying objects, fragments, and particles, primary protective devices such as safety spectacles with side shields or goggles must be worn. Secondary protective devices such as face shields are required in conjunction with primary protective devices during severe exposure to impact hazards.

### PPE Devices for Impact Hazards

<b>Spectacles</b>	Primary protectors intended to shield the eyes from a variety of impact hazards.
<b>Goggles</b>	Primary protectors intended to shield the eyes against flying fragments, objects, large chips, and particles.
<b>Face Shields</b>	Secondary protectors intended to protect the entire face against exposure to impact hazards.

### **PPE Selection: Chemicals**

A large percentage of eye injuries are caused by direct contact with chemicals. These injuries often result from an inappropriate choice of PPE, which allows a chemical substance to enter from around or under protective eye equipment. Serious and irreversible damage can occur when chemical substances contact the eyes in the form of splash, mists, vapors, or fumes. When working with or around chemicals, it is important to know the location of emergency eyewash stations and how to access them with restricted vision. When fitted and worn correctly, goggles protect your eyes from hazardous substances. A face shield may be required in areas where workers are exposed to severe chemical hazards.

### **PPE Selection: Dust**

Either eyecup or cover-type safety goggles should be worn when dust is present. Safety goggles are the only effective type of eye protection from nuisance dust because they create a protective seal around the eyes.



## EYE PROTECTION

The protection of your sight requires three extremes: extremely easy, extremely important, and too often, extremely forgotten. Once you have lost an eye or your ability to see, it's too late. Protecting your eyes is the easiest thing to do, if you care about your eyes.

### Types of Eye Injuries

- Small flying objects such as dust or other microscopic objects.
- Particles resulting from chipping, grinding, sawing, brushing, hammering or using power tools (including nail guns). (These items move with the speed of a bullet and can permanently damage your eyes.)
- Liquids such as chemicals, tar, asphalt solvents, paints or masonry cleaning solutions.
- Invisible light rays such as those generated by welding operations or by a laser beam.

### Methods of Protection

- Safety glasses
- Safety goggles
- Face shields

**Remember:** There are all kinds of safety glasses or goggles available on the market; some are really cool. Eye injuries occur in a split second. Don't blind yourself to the necessity of protecting your eyes



## CARE FOR THE INJURED

The following points should be covered on how to care for the injured after a careful review of your Emergency Response Plan.

### Determine the seriousness of the injury:

#### If Serious:

- Call 911 and stay on the phone with them until help arrives.
- Do not move the injured person.
- Get First Aid trained personnel assistance; ask them to help.
- Keep the injured person from standing.
- In case of bleeding—apply pressure to the wound. Do not use a tourniquet except in cases of excessive bleeding.
- If the injured person has stopped breathing, get someone who has been trained in CPR to help restore the breathing.
- Try to keep the injured person warm.

#### If Non-Serious:

- Contact the supervisor immediately.
- Do not try to get the injured person to move if a fall is involved.
- Get any First Aid treatment that may be needed. Be sure you know the location(s) of the nearest First Aid kit on the job.

#### Other Items to be Aware of:

- Report all injuries—even minor ones may become major ones.
- Seek first aid for even minor injuries.
- Be sure the emergency telephone numbers and the location of the nearest cross street are posted in a conspicuous place on the job. Know them.

**Job Safety Sheet**

Name of Location: \_\_\_\_\_

	Name & Brand	Dilution:	Order Level
Approved Restroom Cleaner:	_____	_____	_____
Approved Floor Detergent:	_____	_____	_____
Approved Glass cleaner:	_____	_____	_____
Approved Finish & Stripper:	_____	_____	_____

Type of paper products:

Type of plastic liners:

Emergency number: \_\_\_\_\_ for medical emergency

Customer number: \_\_\_\_\_ for issues of non-cleaning building issues

Equipment Assigned

Type:	Make & Model:	Location to be used:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Areas for Special Care:

Has the employee been shown where the SDS sheets are located? \_\_\_\_\_

Has the employee been instructed on what to do in an emergency at location? \_\_\_\_\_

Has the employee be instructed on how to change/empty bags & filters? \_\_\_\_\_

(This form cannot be signed off without YES in the above questions.)

I understand that I am responsible for using the chemical in proper manner (type and dilution)

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Employee Accident Report

EMPLOYEE INFORMATION		ACCIDENT INFORMATION	
NAME		DATE	
AGE		TIME	
SS #		LOCATION	
POSITION		WITNESS	
DESCRIBE WHAT HAPPENED IN DETAIL INCLUDING TIMES AND LOCATIONS			
DESCRIBE ALL INJURIES IN DETAIL INCLUDING ANY PART OF THE BODY AFFECTED			
NAME AND ADDRESS OF PHYSICIAN		If APPLICABLE, NAME & ADDRESS OF HOSPITAL	
COMMENTS FROM WITNESSES		OTHER COMMENTS	
WORK STATUS			
Did the employee return to work			YES
			NO
If no, when was the day and time at work			
EMPLOYEE			
SIGNATURE		DATE	
SUPERVISOR			
SIGNATURE		DATE	

### Employee Receipt of Safety Manual

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

I have received this manual which I have reviewed and understand.

I agree to abide by the work safety procedures outlined in this manual.

I understand that due to the serious nature of the matter, if I behave in a manner which is deemed unsafe and contrary to the procedures described in this manual, I will be subject to disciplinary action, up to and including termination.

I agree to ask for assistance if I do not understand any parts of this safety manual.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date





services corporation / facility maintenance and supply

## **Safety Committee**

### **Horizon Services Corporation**

*Created By: Robert Schultz*

**Mission Statement:** To encourage and maintain a safe work environment.

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#### **Committee Leadership**

***Chairman Richard Konopka***

V.P. of Operations

***Vice Chairman Robert Schultz***

Efficiency Manager of Operations

***Secretary Daniela Pacheco***

Operations Administrative Assistant

***Planning & Event Coordinator***

Human Resources

#### **Committee Representatives**

***Guillermo Belgrave***

Operations Manager

***Medical/Healthcare Representative***

***Supervisor Nidia Botero***

Lee Company