



Building Services, Inc.

BASIC SAFETY RULES FOR JANITORIAL SERVICES

GENERAL SAFETY:

Tedesco Building Services, Inc. has safety rules to keep you from getting hurt on the job. It is your responsibility to learn these rules and follow them.

- Not following these rules may result in disciplinary action up to and including dismissal.
- If you do not understand or know a safety rule, stop and ask your supervisor.
- The use, possession or being under the influence of illegal drugs or alcohol is not allowed on the job.
- Please report anything you think is unsafe, damaged or defective to your supervisor.
- Violent and/or abusive behavior, horseplay or “fooling around” is not permitted on the job.
- If there is anyone in the building when you leave, make sure you notify your supervisor and/or the office, if it is after hours at the office, please leave a message.
- Never bring non-employees, like friends or relatives to the worksite.
- Guns, knives or any other type of weapons or explosives are not allowed on the job at anytime.
- All warning signs, safety and security rules must be followed at all times.
- When working alone in an unoccupied building, keep yourself locked in. Never let anyone in the building. If you are unsure about keeping someone locked out, contact your supervisor.

BLOODBORNE PATHOGENS (BBP)

- BBPs like “HIV” which cause AIDS and “Hepatitis B” can be present in:
 - a. Saliva, vaginal secretion and other body fluids like vomit.
 - b. ThinGs that contain body fluids are contaminated bandages or feminine products.
- BBPs can enter the body through open cuts, nicks, skin abrasions and the mucous membranes of your mouth, nose or eyes or an accidental injury with contaminated sharp objects. If you are exposed to BBPs at work, you can contact your supervisor immediately. You are most likely to be exposed to BBPs in hospitals, clinics, doctors and dentist’s offices, nursing homes, drug rehab centers and medical labs. You may also be exposed if you clean and remove trash from restrooms or offices.
- Because you do not know what has BBPs in it, you must assume all blood or body fluids contain BBPs. Wear protective gloves and cover all open cuts, scrapes and open sores. Only use disposable gloves once. When removing them, turn them inside out before discarding.
- Wash hands thoroughly with soap and water immediately after removing gloves. Do not eat, drink, smoke, put on cosmetics, lipstick or lip balm until hands are washed.
- Never try to pick up sharp objects (broken glass, needles, etc.) with your hands. Use a brush and dustpan, tongs or some other tools.
- If you think you have come in contact with BBPs, immediately wash the area with soap and water and notify your supervisor right away.

CORD SAFETY

- Be sure to check cords for damage before each use.
- Water conducts electricity. Avoid running cords through standing water.

- If a cord is damaged, has damage to the protective coating, is giving off smoke or is too hot to the touch, remove it from service and clearly label it. Notify your supervisor immediately.
- If someone is being shocked, do not touch them. Turn the power off or unplug the cord. If you can't do this without getting shocked, use a dry piece of rope or a wood handle to pry the cord away from the victim.
- To keep cords safe and free from damage, pull the plug not the cord. Never alter or remove the grounding pin. Do not yank cords around sharp corners and do not leave cords where they can be run over.

TRASH

- Put full trash bags on empty ones in case they have liquid in them. This prevents carpet stains and slip hazards.
- Make sure all ashtrays do not have any burning embers in them before dumping into the trash.
- Never use your hands or feet to compact trash.
- Never hug a full bag or sling it over your shoulder. Handle it from the top. When removing trash out of the cans, remember the three T's: Tie the bag top, Tip the can and Tug the bag out carefully.
- A trashcan may contain sharp objects like hypodermic needles, razor blades and broken glass. Never put your hands in a wastebasket or trash can, even if you are wearing gloves.
- To throw full bags into a dumpster, place one gloved hand under the bag and one hand on the top and place into the dumpster.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Gloves must be worn when you are exposed to chemicals.
- Safety glasses should be worn when you are exposed to high dusting, pouring chemicals, and when cleaning restrooms or areas where BBP's may be present.

VEHICLE SAFETY

- If you are driving a company vehicle or any vehicle on company business, you must:
 - a. Have a current, valid state driver's license. If you lose your license or it expires, you must report it right away.
 - b. You must never take your hands off the wheel or eyes off the road to use a cell phone, radio, eat/drink, or to look at maps or papers.
 - c. Never operate a vehicle under the influence of legal or illegal substances. Tell your supervisor about any prescription medications you are taking.
 - d. Obey all traffic laws at all times.
 - e. Never drive any faster than 10mph in a parking lot.
 - f. Keep vehicles free of trash and other loose items as they can become dangerous.
- Report all accidents, tickets, warnings and other driving incidents right away to your supervisor.
- Do not follow too closely. You should be at least two car lengths behind the car in front of you.
- Seatbelts increase your chances of surviving a collision. Everyone in a company vehicle or on company business must wear a seatbelt.
- Never jump from the bed of a pick-up truck or the cab of a van.

PREVENTING SPLIPS, TRIPS AND FALLS

- Make sure floor mats are laying smooth and flat.
- In high traffic areas you will need to place a "Caution: wet floor" sign at all entry points before starting any job that may be a slip or trip hazard like; mopping, stripping or buffing floors, cleaning up spills or vacuuming.
- Whenever possible, clean floors when traffic is the lightest and wet on only a small area at a time.
- Wear shoes with good traction. Make sure they are laced and tied at all times.

- Inspect your area before starting work. Look for and note slip or trip hazards like:
 - a. Floor electrical outlets.
 - b. Leaks or wet slippery areas.
 - c. Surface and or elevation change.
 - d. Loose tile or carpet wrinkles.
 - e. Holes and or cracks.
 - f. Wires or cords.
 - g. Make sure to report these hazards to your supervisor / co-workers.
- Do not leave a spill or slick spot for someone to slip on. Call for help and wait until help arrives.
- If you must leave a spill or slippery area, flag or make the area to draw attention to it. This can be done with signs, chairs, carts, buckets etc.
- Make sure to report or replace burned out light bulbs right away.
- Do not leave anything on stairs. If you find something on the stairs, pick it up right away.
- Keep one hand on the handrail and never run when using the stairs.
- When using products like furniture polish or stainless steel cleaner, these make floors slick and dangerous. Spray these types of products directly on cloths over waste baskets.
- Do not climb on sinks or cleaning carts to do high dusting or fill paper towels.
- Make sure to lock the brace of a step ladder before using.
- Do not work sideways from a step ladder. It should be facing what you need to reach.
- When you need a ladder use one. Do not use boxes or chairs.
- Set ladders on stable ground and not in front of doors.
- Never use the top two rungs of a step ladder.
- Do not reach over an arms length beyond the side rails of a ladder.
- Never jump from a ladder.

MATERIAL HANDLING

- When lifting objects, squat down to the load, bend your knees while keeping your back straight, get a good grip and lift. Lift with your legs while keeping your back vertical and your elbows and hands close to your body as possible.
- Never fill mop buckets more than $\frac{3}{4}$ full. They will be lighter and less likely to spill.
- Never reach over something to lift something else.
- Do not twist your body while handling a load. Move your feet instead.
- Never carry loads that block your vision.
- Use hand trucks or roll heavy equipment.
- Arrange storage areas so that frequently used items are stored between waist and chest high.

HAZARDOUS COMMUNICATIONS

- Cleaning products and chemicals that we use everyday or may come in contact with have Material Safety Data Sheets (MSDS) and that detailed information about the materials we handle. The MSDS for each chemical may be reviewed during business hours at the main office and must remain in the main office. You should review the MSDS before using a product for the first time.
- Do not store chemicals near heat, electrical equipment or in direct sunlight. Chemicals that should not be mixed such as ammonia and bleach should not be stored together.
- Dispose of all chemicals that way you are instructed to on the label or as the MSDS states. Do not just pour them down the drain or flush them in the toilet.
- Never mix chemicals without carefully reading instructions. **NEVER MIX AMMONIA AND BLEACH. THE FUMES FROM THIS COMBINATION ARE DEADLY.**

- If something is poured into another container such as a spray bottle or bucket, the container must be labeled. If you can't read it or there is no label do not use it.
- Never mix chemicals over areas that are easily stained. If you spill while mixing, clean up right away.
- Do not try to guess what is in unlabeled containers by sniffing them. A small sniff of the wrong chemical can be deadly!
- Never mix or handle chemicals without wearing the necessary Personal Protective Equipment, PPEs.
- Never smoke while mixing, spraying or pouring chemicals.

ACCIDENTS & EMERGENCIES

- Accidents and emergencies happen. Being prepared can make the difference between life and death. You must know:
 - a. Where first aid kits are kept.
 - b. Where emergency phone numbers are posted.
 - c. Where MSDS are in case of a chemical emergency.
 - d. Where circuit breakers are in case you need to turn off the power.
 - e. Where fire alarms and extinguishers are located.
 - f. Emergency evacuation routes to get out of the building quickly
- When operating a fire extinguisher, remember P.A.S.S.: Pull the pin; Aim the base; Squeeze the trigger; Sweep from side to side.
- A Weather Watch means conditions are right and that type of weather might happen. A weather warning means that type of weather is happening in your area.
- If severe weather conditions exist:
 - a. Get or stay inside away from windows, skylights and outside walls.
 - b. Stay away from metal objects like light poles, fences or machinery.
 - c. Stay off the phone and do not use electrically powered equipment.
 - d. If spreading fire could block your exit, or you don't have a fire extinguisher, pull the fire alarm and exit the building right away. Make sure to follow evacuation routes and procedures. If you have a fire extinguisher, carry it with you to the exit.
- If you are the first one on an accident scene, survey the scene. Do not enter if you cannot do it safely. Check for falling objects, spreading fire or live electrical wires, etc. Stay calm. If you stay calm, any victim will too.

WORKPLACE VIOLENCE

- Conditions that may cause violence in the workplace include:
 - ✓ Economic hard times; downsizing and job layoffs; a manager perceived as too strict; increased workloads; problems at home and obsessive love affairs or attractions.
- In order to prevent violence you must be able to recognize the warning signs. The clearest sign is a threat. There are three kinds of threats: Direct threats, conditional threats and veiled threats.
- If you are confronted by a violent person, do not argue with them. Try to calm them by being calm and helpful. Get help when you get a chance.

ACKNOWLEDGEMENT OF BASIC SAFETY RULES FOR EMPLOYEES OF PEOPLE WHO CLEAN:

I, the undersigned, have read or have had read to me, the rules listed in the BASIC SAFETY RULES FOR JANITORIAL SERVICES handbook. I understand it is my responsibility to follow these rules at all times. I understand that if I do not know or understand a safety rule, I am supposed to ask my supervisor.

Name:

Signature

Date

ACKNOWLEDGEMENT OF HAZARD COMMUNICATION

I, the undersigned, have been made aware of this company's Hazard Communication Program. I understand I have the right to review any Hazard Communication Information including Material Safety Data Sheets (MSDS) at any time.

Name:

Signature

Date