

Clean Talk

OFFICIAL PUBLICATION OF RED RIVER SANITORS, INC.

Think Safety and Act Safely

Be Careful — Be Safe!

Have you ever been working at home, trying to do something quickly, got in a hurry, and ended up injuring yourself in some way? Sure, it happens to all of us. It may be burning your finger or hand because you didn't grab a pot holder or it may be scraping or cutting yourself because you weren't using gloves or proper protection.

It is very important that we work safely and do our jobs carefully to prevent accidents and injuries to ourselves, co-workers, and customers. We must use caution around wet floors, putting out wet floor signs and cleaning up any spills as soon as possible.

Any job requiring lifting requires careful thought to eliminate possible strain injuries. Do not overload trash containers that you must lift. Change them when they become mostly full. This is even more important if customers are throwing out books and magazines. They can be very heavy and even cause bags to burst when you lift them out of the trash barrel. When lifting equipment or heavy loads, use your legs to lift and keep your back as straight as possible.

Never reach into the trash can. Dump the trash can into your brute barrel without reaching inside. If you need to push the trash down,

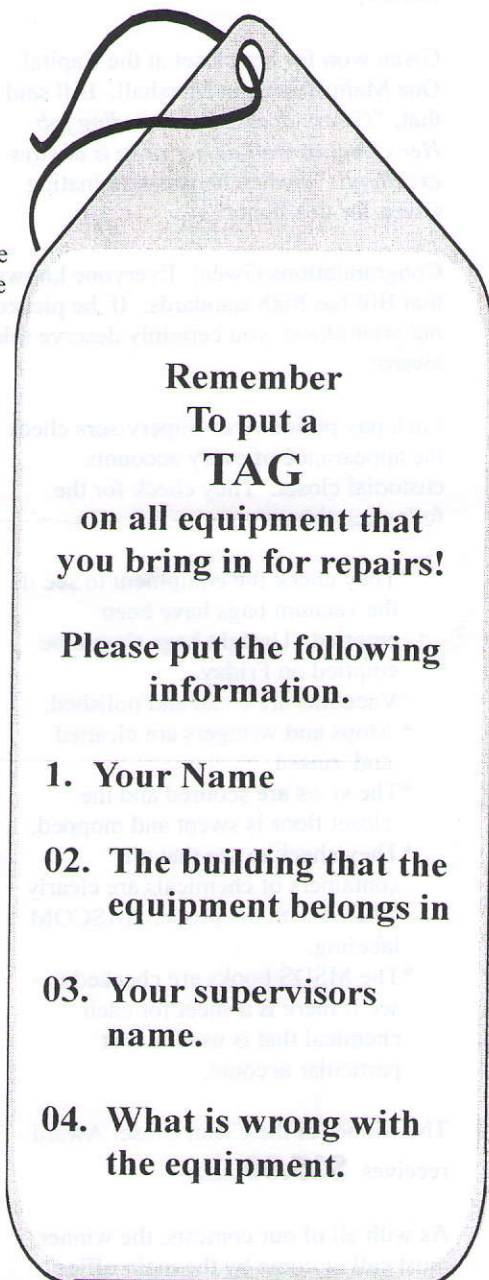
always use the bottom of the trash can that you emptied to push down with. Never use your hand. You do not know what is in the trash that could hurt you. When you are carrying trash bags to the disposal site, do not let them bump against your legs. Any sharp object in the bag could puncture the bag and then stick you.

Watch where you put your hands. We use our hands for everything, wiping, dusting, sweeping, mopping and vacuuming. Wear gloves and guard against bumping or smashing fingers. Also watch for sharp edges.

If you hurt yourself or are injured on the job, report the injury to your supervisor right away. The supervisor will fill out an Incident/Accident Report Form and turn it into the office. If medical attention is needed, we have arrangements with several medical facilities for treatment.

Injuries requiring medical attention will require the employee to submit to drug testing. This is standard procedure. We strictly enforce our Drug Free Policy at all times. This rule applies to all employees there are no exceptions made.

Please try to work safely at all times and take care of yourself and others. We all need to work together to maintain a safe



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Clean Closet Award

Capital One Wins Award!

The winner of this weeks Clean Closet Award is Ms. Gwen Morris. Gwen was nominated for this award by Mr. Bill Daniels

Gwen won for her closet at the Capital One Main Branch in Marshall. Bill said that, "*Gwen does an outstanding job. Her closet as well as her area is always excellent!*" when he was nominating Gwen for this honor.

Congratulations Gwen! Everyone knows that Bill has high standards. If he picked out your closet, you certainly deserve this award!

Each pay period Area Supervisors check the appearance of every accounts custodial closet. They check for the following things:

- *They check the equipment to see if the vacuum bags have been emptied. Upright bags should be emptied on Friday.
- *Vacuums are clean and polished.
- *Mops and wringers are cleaned and rinsed.
- *The sills are scoured and the closet floor is swept and mopped.
- *They check to see that all containers of chemicals are clearly labeled with the proper HASCOM labeling.
- *The MSDS books are checked to see if there is a sheet for each chemical that is used in that particular account.

The winner of the Clean Closet Award receives **\$25.00** cash.

As with all of our contests, the winner must call or come by the main office within two (2) weeks of this newsletter to claim their prize.

Beckie's Tip Of The Week

Please Remember!

When you are sweeping your kitchen and restroom floors use your dust pan to collect the dust with. Never sweep anything out onto the carpet. Sweeping dirt from a hard surface floor onto a carpeted surface causes the carpet to get badly soiled.

If you are in a building where back pack vacuums are being used the kitchen and bathrooms should be vacuumed not swept.

If you are a Restroom Specialist and you sweep your trash out into the hallway you do not have anyway of knowing whether or not the Vacuum Specialist has already finished with that area. You could be causing a greater problem than you think.

Always take the time to do you job right the first time. Our customers deserve the best.

Sexual Harassment Policy

We feel that all employees should be able to do their job without concerns about any type of harassment. If you feel that you have been subjected to harassment by either a co-worker, supervisor or customer, please feel safe in reporting it directly to the General Manager, Beckie Willis.

You may reach Beckie anytime by either coming by the office, or phoning her at 222-6070. If you are out of town you may call 800-832-7654.

Maintaining a positive working environment for our employees is a high priority at Red River Sanitor's.



Short Cuts Will Create Problems Every Time!

Preventing damage to our customer's property is a something that each and every one of us needs to be concerned with. I know that as we are going about our duties sometimes we are tempted to take short cuts in order to get the job done faster. Short cuts will turn into problems every time. You can count on it. Then that short cut you took can cost hundreds even thousands of dollars to correct. Sometimes it can even lead to the loss of a good customer. Examples of short cuts that people have taken are:

- **Propping a door open by jamming a broom handle or some other object into the door facing.**
 1. This can cause the door to be damaged.
 2. The door hinges can be damaged.
 3. In some accounts if the door is open for too long of time the alarm will be triggered and the police will be dispatched.
- **Using your maid cart or brute barrel to "push" open doors with.**
 1. This can damage the door.
 2. It can scratch the paint on both the door and the door facing.
- **Not putting out a wet floor sign because you "think" you are the only person in the building.**
 1. Someone may be working late and come into the room and slip and fall.
 2. A co-worker may come behind you and slip and fall
 3. Someone could enter the building without you knowing and slip and fall.
- **Not taking the time to unplug your vacuum cleaner and turning corners pulling the extension cord behind you.**
 1. This causes damage to the corners of the sheet rock. The cord will rub the sheet rock off of the wall.
 2. The cord will damage the paint on both the baseboard and the wall.
 3. Someone could be walking in that area and trip and fall on an extension cord that is in the way.
- **Jerking the cord of a piece of equipment to unplug it from the wall socket.**
 1. This will cause damage the wall socket.
 2. This does damage the plug on the equipment you are using.
- **Not taking the time to properly secure the building keys.**
 1. If the key is in your apron you could easily lean over and drop it in the trash.
 2. We have had several instances where keys were dropped down elevator shafts while someone was trying to put the key into their pants pocket and dropped it.
- **Placing chairs and other small items on top of desks and credenzas while you are doing floor work.**
 1. You can easily damage the finish by putting scratches on the tops of furniture with chairs and other objects.
 2. If you place a pot plant on top of a piece of wood furniture you could damage the finish from the water in the pot.
 3. We have even had an employee place a chair on top of some very valuable papers that cost over a thousand dollars to have replaced.
- **Stripping and waxing "around" small items instead of taking the time to move them.**
 1. Every time you do this the customer WILL move the item themselves and you will have to go back and redo the job. This costs hundreds of dollars in materials and labor.
- **Not vacuuming the carpet before you bonnet, extract, or steam clean carpet.**
 1. 90% of the dirt in a carpet is sitting on the surface. If you put water on a carpet that has dirt still in it, as soon as the water hits it you now have MUD.
 2. If there are paper clips and other trash you may damage the carpet equipment when you suck them up with your carpet wand.
 3. If you are bonnetting the carpet and run over a paper clip it could turn that paper clip into a "bullet" and hurt someone.
- **Not vacuuming a hard surface floor before and after you strip and wax the floor.**
 1. If there is hair or trash on the floor before you start, there probably will be trash and hair in your new wax. Chances are you will have to redo the job costing hundreds of dollars in material and labor.

YOUR SAFETY ATTITUDE



You've been getting advice about safety for years. You've listened to it with one ear, but maybe you never thought about it much. Deep down, you may even think *"It can't happen to me."* Then, your buddy Jack (who's in a hurry to finish a job), has a serious accident. It costs him his hand.

The accident affects everyone - - especially you. You can see what it means to Jack - - physical pain, emotional shock, lost income... he'll have to train for a new job, and his wife may have to work longer hours. Things are going to be tough for him and his family for a long time. After the accident, you notice your attitude at work has really changed. You make a point of staying alert. You're more willing to take suggestions that might protect you.

Why wait for this story to become real? A positive attitude toward safety will pay off in countless ways - - saving you money, keeping your job, even saving your life. Why wait until you lose something precious before you realize how easy it would have been to save it?

Your attitude toward safety is a habit that affects everyone where you work and at home. We can always think of excuses for not acting with safety in mind, but in the end, it makes a lot more sense to have a positive attitude toward safety.



A good attitude is a habit. The Five steps for developing a good safety attitude:

1.
Focus on the Task or Job at Hand!
2.
Do the Job right!
3.
Use your mental Muscle!
4.
Take Responsibility!
5.
Know the risks of unsafe tasks!

Many accidents can be avoided by just taking extra time and care, by wearing and using the right equipment, and by following safe practices. There is no reason to pay the high cost of accidents.