



ATTACHMENT:

Safety Plan

New Service Provider Safety Plan Submittal Guide

CAUTION





Safety Plan

EcoBrite Services has the same strong commitment to safety that we have to quality service. A comprehensive safety program benefits the company, its employees and customers by reducing operational costs, boosting morale and ensuring superior customer satisfaction.

Safety Program Overview:

A. Safety and Security Committee

- Objectives, Members and Roles, Meetings and Forms.

B. Safety Compliance

- Actions and Penalties;
- Janitorial Closet Maintenance.

C. Policies

- Zero Tolerance Practices;
- Crew Identification;
- Mandatory Posters and Notices;
- MSDS and Chemicals Labeling.

D. HazCom and Training

- Initial Orientation;
- Responsibilities;
- First Aid;
- Hazardous Materials;
- Accidents: Recording Keeping, Reporting and Investigations;
- Emergency Preparedness.

The following is a detailed summary of the four categories listed above in the Safety Program Overview:

A. Safety and Security Committee

Objectives, Members and Roles

The Safety Committee defines, approves and evaluates the application of safety and security standards in the company operations. The main role of this committee is to:

- Identify potential risk and measures for accident prevention.
- Share ideas for process improvement.
- Monitor and enforce safety/security policies and procedures.
- Represent the company to potential customers demonstrating EcoBrite Services interest in personal and property protection.

Approves awards to “zero accident operations”, according to program guidelines.

The Committees, Responsibilities and Roles



National Committee

- Chairman: Director of Quality and Safety;
- Members: HR Manager, District Manager, Training Manager;
- Responsibilities:
 - Hold quarterly meetings recorded in the Safety & Security Committee Meeting form;
 - Propose and approve policies and programs;
 - Approve budgets for special programs and investigations.
- Roles:
 - Chairman: Schedules and leads meetings, coordinates actions and follow ups.
 - HR: Verifies special needs or changes in the safety in the working area.
 - DM: Identifies safety/security standards to meet customer’s requirements.
 - Training: Develop training tools to implement the safety/security programs.

Regional Committee

- Regional Manager;
- Area Manager;
- Supervisor;
- Responsibilities:
 - Hold meetings recorded in the Safety & Security Committee;
 - Review safety and security policies proposed by the National Level;
 - Identify opportunities for improvement;
 - Promote changes according to local regulations;
 - Appoint team members to win awards for “Zero Accident Operations”.
- Roles:
 - Regional Manager: Informs local managers and supervisors of company’s safety/security policies.
 - Area Manager: Monitors implementation of policies during field inspection visits.
 - Supervisor: Gives input from field situations and successful/ unsuccessful measures.



B. Safety Compliance Responsibilities



It is the primary responsibility of the Supervisor to ensure compliance with all safety procedures required by the customer and governmental agencies. If safety is at risk due to EcoBrite Services supervisor’s neglect, Area Managers must act fast and use the same criteria imposed by the OSHA agencies to penalize the Supervisors’ budget when inspecting the following occurrences and immediately correct the problem.

(Note: Consult the Regional Safety Committee for the applicable fines in every case)

Janitorial Closet Maintenance

These are basic safety measures that the Supervisor must check at all times:

- OSHA Safe and Healthy Workplace Poster posted;
- Heavy items stored on the lower shelves;
- Used pads washed and hung to dry;
- Vacuum bags and machine water tanks emptied after use;
- Wash basin and drain, floor, buckets, mops and supplies cleaned and organized;
- MSDS updated and visible;
- Only authorized supplies and materials stored in the closet;
- Chemical bottles correctly labeled;
- Electrical cords in perfect working conditions;
- Defective equipment properly tagged as "out of order".



C. Policies



Zero Tolerance Practices

Under EcoBrite Services "Zero Tolerance Policies" any employee possessing, distributing or using illegal drugs, on or off worksite is terminated automatically. Our policy also include the use of alcohol, tobacco products, weapons or firearms, as well as unacceptable actions such as theft, fights and harassment at worksite as grounds for immediate termination. EcoBrite Services employees are not allowed to work without all personal protective equipment assigned for the jobs performed.

Crew Identification

Basic identification required by EcoBrite Services is the uniform. If required by customer, the ID Badge will also be mandatory. Refusal to comply with these norms will result in termination. Area Managers and Supervisors should be certain to collect uniforms, protective equipment, badges and keys from their terminated employees. This must be done before the last paycheck is given to the terminated employee.

Mandatory Posters and Notices

Area Managers in collaboration with individual customers must identify which safety posters are required as per the specifications of each worksite and local regulations.

MSDS and Chemicals Labeling

OSHA's Hazard Communication Standards requires chemicals to be labeled and to have an MSDS for each product used at worksite. The site Supervisor must ensure that an MSDS manual is available at every worksite and that it contains sheets for every product in use upon commencement of operations. Site supervisor or Area Managers can obtain any missing or new MSDS with EcoBrite Services Quality and Safety Department. The MSDS binder must be inspected every four months to ensure contents are up to date.



D. HazCom and Training



Initial Orientation

Upon commencement of field operations, the site Supervisor must ensure that every employee has received an “EcoBrite Services New Employee Orientation Packet”, which outlines procedures, policies, training needs and employer expectations. As part of the preparation to start a new job, this employee orientation program includes the following trainings:

- Site Specifics Walk thru;
- EcoBrite Services Professional Cleaning Training;
- Equipment Maintenance and Employee Ground Rules.

First Aid

Site Supervisor is responsible to provide information on first aid supplies available at each job location, as well as basic first aid procedures.

All injuries must be immediately reported to an EcoBrite Services Supervisor. If any assistance is necessary, call 911 and EcoBrite Services hotline.



Hazardous Materials

Site Supervisor is responsible to provide information to employees on all hazardous materials used on the job. Employee training guidelines are found at EcoBrite Services Professional Cleaning Training manual.

EcoBrite Services will provide, maintain and refill Bio-Hazard SpillControl Kits ("spill kits"), the Spill kits will contain appropriate absorbents, equipment and safety gear to adequately respond to bio-hazard and blood borne pathogen calls.



Accidents: Record Keeping, Reporting and Investigating

Bloodborne Pathogens Standard requires companies to establish and maintain a medical record for each employee with potential occupational exposure to blood. Accidents must be recorded and investigated. Primary responsibility for reporting accidents lie with the site supervisor. Upon commencement of operations, the Area Manager must provide EcoBrite Services' Supervisors with the following information:

- The site supervisor is responsible for the safety of the site operations;
- Serious accidents should be reported to the insurance claims dept. within 24hrs;
- The Supervisor must be able to fill out the "Accident Investigation" Form;
- Accidents should always be investigated as soon as possible to provide the most accurate picture of what happened and why.



Emergency Preparedness

All working sites must have an evacuation plan. EcoBrite Services's Area Managers make sure that site Supervisors and employees have basic information on how to act in case of emergencies, such as identifying emergency exits and rendezvous points as specified by the customer; fire escape procedures, and whom to contact at EcoBrite Services.

The site Supervisor has the responsibility to ensure all team members have been located and attended to emergency calls.

Hazard Communication Training Guidelines

The Site Supervisor is responsible for the inventory, proper labeling and storage of any chemical materials used on the job. Safety is everybody's responsibility. As an employee of EcoBrite Services, follow these procedures at all times:

- Wear appropriate PPE as indicated in the EcoBrite Services Professional Cleaning Training Manual when handling the listed chemicals. EcoBrite Services employees are not allowed to work without all personal protective equipment assigned for these jobs;
- If exposed to chemical material through skin contact, inhalation or ingestion, refer to the MSDS for immediate action;
- Dispose of any chemicals or water containing chemicals in the designated areas;
- Aerosol cans cannot be punctured. Disposed used aerosol cans in the specific areas appointed by the customer.



Additional Safety Training and Responsibilities for Assigned Areas:

- a) EcoBrite Services will train all Supervisors and employees with the responsibility of providing and for the placement of barricades, tarps, plastic, flag tape and other safety/traffic control equipment required to protect company employees, the traveling public, surrounding areas, equipment, and vehicles. All safety signage and equipment will be professional and designed for its intended purpose;
- b) EcoBrite Services will train and certify that all Supervisors and employees understand and recognize the Universal Safety Symbols;
- c) EcoBrite Services will train all Supervisors and employees concerning how to report any emergencies, slip and falls, accidents, or damage witnessed, caused, or discovered by any EcoBrite Services employee to the customer with a description, location, and other details as required to ensure the situation is adequately recorded and that follow up can occur.



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