EXPRESS FACILITY MANAGEMENT

NEW VENDOR SAFTEY

Safety Matters

Express Facility Management has established these polices and program with each Vendor in mind

- ***Protecting our Vendors and their employees, the environment and local communities.***
- ***Assuring full compliance with laws , regulations and requirements of the customers.***
- ***Creating a strong Environmental , Health and Safety Culture with zero incident mentality.***

THINK SAFE

Before starting a job, just take a second to:

- *STOP for just a moment*
- *THINK about what you're doing.*
  - *Ask yourself "What could go wrong?*
  - *How can I make the job safer?*
  - *Do I have all the necessary training, tools & safety equipment to do the job safely?"*
- *ACT to ensure the job is safe.*
  - *Ask yourself "Have I taken all necessary steps to do the job safely?*
  - *Have I followed procedures?*
  - *Have I asked for help if I need it?"*

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Blood Borne Pathogen Training

What are Blood borne Pathogens?

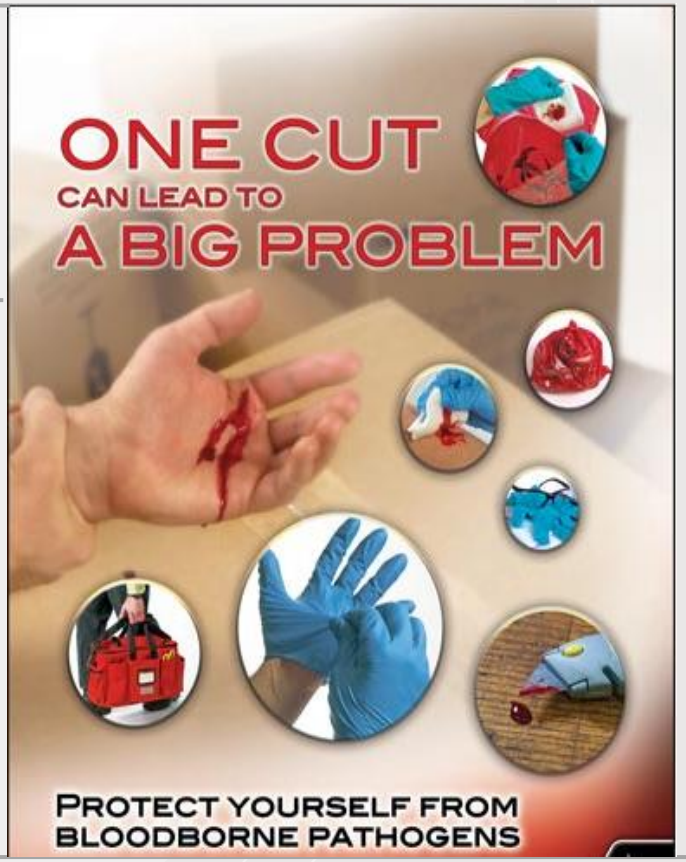
- *Micro-organisms present in human blood that can cause disease*
- *Viruses, bacteria, parasites, fungi*
- *Primary workplace pathogens*
- *Human immunodeficiency virus (HIV)*
- *Hepatitis B virus (HBV)*
- *Hepatitis C virus (HCV)*

Routes of Entry into Body

- *Mucous Membranes*
- *Eyes-Nose-Mouth*
- *Broken Skin/Rashes*
- *Penetration/puncture of skin*

Potential Contaminated Sources

- *Sharp objects/Needles*
- *Surfaces with blood or OPIM (Other Potentially Infectious Materials)*
- *Vomit*
- *Feces*
- *Urine*
- *Trash Cans*
- *Women's Hygiene product*



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Protecting Yourself from BBP

Only Trained and Authorized Employees can clean up BBP's

- *Cover Routes of Entry with Correct PPE*
- *Nitrile Gloves*
- *Safety Glasses*
- *Mask*
- *Aprons / Tyvek Suit*
- *Shoe Covering*
- *Use Safe Work Practices*
- *Treat All Blood and Body fluid as contaminated*
- *Never use hands/body parts to push down trash*
- *Keep trash away from body*
- *Wash Hands after removing gloves*

BBP Exposure

- *Wash cuts and skin thoroughly with Anti-Bacterial soap*
- *Rinse Nose & Mouth*
- *Flush eyes with clean water or sterile solution*
- *Clean all contaminated surfaces*
- *Report all exposure incidents immediately*

At Risk Task Exposure

- *Pulling-Emptying Trash*
- *Cleaning Blood Spill*
- *Helping Co-Worker control bleeding*
- *Cleaning Toilets-Urinals*
- *General Cleaning*
- *Changing out Sharps Container*

HIV and AIDS

- HIV leads to AIDS
- HIV attacks and depletes the human immune system
- Early HIV symptoms resemble common cold or flu virus
- HIV antibody test is the only way to know for sure
- HIV does not survive outside the body
- No cure yet

Hepatitis B Virus (HBV)

- 1 million people infected
- Symptoms - Jaundice – fatigue - abdominal pain - No appetite – nausea - vomiting
- Vaccine is available
- HBV can survive outside the body

Hepatitis C Virus (HCV)

- HCV is the most common chronic blood borne infection—3.9 million infected
- Symptoms can take years to manifest
- Flu like symptoms-Jaundice-Dark urine-Fatigue-Loss of appetite-nausea- vomiting-abdominal pain
- Treatment is marginally effective
- There is no vaccine for Hepatitis C

Bloodborne Pathogens Training must be done Annually with any employee whose job includes cleaning or decontaminating areas or surfaces that could be contaminated with blood.

(SEE LINK BELOW FOR BBP TRAINING DOCUMENT)

Microsoft Word - bbp_training.doc (mesacc.edu)

To ensure venders are following the appropriate local, state and federal safety requirements we will monitor with periodic evaluations audits.

If you're not trained for BBP clean up, you can reach out to

- ***The supervisor in your area***
- ***Quality control at Express Facility Management at (1-833-563-1750) to help direct a solution .***
- ***Onsite HSE department if they are available at your site.***

Bloodborne Pathogens clean up kits are available on the Shop Express website at

Shop Express - Express Facility Management (shopexpressfmg.com)

you can also reach out to Express Facility Management directly so we can help you get this item

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Haz-Com/Chemical Safety

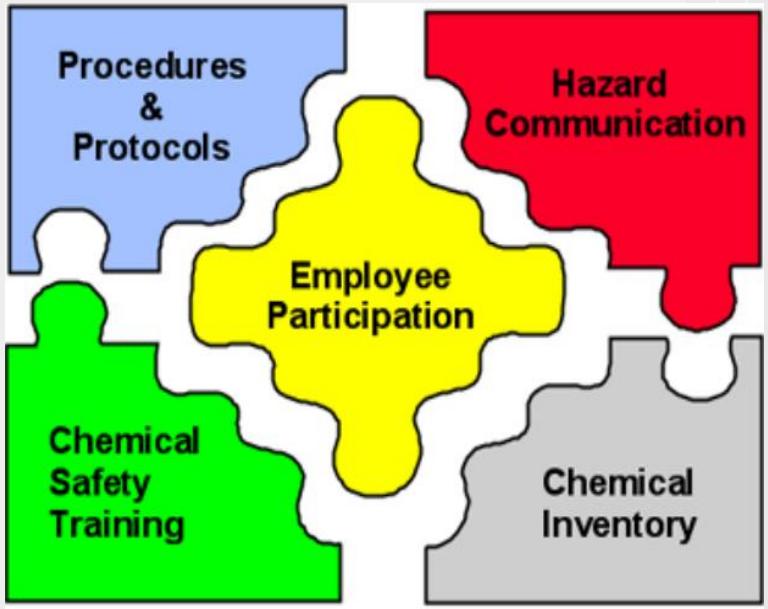
The federal Hazard Communication Standard says that you have a "Right-To-Know" what hazards you face on the job and how to protect yourself against those hazards.

That's your Right-To-Know!

What is GHS?

- *The Globally Harmonized System (GHS) is an international approach to chemical labels and safety data sheets(SDS).*

- *OSHA's Hazard Communication standard has adopted the GHS to improve safety and health of workers through more effective communications on chemical hazards.*



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Requirements of a GHS Label

- *Product Identifier*
  - *Name of Chemical*
- *Signal Word*
  - *Warning*
  - *Danger*
- *Hazard Statement*
  - *Hazards of Chemical*
- *Precautionary Statement*
  - *Handling Safely*
- *Supplier Identification*
  - *Contact Information*
- *Pictograms*
  - *4 Health Hazard Pictograms*
  - *5 Physical Hazard Pictogram*

Pictograms

- *Corrosion*
- *Exclamation Mark*
- *Exploding Bomb*
- *Skull & Crossbones*
- *Flame*
- *Gas Cylinder*
- *Environmental*
- *Health Hazard*
- *Flame over Circle*

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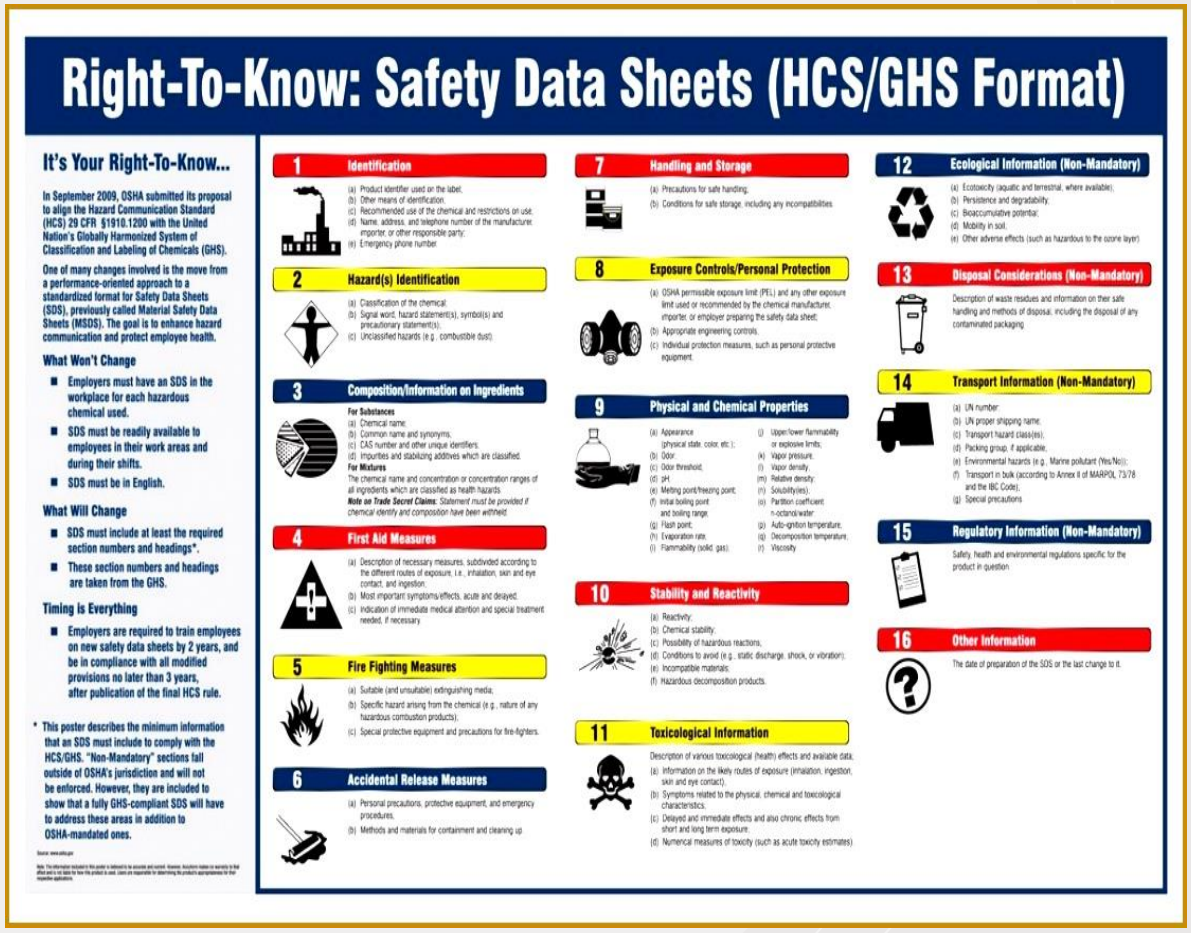
Safety Data Sheets

- *Safety Data Sheets (SDS) are multipage documents that contain more detailed information about a chemical than the container label.*
- *The revised Haz-Com standard requires that the information on the SDS is presented using consistent headings in a specific order.*
- *SDS's MUST be always accessible to Employees (OSHA Requirement)*

Each Site MUST have SDS book and ANY and ALL chemical they use MUST have an SDS in the book.

16-Section SDS Format

1. *Identification*
2. *Hazard Identification*
3. *Composition/Information on Ingredients*
4. *First Aid Measures*
5. *Fire-Fighting Measures*
6. *Accidental Release Measures*
7. *Handling & Storage*
8. *Exposure Controls/Personal Protection*
9. *Physical & Chemical Properties*
10. *Stability & Reactivity*
11. *Toxicological Information*
12. *Ecological Information*
13. *Disposal Considerations*
14. *Transport Information*
15. *Regulatory Information*
16. *Other Information*



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CHEMICAL SAFETY RULES

- ✓ *Read all product labels and SDS before use.*
- ✓ *Obey all chemical container labels and SDS warnings and use the products only as directed.*
- ✓ *Never use an unlabeled secondary container or any chemical product that isn't properly labeled.*
- ✓ *Wear protective gloves and/or safety goggles as directed on the product label or SDS.*
- ✓ *Always spray chemical products away from your body, especially your face and exposed skin.*
- ✓ *Do not eat, drink or smoke when using or near any cleaning chemicals and always wash hands after using chemicals.*
- ✓ *Never smell or inhale the contents of a chemical container to determine its contents.*
- ✓ *Report all chemical product spills to your Supervisor immediately.*
- ✓ *All chemical containers are to be securely covered and stored away from flames, heat and the sun.*
- ✓ *Never mix two different chemical products, this may cause a very dangerous and poisonous gas.*
- ✓ *When diluting a chemical with water be sure to fill the bucket/container with the water first, then slowly add the chemical mix.*
- ✓ *Only refill a secondary container bottle with the same product.*
- ✓ *Apply a new label if the existing one is no longer legible.*
- ✓ *Do not use mixing stations or dilution centers unless you have been trained and authorized.*
- ✓ *Watch for leaks with mixing station containers and hoses, these spilled chemicals are heavily concentrated and thus could be more harmful.*

Mixing of Chemicals is DANGEROUS & Prohibited

(See examples below)

Hydrogen peroxide + Vinegar = Peracetic / Peroxyacetic Acid

This can be highly corrosive and irritate your eyes, skin, and respiratory tract

Bleach + Rubbing alcohol = Chloramine

This combination is highly toxic and can cause damage to your eyes, lungs and liver.

Bleach + Vinegar = Chlorine gas

This can lead to coughing, breathing problems, burning and watery eyes, and potential death. Chlorine gas and water also combine to make hydrochloric and hypochlorous acids.

Bleach + Ammonia = Chloramine

This can cause shortness of breath and chest pain.

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ONLY Authorized / Approved Chemicals will be used at any of our Customer locations.
(see chemicals below)

Manufacture	Description	Manufacture	Description
ECO	ECO Multi Purpose Glass Cleaner E13 (4X1.25L)	Diversey	Diversey INC Glance J-Fill 2.5 Glass & Surface cleaner
ECO	ECO Tub, Tile & Bowl Cleaner E17 (4X1.25L)	Diversey	Crew Multi- Purpose Restroom Cleaner 84.5oz (2-CT)
ECO	ECO Hydrogen Peroxide Cleaner E15 (4X1.25L)	Diversey	J-Fill Alpha-HP 2.5 Disinfectant Cleaner
ECO	ECO PH Neutral Cleaner E31 (4X1.25L)	Diversey	J-Fill Alpha-HP 2.5 Disinfectant Cleaner
ECO	ECO Neutral Disinfectant E23 (4X1.25L)	Diversey	Diversey J-Fill Virex II 256 Chemical Disinfectant 84.5
ECO	ECO Acid Cleaner E16 (4X1.25L)	Diversey	
ECO	ECO Floor Cleaner E33 (4X1.25L)	Diversey	Stride

Manufacture	Description	Manufacture	Description	Manufacture	Description
BETCO	Clear Image non ammoniated glass/surface or Deep Blue ammoniated	MidLab	Facility+ One-Step Disinfectant Cleaner (2 each 3 Liter per case)	Spartan	BioRenewable Glass
BETCO	Green Earth Restroom Cleaner or AF79 Restroom Disinfectant Cleaner	MidLab	#21 or True Blue	Spartan	NABC
BETCO	Green Earth Peroxide Cleaner	MidLab	Facility+ One-Step Disinfectant Cleaner (2 each 3 Liter per case)	Spartan	Clean by 4D
BETCO	Green Earth Peroxide Cleaner	MidLab	Facility+ One-Step Disinfectant Cleaner (2 each 3 Liter per case)	Spartan	Clean by 4D
BETCO	PH7Q Dual Neutral Disinfectant Cleaner	MidLab	Facility+ One-Step Disinfectant Cleaner (2 each 3 Liter per case)	Spartan	HDQL
BETCO	Sure Bet II Foaming Disinfectant- Shower / Restroom Cleaner	MidLab	Foaming Shower & Restroom Cleaner	Spartan	Foamy Q & A
BETCO	Green Earth Daily Floor Cleaner	MidLab	Mop & Go (2 each 3 Liter per case)	Spartan	Tribase

Chemicals can also be ordered thought our website

(SEE BELOW FOR LINK)

Shop Express - Express Facility Management (shopexpressfmg.com)

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PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE is designed to protect you from injury.
It is the last line of defense in keeping you safe from harm
You must inspect it and keep it in good condition.
You must wear it properly.

PPE – EYE PROTECTION

All eye and face protection must meet ANSI Z87.1-1989 specifications. Type of protection worn depends on the hazards.
The three most common for employees are Safety Glasses with-Side shields-Goggles-Face Shields

- *Safety Glasses with side shields*
  - *Designed to protect eyes against impact from small objects.*
  - *Prescription glasses are not a substitute for safety glasses unless they meet ANSI Standards.*
  - *Prescription safety glasses shall have identification on the lens or frames to be acceptable as safety eye wear.*

- *Goggles*
  - *Forms a protective seal around both eyes where the material is tight or flush to the face.*
  - *Eye protection from splashes, sprays, and respiratory droplets.*
  - *Must be worn when using corrosive chemicals.*

- *Face Shield*
  - *Provides additional protection to other facial areas that safety glasses or goggles cannot.*
  - *Considered to be a secondary protector and must always be worn over protective safety glasses or goggles.*

PPE - GLOVES

The type of glove worn depends on the hazards of the materials you will be working with.

- ***Latex***
  - *For water or biological hazards*
- ***Nitrile***
  - *Good general use with most chemicals*
- ***Neoprene***
  - *Good for most hazardous chemical*

PPE - FOOTWEAR

- ***Closed Toe and Heel Shoes***
  - *Worn when working in commercial office space*
  - *Slip resistant sole.*
  - *No flip flops or sandals*

- ***Steel Toed Shoes/Boots***
  - *Worn when working in production and warehouse areas*
  - *Slip resistant*
  - *Must meet ANSI Z41-1991 specifications.*
  - *Protects from objects contacting the toe area.*
  - *Replace whenever toe protector becomes exposed, or physical structure is non-supported, or heel/sole becomes excessively worn.*
- ***Rubber Boots/Stripper Shoes***
  - *Worn when using corrosive chemicals such as SC 200 or Stripper*
  - *Slip Resistant*
  - *Steel toe required in manufacturing facilities*

PPE – HEARING PROTECTION

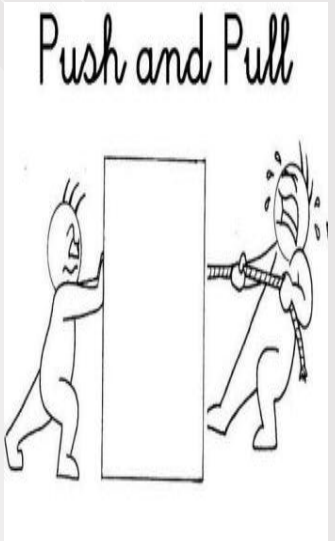
- *Required to be worn in areas where noise levels are 85 decibels and above.*
- *Several types of earplugs are available*
- *Non disposable earplugs are to be kept clean by using soap and water and stored properly.*
- *Disposable earplugs are to be replaced daily or as needed.*
- *Earplugs are to be inserted according to the manufacturer's instructions.*

OTHER TYPE OF PPE

- *Respirators –(N-95- Half Face- Full Face- Powered Air Purifying Respirator)*
  - *Only Authorized and Trained Employees are permitted to wear respirators and must complete a medical review and fit testing*
- *Head Protection (Bump Cap, Hard Hat, etc.)*
- *High Visibility Vest*
- *Tyvek Suits*
- *Personal Fall Protection System (Full Body Harness-Self Retracting Lanyard-Attachment Point rated for 5000 lbs. minimum)*
  - *Only Authorized and Trained employees may perform task that require the use of fall restraint*

ERGONOMIC BASICS

- *Condition the body for work:*
  - *Stretch before, during and after shift*
- *Use correct lifting techniques:*
  - *Get help if load is too heavy or use hand truck or lifting device*
- *Use good posture:*
  - *Work in a comfortable range and avoid awkward positions/twisting*
- *Avoid repetitive motions:*
  - *Change hands or method to spread the love to other parts of the body.*
- *Push objects when possible:*
  - *Pulling objects such as a cart can put excessive strain on shoulders*

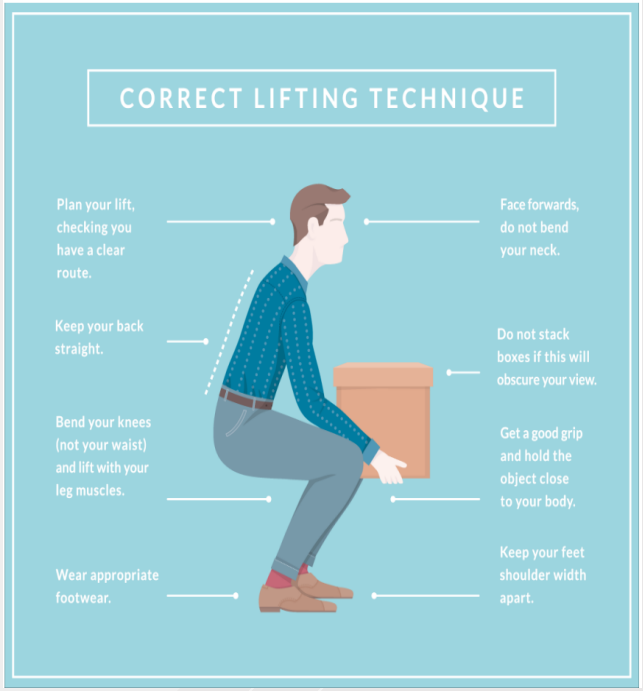


LIFTING SAFETY

- *Before lifting, take a moment to think about what you're about to do. Examine the object for sharp corners, slippery spots or other potential hazards*

- *Do not attempt to lift items that weigh more than 30 lbs. by yourself. Items that weigh more than 30 lbs. require a two-person lift.*
  - *If the load is in excess 30 lbs. try to divide it to make it lighter.*

- *Know where you are going to set the item down and make sure your path is free from obstruction.*



Walking and Working Surfaces

- *Slips, trips, and falls are among the most common causes of injury on the job at any workplace.*
  - *They result in serious injuries or death*
  - *They happen when you are performing just about any activity that involves moving from one place to another including*
    - *Walking across any kind of surface or walkway.*
    - *Going up or down stairs.*
    - *Climbing up and down ladders.*
    - *Working at any height above the ground.*

SLIPS – TRIPS AND FALLS – SAME LEVEL

- *Slips and trips often lead to a fall to the same level or working surface*

- *Slips happen because of a loss of traction between your foot or shoe and the walking surface or when you step on something that is not secured to the walking surface.*
  - *Wet, icy, or polished surfaces are good examples of conditions that can lead to a slip.*

- *Trips usually happen when your foot or lower body bumps into or is caught in an object and your upper body keeps moving so you lose your balance.*
  - *Clutter in passageways or extension cords lying across a work area are good examples of conditions that lead to trips.*

SLIP-TRIP AND FALL PREVENTION

- *Do the following:*
  - *Keep eyes on the path of travel.*
  - *Walk around obstructions/obstacles, not over or on them.*
  - *Keep work area clean and orderly.*
  - *Put things away after use..*
  - *Change directions slowly, especially when carrying a load.*
  - *Watch for changes in floor surface.*
  - *Never enter a dark room or area before turning on a light.*

- *Clean up spills, drips, and leaks immediately anywhere you find them.*
  - *If you can't do it yourself, report the problem to maintenance, and ask them to take care of it right away.*

- *Put up signs or barriers to warn people when floors are wet, slippery, or otherwise hazardous.*

- *Don't do the following:*
  - *Use ladders, fall protection and aerial lifts unless you have been trained and authorized.*

ACCIDENT & INCIDENT REPORTING

The Service Provider shall be familiar with EFM'S incident management process and the Service Provider will comply with the requirements

The following incidents are to be reported immediately to the EFM contact or as soon as possible after the occurrence of a reportable event and no later then within 24 hours after occurrence.

- *Injury*
- *Impacts to the Building tenants*
- *Property Damage*
- *Incidents that require notification of a Regulatory Authority*
- *Notification received from a Regulatory Authority*
- *Reportable spills (any quantity)*
- *Near misses – unsafe acts – unsafe conditions*

Your Roll in Safety

- *Look out for each other's safety.*
- *Stop Work when a perceived unsafe behavior or condition could result in an injury, property damage or harm to the environment.*
- *Allow for enough time to perform the work safety – DO NOT RUSH*
- *Follows safe work practices and procedures*
- *Clarify and understand procedures before performing work. Never start a hazardous task without being completely familiar with the safety procedures.*
- *Use the correct tools, equipment materials, and processes for performing the job. This includes wearing personal protective equipment when it is required.*
- *Never operate any machine or equipment unless you are authorized and trained to do so.*
- *Keep your work area, equipment, and storage areas clean and neat.*
- *Report all hazards and injuries immediately.*