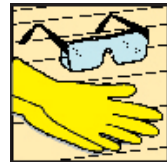


Working Safely

GENERAL SAFETY



1. Wash your hands before and after chemical use



2. Wear appropriate personal protective equipment



3. Report repairs to your supervisor

EFFECTIVE CHEMICAL USE



1. Always dilute chemicals properly



2. Read and follow label use directions



3. Do not use chemicals from unlabeled containers



4. Never mix chemicals

TRASHING SAFETY



1. Watch for broken glass, needles, and sharp objects



2. Never put your hands in a trash container or compress with your hands or feet



3. Don't hold the trash bag near your body

DUSTING SAFETY



1. Use a clean, folded cloth



2. Never stand on furniture. Use an extension duster or ladder.

LIFTING SAFETY



1. Lay large trash containers on their side to remove



2. When lifting heavy objects, bend at the knees, not at the waist

VACUUMING SAFETY



1. Never use a frayed cord or a defective plug



2. Do not pull the electrical plugs from the outlets by the cords



3. Never vacuum wet walkoff mats or wet areas



4. Lock elevators before vacuuming

WASHROOM SAFETY



1. Announce yourself and close off the door before cleaning



2. If you prop the door open, do it properly



3. Don't forget your wet floor signs



4. Flush toilets and urinals prior to cleaning

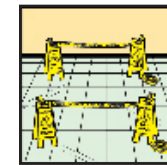


5. Follow special procedures for unusual debris



6. Do not clean the toilet with a bowl swab

FLOOR CLEANING SAFETY



1. Always use wet floor signs



2. Clean mats frequently



3. Protect yourself. Follow Bloodborne Pathogen guidelines for blood and body fluid spills



4. When auto scrubbing, look out when turning corners

"DO"s AND "DON'T"s

"DO"s



1. Always wear proper work attire and ID badge



2. Report any injuries immediately



3. Refer to MSDS for product safety information

"DON'T"s



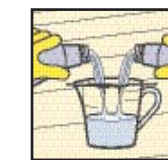
1. Do not unplug or move computers



2. Do not move or pick-up papers / files even if on the floor



3. Do not water plants



4. Never mix chemicals



5. Never stand on furniture. Use an extension duster or ladder.

MISCELLANEOUS

Johnson wax
PROFESSIONAL

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