

Workplace Safety Reminders 2023

- ❖ If you have rips, tears, or missing prongs on your extension cords, **do not** use them. Please call the main office at 315-434-9676 and we will immediately send you a new cord.
- ❖ **Do not** lift any mop buckets full of water, or other heavy objects. If you need a hose to make filling your buckets easier, please call the office and ask for one. Always ask for help with lifting or use handcars (if available) to move heavy objects. Whenever lifting, use your legs, not your back.
- ❖ Watch out for icy areas as winter approaches, as well as wet floors and wear appropriate non-slip footwear.
- ❖ **NEVER** compress a trash bag with your hand. There could be sharp objects or needles that were misplaced in the trash.
- ❖ **ALWAYS** use disposable gloves when cleaning to avoid cleaning chemicals coming into contact with your skin and to avoid contact with blood borne pathogens.
- ❖ Do not clean up any bodily fluids without approval from your manager. If you encounter any human waste or other bodily fluids during the course of your job and are unsure how to proceed, please contact your manager.

We want you to take every precaution to prevent workplace injuries and to keep yourself safe. In the event of an accident or injury, report it immediately to your manager or call the office and leave a message. If you are ever unsure about what to do or suspect an unsafe situation at work, call your manager or the main office immediately. Thank you!

By signing this form, I understand the above and agree to adhere to these guidelines.

Name (printed)

Date

Signature