



CLEAN FOX

EMPLOYEE HANDBOOK

Understanding Employment at Clean Fox



SAFETY EMPLOYEE MANUAL



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INTRODUCTION

This Safety Manual was created to ensure the safety of all Clean Fox Cleaning Service employees and clients. Although the cleaning industry is not as hazardous as most, there are key steps that need to be taken to prevent injury, near miss and illness events.

Clean Fox Cleaning Service wants to ensure the safest environment possible for all employees and clients by following the guidelines given in this Safety Manual & OSHA as it will ensure our 0 accidents and injuries goal.

Clean Fox Cleaning Service is always open to suggestions should you see anything that should be addressed or needs improvement. If you'd like to provide suggestions, please fill out the comments and suggestion sheet at the end of this Safety Manual and give it to management for review.

Changes and additions to this Safety Manual may be made in the future, depending upon a need for modification of policies based on experiences encountered in the workplace and by changes or additions required by OSHA regulations.

Should at any time you feel that you do not fully understand the Safety Manual or the Safety Training Course provided please let your immediate supervisor know and they will follow up with 1 on 1 training until you're completely clear about ALL of the guidelines and safety rules Clean Fox Cleaning Service has set in place.

SAFETY TRAINING

Clean Fox Cleaning Service is responsible to see that safety training is provided to all cleaning technicians also referred to as “employees”. As a matter of policy, Clean Fox Cleaning Service intends to conduct Safety Training on at least one subject approximately every 30 days. Clean Fox Cleaning Service will also conduct Safety Training when a safety violation has occurred.

Training may consist of lectures, demonstrations, videos, handouts, and on occasion, guest presenters. Training will be documented by having Cleaning Technicians and all Clean Fox Cleaning Service Staff Members by signing into the Safety Meeting Attendance Roster.

Attendance at these Safety Training Meetings is mandatory by all Clean Fox Cleaning Service employees. If an employee is not scheduled to work on the date of the scheduled Safety Training Meeting the employee will be provided with a copy of the Safety Training Meeting Notes and a Received Safety Training Meeting Notes Form. The provided form must be filled and signed by the employee. The employee signature will be used as acknowledgment of the Safety Training Meeting subject and material

SAFETY RESPONSIBILITIES

Clean Fox Cleaning Service

- Establish Safety Program.
- Enforce rules set forth in this program.
- Encourage Team Members' input to report hazardous conditions and implement corrective action as deemed necessary.
- Conduct periodic worksite inspections to assess potential hazardous conditions or safety violations.
- Conduct training sessions on safety issues as experience dictates needs.
- Investigate all Injuries & Near Misses.

Cleaning Technicians & Team Members:

- Comply with this Safety Handbook
- Report hazardous conditions to Clean Fox Cleaning Service immediately.
- Attend Safety Training sessions held or sponsored by Clean Fox Cleaning Service.
- Report Injuries, Near Misses & Accidents to Clean Fox Cleaning Service.

SAFETY STANDARDS

1. Clean Fox Cleaning Service, LLC reserves the right to terminate any employee with or without prior disciplinary action when that employee engages in dangerous horseplay.
2. Do not run while on Clean Fox Cleaning Service property, Clean Fox Cleaning Service office or at a Clean Fox Cleaning Service Clients homes or business'.
3. Follow prescribed Safety Practices at all times.
4. Do not operate any electrical appliance/tool/equipment which appears to have or has visibly frayed or exposed wiring.
5. Clean Fox Cleaning Service does not provide employees with Bleach or Ammonia containing products. Do not mix chlorine/bleach and ammonia products. Mixing these products/two chemicals creates a toxic gas that can cause serious harm to your health as well as the health of fellow Team Members. Using chemicals & products not provided by Clean Fox Cleaning Service is cause for immediate termination.
6. Do not lean out of high windows, over balconies or expose yourself to potential falls from high places including standing on counter tops or past the 3dr step on the step stool or ladder provided.
7. Maintain a safe workplace for yourself and fellow Team Members by being aware of equipment, materials or supplies which could be tripped over.
8. Do not attempt to carry too many items up or down stairs at any one time as this will cause a tripping hazard.
9. Always inform all employees and/or clients present when mopping is to begin to prevent a slipping hazard.
10. All Clean Fox Cleaning Service employees should wear Rubber Soled Tennis Shoes while on the clock – at Clean Fox Cleaning Service property, Clean Fox Cleaning Service office, Clean Fox Cleaning Service client homes & business.
11. Wear rubber soled tennis shoes to avoid slipping on wet surfaces, company and client property.
12. Rubber soled tennis shoe laces should be properly tied and tucked at all times while on the clock and during Clean Fox Cleaning Service working hours.
13. Shoes should not be removed for any reason at any time.
14. Slacks or Working Pants should be properly hemmed and 2 inches off the floor to prevent slip, fall and tripping hazards.
15. Never lift more than 30lbs. When lifting, bend your knees, not your back. Ask for help if needed.
16. Drivers of company vehicles must follow all Federal & State traffic laws at all times.
17. Seat belts while in company vehicles are to be worn at all times regardless of the seating position you are in.
18. Rotate cleaning assignments on Clean Fox Cleaning Service Work Orders so as to not overly use one area of the body.
19. Always follow safety instructions given and report all injury's or "near misses" to management immediately. Failure to report all injury's or "near misses" is cause for immediate termination.
20. Never sleep on the job. Included, but not limited to: Clean Fox Cleaning Service property, Clean Fox Cleaning Service office, Clean Fox Cleaning Service company vehicles and or Clean Fox Cleaning Service client homes and businesses.

SAFETY PROCEDURES

Chemicals, Tools & Supplies

1. Take care not to hit Team Members with equipment.
2. Chemicals must be in the cleaning caddy when not in use.
3. Spray chemicals on sponges rather than on surfaces.
4. Rinse chemicals out of sponges, rags, and microfiber mops.
5. Don't spray Easy-Off Fume Free while Team Members or Clients are in the same room.
6. Rinse all chemicals from surfaces.
7. Do not use chemicals not provided by Clean Fox Cleaning Service.
8. Don't use chemicals that don't have labels – send to the Clean Fox Cleaning Service office for relabeling.
9. Do not intentionally or directly smell chemicals.
10. Do not mix chemicals under any circumstance.
11. Load car properly.
12. Make sure razor blades are closed.
13. Close tops on chemical bottles.
14. Call Clean Fox Cleaning Service immediately if:
 - Any chemical is spilled on Employees belongings.
 - Chemical spills of more than 1 cup occur.
 - Chemical Eye Contamination:
Wash eyes with plenty of running water, lifting eyelids occasionally. Call a physician at once. If you conclude your life is in danger call 911 immediately.
 - Chemical Skin Irritation:
Wash affected area thoroughly with plenty of running water. If irritation persists, call a physician. If you conclude your life is in danger call 911 immediately.
 - Chemical Inhalation:
Remove person to fresh air. If irritation persists, call physician. If you conclude your life is in danger call 911 immediately.
 - Chemical Ingestion:
Drink two large glasses of water or milk. If vomiting occurs, keep airways clear. Call a physician immediately. If you conclude your life is in danger call 911 immediately.

Body Mechanics

1. Don't lift over 30lbs without help.
2. Wear knee pads if on knees for more than 3 minutes.
3. Bend at knees, not at waist, not at back.
4. Rotate jobs between houses – kitchens, bathrooms, etc.
5. Use two hands to lift.
6. Take mandatory breaks.
7. No jerky, jolting or sudden motions. Driving Responsibility

1. Follow ALL traffic laws
2. Always come to a complete stop
3. Always wear seatbelts
4. No phone calls or texting while driving
5. Be polite to other drivers
6. Smile at other drivers
7. Always yield the right-of-way
8. Refrain from sudden stops or accelerations
9. Call Clean Fox Cleaning Service immediately to report accidents or any other driving issues

Personal Responsibility

1. Wear gloves at all times when chemicals are being used, bathrooms are being cleaned or when cleaning medical or dental buildings.
2. Wear Clean Fox Cleaning Service approved shoes. (Rubber Soled Tennis Shoes)
3. Don't get in showers within 3 minutes of spraying chemicals.
4. Don't get in showers when wet or slippery.
5. No hitting or other physical aggression towards team members, clients, or the public.
6. Take breaks as needed.
7. Always wear socks.
8. Read and understand your chemical reaction sheets (MSDS Sheets)
9. Keep equipment out of doorways.
10. Drink plenty of water.
11. Move slowly when working in crowded spaces.
12. Be mindful of other Team Members' needs and restrictions.
13. No profanity or vulgarity during Clean Fox Cleaning Service working hours.
14. Call Clean Fox Cleaning Service immediately to report all injuries

BLOOD BORNE PATHOGENS PREVENTION

1. Never pick up items like broken glass or sharp items with your bare hands or defective gloves.
2. Perform all procedures in such a way that cuts down on splashing and spraying of blood or body fluids. If your skin surface, eye or mouth is splashed or splattered with blood or other bodily fluids, wash or flush these areas with water immediately.
3. Always wear appropriate personal protective items such as gloves, eye protection, etc.
4. No eating, drinking, applying of cosmetics or lip balm, touching of the mouth, nose or eyes in work areas where exposure to infectious materials may occur.

FIRE EXTINGUISHER USAGE

It's easy to remember how to use a fire extinguisher if you can remember the acronym PASS, which stands for Pull, Aim, Squeeze, and Sweep.



Pull the pin

This will allow you to discharge the extinguisher.



Aim at the base of the fire.

If you aim at the flames (which is frequently the temptation), the will fly right through and do no good. You



Squeeze the top handle or lever.

This depresses a button that releases the pressurized extinguishing agent in the extinguisher.



Sweep from side to side

until the fire is completely out. Start using the extinguisher from a

safe distance away, and then move forward.

Once the fire is out, keep an eye on the area in case it re-ignites.

ILLNESS PREVENTION SAFETY GUIDELINES

1. Employees are not to come to work if they're running a fever of 101 or above.
2. Always wash your hands after using the restroom.
3. Always wear gloves while cleaning toilets or any area of the homes and business' Clean Fox Cleaning Service is hired to clean.
4. Always wash your hands after cleaning a restroom before moving to another room of a client's house.
5. Keep hands away from face and mouth at all times while cleaning a client's home

STEP STOOL & LADDER SAFETY

1. When using a step stool or ladder always ensure that the step ladder is fully extended. Never use a step stool or ladder with more than 3 steps.
2. Should there comes a time when you need to use something larger than a 3 step stool or ladder have another Clean Fox Cleaning Service employee stand at the bottom of the ladder when in use. No matter what ladder you're using always let your partner know you're using it. This will allow for other Clean Fox Cleaning Service employees to hear you, should you fall. In case of a ladder accident all employees are to respond quickly to the aid of injured employee.
3. All accidents on ladders are to be reported to Clean Fox Cleaning Service Management immediately. Failure to report ladder accidents is cause for immediate termination.

FIRST AID AND SAFETY EQUIPMENT

OSHA regulations require that a First-Aid Kit “acceptable to the attending physician” be assigned to each team. We have not been able to determine the meaning of “acceptable to the attending physician” (since the phrase seems to imply that the doctor attending the injured person would need to approve its contents, which, of course, would be a little late to seek the doctor’s approval). However, as a minimum, your First Aid Kit should include quantities of the following:

- 1 (16) 1" X 3" Bandage
- 1 Disposable Ice Pack
- 1 4 oz. First Aid Spray
- 1 4 oz. Eye Wash
- 1 4" Compress
- 1 (6) Foille Burn Ointment
- 1 (4) 3" X 3" Gauze Pads
- 1 1/2" X 5 Yard Adhesive
- 1 (10) Wound Wipes 1 (10) Iodine Swab
- 1 Triangular Bandage
- 1 Butterfly Bandaids
- 1 Pair Scissors
- 1 Tweezers
- 1 Pair Latex Gloves
- 1 (10) Ammonia Inhalent
- 1 2" Roller Bandage
- 1 First Aid Guide

BACK BRACES

While neither Federal OSHA regulations nor most state regulations require Clean Fox Cleaning Service employees to wear back brace supports, we believe they should be offered as a way of minimizing the possibility of back strain from vacuuming, bending and lifting.

Please request one if you would like to wear one.

RUBBER/ NITRILE/LATEX GLOVES

Team Members ARE supplied with protective gloves and they must be worn at all times when using any chemical, bathrooms are being cleaned or when cleaning medical or dental

buildings. Turn in defective or damaged gloves to Clean Fox Cleaning Service management immediately for replacement. All employees should have gloves available at all times.

KNEE PADS

Employees are supplied with knee pads and they should be worn at all times when any job requires employees to be on their knees for over 3 minutes.

INJURY PROCEDURE & REPORTING

If there is ever an injury, no matter how small it may seem, Management should be contacted, and an injury sheet should be completed and submitted. Failure to report an injury is cause for immediate termination. If there is a “Near Miss” incident, please contact Management and fill out a “Near Miss” Form. Failure to fill out a “Near Miss” Form is cause for immediate termination. These forms are for management to review and to help consider additional training and protocols to prevent future injury incidents or near miss incidents.

If there is a serious injury, you must call 911 and immediately after contact

Clean Fox Cleaning Service at: 800-883-2609. Never contact anyone before 911 has been contacted. Calling 911 prior to contacting Clean Fox Cleaning Service will ensure the quickest response time from emergency responders. When calling from a cell phone always make sure to have the address at which you are located readily available for the 911 dispatcher.

First Aid Kits are supplied to all Clean Fox Cleaning Service employees. First Aid Kits are located in the glove box ALL company vehicles. Should you need assistance on how to use the First Aid Kit provided please contact your immediate supervisor or manager.

NEAR MISS REPORT
TO BE COMPLETED BY EMPLOYEE

Employee Name:

Near Miss Date:

Near Miss Time:

Location where near miss occurred (name and address of client and location in the home)
Describe what happened
How do you think this can be avoided in the future?
Corrective action implemented subsequent to this report

INJURY INVESTIGATION FORM

TO BE COMPLETED BY EMPLOYEE'S IMMEDIATE SUPERVISOR

Employee Name:

Injury Date: Injury Time:

Location where accident occurred (name and address of client and the location in the home or business).

Type of injury incurred (and to what part of the body or limb):

Type of first aid or other medical care given:

How did the injury occur and what was the cause?

What corrective actions can be taken to prevent reoccurrence of this type of accident?

Corrective action implemented subsequent to filing this form:

Name of witnesses:

Employee's Signature:

Date:

NOTICE OF INJURY & OCCUPATIONAL ILLNESS

NOTE: This form is to be completed by the employee with receipt acknowledged by management.

Employee's Name:	Phone #:
Date of Accident:	Time of Accident:
Place where accident occurred in the home:	
What is the nature of the injury?	
List the body parts involved:	
Briefly describe the accident or circumstances:	
Name of witness(es):	
Did you leave work because of this injury? Yes No If yes, give date & time:	Have you returned to work? Yes No If yes, give date & time:
Was first aid provided? Yes No If yes, by whom?	Name and address of treating physician, if applicable or known
Did the accident happen in the normal course of your work? Yes No	
Was anyone else involved? Yes No If yes, give the name(s) of the person(s) involved:	

SAFETY MEETING ATTENDANCE ROSTER

Clean Fox Cleaning Service, LLC Trainer:

Clean Fox Cleaning Service, LLC Safety Subject:

Safety Training Date:

Employee Name
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

CORRECTIVE PROCEDURE

All Injury and Near Miss incidents are to be reported immediately by the employee(s) who experienced the Injury/Near Miss by filling out the Injury or Near Miss Report Form(s).

The Injury or Near Miss Reports are to be turned in to Clean Fox Cleaning Service immediately in order to ensure corrective action is taken to reduce the probability of a similar injury or near misses reoccurring.

Near Misses are to be reported to your immediate Manager or Company Owner, and the process for investigating and correcting the problem is as described below. Correction procedures will be presented at the next safety meeting.

Corrective Procedure:

Clean Fox Cleaning Service is responsible for enforcing ALL Safety Manual Rules, Regulations & Procedures, as well as more specific safety policies included in other written programs from time to time. All corrective procedures will be documented.

In the event an employee violates any or all Clean Fox Cleaning Service Safety Regulations, the employee will be given a written Corrective Procedure. After three Corrective Procedures have been implemented, the Team Member may be terminated upon notification of any further infractions or terminated immediately when applicable.