

WHAT'S INSIDE

WELCOME HERITAGE!

By now, you've all heard about our most recent (and very exciting) acquisition that occurred in July. We are extremely proud and honored to have the Heritage Healthcare Services team and customers join the 4M Family. You may have wondered what exactly this means for 4M, and what kind of business Heritage Healthcare is in.

Let's start with a story that could very well be your own:

Making the decision to move a loved one into some type of long-term care is never easy. We all may think that this is something we wouldn't need to worry about until the distant future, but the reality is that those times can bear down on us more quickly than we can handle. The burden is great, and the list of decisions to be made is long. First, you have to decide what level of care they need. Do they need Independent Living, Assisted Living, or Skilled Nursing? What about special care like Memory Care or Hospice? Now let's suppose you know what you are looking for and you go to visit some possible options. What are your most important factors? Location? Amenities? Price? Cleanliness? These are just a fraction of the thoughts that have to be weighed in your decision. Now let's assume this has all happened and it is your own grandmother whom you are making decisions for. You are in the cleaning business, and you see your choice of home is dirty, filthy even, because you KNOW what clean is.

Well in 1989, that's where Gerry & Shirley Hainse found themselves. They had a well-established janitorial company and they were unhappy with the conditions at their grandmother's nursing home. They couldn't accept the conditions they

were seeing and decided to do something about it. Heritage Healthcare was founded and thus began providing clean, hygienic environments for those living in Senior Care Facilities with their first being the very facility that they found so unacceptable. Their son, Brian, grew up in the janitorial business and joined Heritage in 1993 after college. Brian became the President of Heritage in 2006 and its CEO in 2013. Brian's wife, Beth, joined Heritage in 2009, and brought her nursing background to manage the operations of the company. Today, Heritage provides services to 35 clients throughout New England and Florida. They still take the same approach to provide a clean, healthy environment for the residents, patients and staff they serve, while always keeping in mind that they are serving everyone's nearest and dearest: their families.

Last month, Heritage was acquired by 4M and not only added a new line of business to the 4M Family but also added some great people that have created a legacy in the healthcare and environmental cleaning industry. 4M wasn't the only company that saw the value in Heritage but when it came down to culture, trust, and confidence in each other, the alignment between us was a match. Gerry & Shirley have retired after a long career of serving others, but Brian and his wife Elizabeth are continuing that legacy, now as part of 4M.

We are excited to add Heritage as a 4M Company and a new division for 4M, and using their expertise to pursue new opportunities and continuing the legacy they have built in our Battle Cities. We're looking forward to new growth that puts the moon in our rearview mirror as we blow past the moonshot on onward towards Mars!



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AROUND THE 4M WORLD

FLORIDA

We love celebrating anniversaries, and our Florida Region had quite a few to recognize. Several of our Team Members passed a significant 4M milestone of being on our team for 5 years! We can't wait to spend many more together with all of you.

Another kind of anniversary was celebrated with cake and treats and some special birthdays in Tampa! Regional Manager, Jeff Chapman, and Account Manager, Nyrma Pagan, blew out their candles and celebrated another trip around the sun.

We have had many reasons to celebrate at our Highland Oaks account in Tampa. The team happily welcomed back Cinthia Diaz with a celebration upon her return from leave and completing chemotherapy.

Does it get any sweeter or any better than a brand-new baby? The Florida team knows how to send out a soon-to-be-parent in style with a party to welcome Yesenia Cirilo's new bundle of joy!



Congrats to Marlyn Paneto, Raul Martinez, & Ada Acosta on reaching their 5 year milestone!



Happy Birthday Nyrma & Jeff!



Welcome back, Cinthia! We missed you!



Welcome to the world, Baby Xaniel!

AROUND THE 4M WORLD CONTINUED

ST. LOUIS

The team in St. Louis implemented a backpack program at the end of summer for the second year in a row. Everyone wanted to say Thank

You to our Team Members by providing their kids and grandkids with a backpack filled with school supplies so they can start off the school year right. With over 500 backpacks stuffed and sent out, we saw a lot of happy faces gearing up for the school year!



We know this school year will be a good one!

KANSAS CITY

The night crew at TGO got a special surprise pizza party. We've heard from many near and far that the crew at TGO is amazing! Way to go, Team!

ILLINOIS

4M's Illinois team has been hard at work finding new and talented members for our Family. Springfield's office held a job fair and reported back a great day of new faces and lots of fun! We can't wait for the next one!



It's party time!



Join our Team!

HERITAGE

Members of the 4M team from across all of our battle cities made the trip to Rhode Island to welcome Heritage Healthcare into the family. While they were there, they got to learn all the ins-and-outs of Heritage business and the special approach they take to facility care. Everyone was very excited to learn all about Heritage and the opportunities for 4M to grow.



(from left) Emily Sarvies, Terry Miller, Claudia Gomez, Larry Bush, Nayeli Perez, Edmee Colon, Gus Jaramillo, and Elizabeth Hainse having fun on a site visit.

DID YOU KNOW? . . .

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Did you know that 4M's GuidanceResources® program provides support, resources and information for personal and work-life issues for all hourly and salaried Team Members? Personal issues, planning for life events or simply managing daily life can affect your work, health and family and we want to make sure all of our Team Members get the support and information they need to be the best version of themselves. The program is company-sponsored, confidential and provided at no charge to you and your dependents. You can call your ComPsych® GuidanceResources® program anytime for confidential assistance.

Confidential Counseling

3 Session Plan

This no-cost counseling service helps you address stress, relationship and other personal issues you and your family may face. It is staffed by GuidanceConsultants who will listen to your concerns and refer you to in-person counseling (up to 3 sessions per issue per year) and other resources for:

- Stress, anxiety and depression
- Job pressures
- Relationship/marital conflicts
- Grief and loss
- Problems with children
- Substance abuse

Financial Information and Resources

Discover your best options.

Speak by phone with our Certified Public Accountants and Financial Planners on a wide range of

financial issues, including:

- Getting out of debt
- Retirement and Estate planning
- Credit card or loan problems
- Tax questions
- Saving for college

Legal Support and Resources

Expert info when you need it.

Talk to our attorneys by phone. If you require representation, we'll refer you to a qualified attorney in your area. If you have questions about:

- Divorce and family law
- Real estate transactions
- Debt and bankruptcy
- Landlord/tenant issues

Work-Life Solutions

Delegate your "to-do" list.

Our Work-Life specialists will do the research for you, providing qualified referrals and customized resources for:

- Child and elder care and even pet care
- College planning
- Moving and relocation
- Home repair

GuidanceResources® Online

Knowledge at your fingertips.

GuidanceResources Online is your one stop for expert information on the issues that matter most to you...relationships, work, school, children, wellness, legal, financial, free time and more.

- Tutorials, streaming videos and self-assessments
- "Ask the Expert" personal responses to your questions
- Child care, elder care, attorney and financial planner searches

Free Online Will Preparation

Get peace of mind.

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Your ComPsych® GuidanceResources® Program

CALL ANYTIME
Call: **855.387.9727**
TDD: **800.697.0353**
Online: **guidanceresources.com**
Your company Web ID: **ONEAMERICA3**

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Call Anytime!

HUMAN RESOURCES HOTLINE

Did you know 4M Building Solutions has an active Human Resources Hotline? You can call to address any needs you may have regarding HR and leave messages after hours. The HR hotline for team members is 314.615.2859.

TEAM MEMBER HR HOTLINE:
314.615.2859

SAFETY DIAMONDS

WHAT IS A 'NEAR MISS?'

OSHA defines a near miss as an incident in which no property was damaged and no personal injury was sustained, but where, given a slight shift in



time or position, damage or injury easily could have occurred. Near misses also may be referred to as close calls, near accidents, accident precursors, injury-free events and, in the case of moving objects, near collisions.

Most likely, we have all observed a 'near miss' and never really thought too much about. Given just a slight change in the circumstances, a potential serious situation can occur anywhere. Having an awareness of near misses will enhance your safety environment and avoid potential incidents.

Recently, at one of 4M's customer accounts, two of our Team Members, Karem Rivera and Patricia Salazar were in a tenant suite. Something wasn't right. There was a burning smell and they set off

to find the source of the smell. A toaster was the culprit and a loaf of bread in a bag was sitting too close to the toaster. The bag was melting and causing the smell. They quickly unplugged the toaster and removed the bag. No damage was done to the tenant suite because of their quick actions.

It may not seem like a lot but that simple near miss could have been disastrous had they not acted quickly. Near misses are important and everyone needs to be aware of our surroundings and how to prevent disasters before they occur.

Thank you, Karem and Patricia, for your quick action and avoiding an unsafe situation! Together, we keep each other safe at 4M!

SAFETY CERTIFIED MANAGERS

4M's Certification system for Safety Certified Managers (SCM) started in 2009 as an internal certification process to validate our Team Members' commitment to safety. SCM must complete in-depth safety training which follows 4M's safety values and our safety mission to execute a proactive path in the continuous pursuit of zero accidents.

Becoming a SCM is no easy task! Training consists of a live half-day session with one of 4M's Safety leaders and maintaining it means that each manager must fulfill their safety responsibilities when it comes to making sure their hourly Team Members receive safety orientation/training, toolbox talks, and monthly safety observations, to name a few.

We're proud of the culture of safety we have built in the past 40 years and our Team Members who have shown their dedication to keeping each other safe.

Welcome to the SCM Club!

Luis Garcia
Tim Grebe
Janis Shaake
Robert Lewis
Brandon Simmons
Asmar Wash
Eduardo Baez
Jeannette Rodriguez

James Fields
Virginia Casarez
Gustavo Veliz
Tony Garcia
Daniel Cruz
Jonathan Wolfe
John Utterback

Kristina Kline
Michael Farmer
LaDana Wright
Christina Bailey
Kevin Vega Ruiz
Alexei Piedra Iglesias
Leslie Arias

WELLNESS CORNER

WANT TO FALL ASLEEP FASTER & WAKE UP FEELING MORE RESTED? GET MOVING!

It's a common fact that how well we sleep affects our overall health and wellbeing. But just how much can one area of our lives affect our sleep?

As little as 10 minutes of aerobic exercise, such as walking or cycling, can dramatically improve the quality of your nighttime sleep, especially when done on a regular basis. What's more, exercisers may reduce their risk for developing troublesome sleep disorders, such as sleep apnea and restless leg syndrome.

Physical activity improves sleep quality and increases sleep duration. Exercise may also bolster sleep in other ways, because it reduces stress and tires you out. Early morning and afternoon exercise may also help reset the sleep-wake cycle by raising body temperature slightly, then allowing it to drop and trigger sleepiness a few hours later. It can be especially helpful if you are able to exercise outdoors and let your body absorb natural sunlight during the daytime hours.

A poll by the National Sleep Foundation provided interesting and, in some cases, surprising findings about the link between active lifestyles and sleep habits.

Here are the top five results:

1. Exercisers say they sleep better. People who say they exercise report better sleep than those who say they don't exercise.
2. Vigorous exercisers report the best sleep. Vigorous exercisers are almost twice as likely as non-exercisers to say, "I had a good night's sleep" almost every night, and they are the least likely to report sleep problems.
3. Non-exercisers are the sleepest and have the highest risk for sleep apnea. More than four in ten non-exercisers (44%) showed a moderate risk for sleep apnea, compared to between 26% of light exercisers and 19% of vigorous exercisers.

4. Less time sitting is associated with better sleep and health. Those who sit for fewer than 8 hours a day were significantly more likely to report "very good" sleep quality.
5. Exercising at any time of the day appears to be good for sleep. Contrary to long-standing "sleep hygiene" advice, exercising close to bedtime was not associated with poorer sleep quality. In fact, exercise was linked to better sleep no matter what time of day.

HERE ARE A COUPLE IDEAS FOR YOU AND YOUR FAMILY TO SHARE SOME FITNESS FUN TOGETHER:

Exercise during commercial breaks

- when watching TV together, try running in place, push-ups, sit-ups, squats or jumping jacks during the commercial breaks. Make it a contest to see who can get the most!

Just Dance - turn on some fun music and rock out together.

Go the Extra Step - park farther away when running errands and take the stairs when you can. Consider walking or biking to nearby destinations when feasible.

Create Time for Family Exercise Every Day - take family walks after dinner and use that time to talk about your day. Play a family game of football or basketball.

Family Olympics - create your own Family Olympics or obstacle course - go to your local track or town pool and have races while your family goes for the gold.

MAKE IT A FAMILY AFFAIR!

Exercising as a family is a great way to spend quality time together while getting healthier at the same time! Getting fit as a family does not have to be time-consuming or difficult. With just a little bit of planning, family exercise can be easy and fun! All it takes is a little initiative and creativity to build a mindset of lifetime fitness and a positive association with being healthy!



4M IN THE NEWS

4M WINS ARCHWAY RISK CONTROL AWARD

4M was awarded the Archway Risk Control Award Winner for 2019 for the New Member Most Improved category. Our accounting team has been hard at work and recognized for their diligence in improving 4M immensely. The award is given to a new member that shows the greatest improvement in total comprehensive benchmark score. Great work, Team!

TEAM MEMBER SPOTLIGHT

Claudia Gomez

The first thing you should know about Claudia is that she is loyal. She's stuck with 4M, her Team Members, and her dedication to quality through thick and thin. Claudia started in the janitorial business at age 18 as a Supervisor at Florida Power & Light in downtown Miami, and has been in the business ever since. After so many years in the business, Claudia has seen and done it all. From general cleaner, to floor tech, she joined 4M 12 years ago and has never looked back! Gus Jaramillo saw something truly special in Claudia, and knew that 4M needed to hold on to her. She doesn't shy away from responsibility, and is quick to own up to any mistakes, few that they may be. Claudia quickly moved up the ranks and was made an Assistant Manager, and then an Account Manager. Her loyalty to her Team Members is legendary, and she shares her success with them whenever she can. She even treated everyone and their families to dinner after winning Safety Bingo!



Claudia Gomez (2nd from left) and some of her Rockstar Team Members!

We wanted to make sure everyone at 4M knows how much we appreciate Team Members like Claudia. If you see her around, bend her ear about this or that. We know you'll be reaching great heights with 4M for many years to come.

She even treated everyone and their families to dinner after winning Safety Bingo!

LEAD 360

LEAD 360 is 4M's Development Program which identifies our top talent and a career path for them to move up in the ranks.

During a 6-month period, Lead 360 Candidates participate in specialty LearnLoft modules to develop their skills in leadership as well as training processes for skills in every aspect of 4M's business. Our candidates are monitored by their Regional Managers to confirm and validate the skills and techniques necessary to become Lead 360 Grads who will be even better equipped to serve our clients! We are extremely excited to share our first class with everyone at 4M. Congratulations to all of you. We know we'll be seeing great things from you!

Interested in becoming a part of the next LEAD 360 Class? Contact your Regional Manager or Division Vice President!

Lead 360 Class		
John Darity	Alen Nadarevic	Ana Molina
Jeannette Cruz	Brittney Lewis	Ladana Wright
Asmar Wash	Eloy Navarrete	Nayeli Perez
Latoya Endsley	Tim Wea	Gabriela Mejia
Elizabeth Edwards	Mauricio Valdes	Rodolfo Cordero
Robin Binkley	Victor Lima	Margarita Armendariz
Melissa Watson	Kevin Vega	Jimika Reed-Terry
	Joselyn Massari	

TEAM MEMBER OF THE QUARTER

Congratulations are in order for our latest Team Member of the Quarter! We had several nominees and the winner was not an easy decision.

Ada Acosta

Ada Acosta has been working at 4M's University Mall account for 9 years! She started as an hourly Team Member and with her passion and dedication she has grown with 4M into a Supervisor role and continues to move up! She always goes the extra mile with a smile on her face, doing what it takes to get the job done and exceed the customer's expectations. Ada is an asset to our Family, you can see how much she cares for her coworkers by helping them out both in and outside of work. She is always there to lend a helping hand whenever someone needs and never complains. Ada is admired for her dedication to her family, as well. She cares for her husband, two daughters, and three beautiful grandchildren. Congratulations, Ada! You are an exemplary member of our 4M Family and deserve to be recognized for your hard work and the wonderful human being that you are!



Thank you for everything, Ada Acosta!

CUSTOMER COMPLIMENTS

These are just a few of the compliments received since the last newsletter from customers who took the time to share their positive experiences of outstanding service with us.

Since **Juan Gomez** started working here I have had several associates comment on how professional, and nice he is. Additionally, I have also had associates come to me and explain that they are very happy he started working here because they can tell he puts a lot of effort into his work (I have noticed this too). -**Dennis Ryun, Cerner Properties**

There was an important meeting at one of our buildings for several days this week. A Manager from those meetings had some very nice comments about how clean the building is and especially the restrooms. -**Richard J Burdette, OAB - StateFarm**

We had some new interns start today and **Lynn Miller** made sure the offices looked great. Those desks are a pain to polish with years of build-up. Thank you very much! -**Dave Wilson, Facilities Manager - Metropolitan Square**

Just to let u know, **Chandra Fitzgerald**

and **Susan Cardwell** are wonderful employees that clean our offices here. They do a wonderful job! -**Ben Williams, Fluor Maintenance Planner - Logan Aluminum**

Will you please pass on my appreciation for the effort and awareness that the 4M team: **Jesse Miller, Florencio Martinez, Freddie Griffin, Jorge Mendez, Lorena Quintero, Kendall Moore, Karina Hernandez, Eugenio Ceron, Ivan Gomez, Moises Leyva, Doroteo Garcia, Jose Mendoza, Juan Ceron, and Juana Reteguin** showed leading up to an important customer (US Navy) visit last week? The building looked great and the Admiral was impressed with our facilities. Thanks! -**Gina Riley, LPSD Diesel Engine Division**

I would like to commend **Cesar Gomez** on a job well done with the vents that he cleaned over the weekend. I'm not sure how he reached them because my team could not

move all the dispensers that he needed to be moved so he could reach the vents easily! Thanks for making a huge difference in the small details. -**Kevin Bazel, Freestyle Lab Manager**

I would like to take a moment to recognize the cleaning team of **Oscar Saines; Martha Bosquez; Sean Walker; and Cindy Wilburn** in my area at COUNTRY Financial. There are many evenings that I am in the office working late and the only one in my area. They are very respectful and try not to make any noise around me. When I am not on a call and can acknowledge them, they are respectful, kind and positive. I feel comfortable with them around. You should be proud of this team, they represent your company in a positive manner and are an asset to hold onto. -**Mary Beth Aydoner, COUNTRY Financial**

4M TEAM MEMBER RECOGNITION

Finding and recognizing Team Members doing things right is a significant part of our culture.

4M ANNIVERSARIES

Congratulations and thank you for your many years of dedicated service for our customers!

15 years

Alfonso Hernandez
Larry Euell

5 years

Curry Wilkins
Patsie White
Jimmie Gross
Brenda Gomez Tabares
Lisa Knapp
Jose Argumedo

Alyssa Bradley
Kassandra Shirley
Zackary Bratton
Ruben Correa
Norman Melton Jr
Nyssa Tarvin
Celerina Reyes
Sebastian Daughtdrill

10 years

Christine Aleman
Ena Arteaga

WORLD CLASS TEAM MEMBERS RECRUITING WORLD CLASS TEAM MEMBERS

The following have been paid for recruiting new 4M Team Members. Ask how you can get in on this and receive a bonus for your referrals!

\$100

Cornell Barbee
Kara Shibley
Ada Rivera

Nelson Lopez
Sadieu Alcira
Victor Lima De Armas
Daisy Martinez
Carmen Padron
Yusimi Ruiz
Patricia Brown
Beatrice Haliburton
Margarita Armendariz
Beatriz Rincon

\$200

Samson Esther
Rodolfo Cordero

\$300

Lorvina Bernard
Wanda Thomas
Synovia Lowe Rogers

\$1,000

Nefy Garcia

**TOTAL
RECRUITMENT
BONUSES:
\$3,600**

GOOD WORKS WINNERS \$\$

4M receives recognition from clients and supervisors hundreds of times each quarter praising our Team Members. Team Members are issued a "Good Works" ticket each time they are recognized. At the end of the month, a drawing is held and Team Members receive a cash prize!

Brent Ludwick
Dovie Minella
Annette Macias
Maria Acuna
Clara Dezammoron
Melva Mendez
Rosalinda Muzquiz

Jose Lopez
Brenda Velez
Andru Aleman
Marilyn Ferrel
Colleen Crowell
John Utterback
Shatasha Talley



Way to Go, Brenda!

SAFETY BINGO WINNERS

Winners potentially receive anywhere from **\$75 up to \$8,000** per game!

Leandro Cantero **\$100**
Ivon Celedon **\$150**
Nathan Fislar **\$150**
Arnaldo Sepulveda **\$175**
Melissa Smith **\$175**
Jaron Pineda **\$300**
Kimberly Cagley **\$300**
Craig Crosby **\$1,000**
Moises Leyva **\$500**



Safety Pays at 4M for Arnaldo Sepulveda!

**TOTAL WINNINGS:
\$2,850**

4M PROMOTIONS

Congratulations to the following Team Members on their recent promotion!

Jesse Little Lead TM	Jim Rice Account Manager	Emily Torres Day Porter/Matron
Martin Lecona Lead TM	Gerson Reyes Account Manager	Aaron Franklin Field Manager
Carlos Jones Lead TM	Daniel Cruz Campus Manager	Danel Gipson Field Supervisor
Thomas Montgomery Floor Tech	Brandon Rupert Account Manager	Robert Hall Field Supervisor
Stella Rice Supervisor	Christina Bailey Account Manager	Claudino Silva Barbosa Supervisor
John Banegas District Manager	Carlos Berganza District Manager	Ciara Miles Lead TM
Delia Williams Field Supervisor	Junior Goncalves Account Manager	Walter Saddler Lead TM
Shatasha Talley Supervisor	Katie Ayers Account Manager	Daniela Coronado Supervisor
Gene Becker Supervisor	Queila Lopes Depina Supervisor, Heritage Division	David Hudson Supervisor
Tracy Hack Lead TM	Jimmy Moore Account Manager	Imelda Duran Day Porter/Matron
Elizabeth Jimenez Day Porter/Matron	Larry Slaughter Account Manager	Felipe Munos jr Floor Tech
Yolanda Plata Supervisor	Eshawndia Rush Supervisor	Luis Holten Floor Tech
Brandon Meredith Account Manager		Kristy Aguillen Lead TM

NEW MANAGEMENT TEAM MEMBERS

Congratulations to the following new Management Team Members and welcome to the 4M Family!

Daniel Taylor Campus Manager	Michele Cartagena Heritage Housekeeper	Wilmer Perez Account Manager
Dulce Morales Account Manager	Francisco Castelan Sr Account Manager	Joao Semedo Account Manager
Darren Turner Continuous Improvement Manager	Lucia Costa Account Manager	Christine Sheehy Account Manager
Chatnee Patterson Safety Administrator	Elvis Dagraca Account Manager	Charlie Stipo Account Manager
Brandon Simmons General Cleaner	Maria Depina Account Manager	Oscar Tanahuvia Account Manager
Stephanie Lynch Regional Sales Director	Irlandina Lopes Account Manager	Mino Teo Account Manager
Valeriano Depina District Manager	William Gauthier Account Manager	Devon Pierce Account Manager
Brian Hainse Division Vice President	Jean Germain Account Manager	Melvin Rivera Burgos Account Manager
Vasilios Markopoulos District Manager	Felisberto Gomes Account Manager	Yvette Ivy Account Manager
Linda Troiano Regional Coordinator	Junior Goncalves Account Manager	Elizabeth Hainse District Manager
Claire Zimmerman Regional Administrator	Jennifer Jacobs Account Manager	Queila Lopes Depina Heritage Housekeeper
Christina Bailey Account Manager	Hantz Leonce Account Manager	Yarima Karama Account Manager
Nelson Acevedo Account Manager	Maria Lima Account Manager	Teresa Chavez Account Manager
Carlos Berganza Account Manager	Rosabel Lopez Account Manager	Herlinda Cruz HH Account Manager
	Crystal Ortiz Heritage Housekeeper	

SAFETY PAYS IN THE WORKPLACE

Studies estimate that full-time custodians are injured on the job sometimes as much as two times more than other workers in the private industry. In addition to slip, trip and fall hazards, janitorial workers have a higher-than-normal exposure to dangerous fumes and are at greater risk for chemical burns from harsh cleaning agents. Heavy lifting and repetitive motions also often contribute to a higher rate of musculoskeletal injuries.

Workplace injuries such as these not only affect the Team Member. They also have a major impact on the employer's bottom line and include both direct and indirect costs.

Direct costs include workers' compensation payments, medical expenses and legal services. Indirect costs include training and replacing Team Members, investigating accidents, lost productivity, repairing damaged equipment or property and Team Member absenteeism.

And, of course, workplace injuries almost certainly drive up insurance premiums.

Here are 5 ways to make the workplace safer for everyone:

1. INVEST IN SAFETY TRAINING.

Benjamin Franklin said, "An investment in knowledge always pays the best interest." He was right. Studies show that successful health and safety programs can reduce injury and illness between 20 and 40 percent. In addition, safety training improves Team Member recruitment and retention. Approximately 40 percent of Team Members who do not receive adequate training leave within the first year.

2. PURCHASE SAFE CLEANING PRODUCTS.

With the wide availability of safe cleaning products on the market today, many insurance providers are willing to lower insurance premiums for employers who use the least harmful options.

3. KEEP THE WORKSPACE CLEAN AND UNCLUTTERED.

Slip and fall accidents or tripping over coworkers' belongings are two of the most common type of workplace injuries. Encourage Team Members

to keep hallways and aisles clear and to clean up water spills immediately.

4. MONITOR STRESS AND FATIGUE.

Memory lapses, difficulty concentrating and slow reaction times are signs of stressed or tired Team Members and increase the risk of accidents and injuries. Encourage Team Members to take regular breaks to de-stress, rest and restore concentration.

5. LOOK FOR STATE-SPONSORED DISCOUNTS.

Business owners have a duty to keep Team Members safe, and some states offer government-funded incentive programs to do just that. For example, in Oklahoma, small businesses that commit to safety training and complete a comprehensive survey at each facility can receive a 15 percent reduction in their workers' comp insurance premium. Several states also offer insurance reductions for drug-free workplaces.

At 4M, we are always looking for ways to make the facilities we clean as safe as possible. It's just another way we deliver the best, innovative and safe cleaning solutions for your business.

4M Mission: To provide world-class, innovative Building Solutions to world-class partners with energy, enthusiasm and excitement by Team Members who share in the success of 4M.



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