



CLEANING MATTERS

THE NEWSLETTER OF CAGNEY CONTRACT CLEANING

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Welcome to Issue 25 (Dec 2013) of Cleaning Matters. I'd like to remind you that if you have any contributions to the newsletter, please forward them to me. Remember this is *your* newsletter. *Editor: Gregory O'Keeffe*

HEALTH & SAFETY CORNER

Essential Information for Driving in Bad Weather Conditions

Vision—Through the winter months dazzle from the low winter sun can be a particular problem.

Improve vision significantly by making sure that your windscreen is clean – inside and out. Use air conditioning for faster demisting and to reduce condensation on cold windows.

Check windscreen wipers and replace if necessary. Make sure that wipers are switched off in the park position when leaving the car when there is a risk of freezing as failure to do so could damage the blades or wiper motor when you turn the ignition on if the blades have frozen to the screen. Windscreen washer fluid should be topped up and treated with a proprietary additive to reduce the chance of freezing in frosty weather.

Visibility—Check that all bulbs are working and that headlights are clean and aimed correctly.

You must use headlights when visibility is seriously reduced. You may also use front or rear fog lights but these must be switched off when visibility improves as they can dazzle other road users and obscure your brake lights.

Tyres—Check all tyres for condition and pressure. Get up at least 10 minutes earlier to give you time to prepare your vehicle.

Don't drive off like a tank-commander, with a tiny hole cleared in your windscreen. Clear all windows of snow and ice using a scraper and de-icer.

Put safety before punctuality when the bad weather closes in. While it's always a good idea to allow extra time in winter for your journey, drivers must accept the inevitability of being late for work if they are caught up in an unexpected delay.

Driving on Icy Roads —Gentle manoeuvres are the key to safe driving.

Select second gear when pulling away, easing your foot off the clutch gently to avoid wheel-spin.

Leave as much room as possible between you and the car in front.

Always apply brakes gently. Release them and de-clutch if the car skids.

PATS CHAT

2013 has been a year of consolidation and innovation.

As a company we have become leaner and more streamlined in how we deliver our services to our clients. Initiatives like direct deliveries and the roll out of microfibre cloths throughout all our sites helps our competitiveness in a very tough market, whilst also delivering a better service to our clients.

Our client base has been very loyal throughout the last number of years and I genuinely believe this is largely down to relationships they build with the frontline staff on the ground, That's You! So, thank you.

Our reputation is everything so please continue giving the best service you can, clients do notice and appreciate it.

May I wish you and your families a Happy and Joyful Christmas and we look forward to your support in 2014.

Thank You.

Patrick Cagney
(Managing Director)



AILIN CAGNEY AWARD

Congratulations to **Magdalena Kielak** (pictured below) who was awarded the Ailin Cagney Award for Quarter 3 in 2013. Congratulations also to **Irena Kaniauskiene** who was awarded the Ailin Cagney Award for Quarter 2 in 2013.



STAFF NEWS

New Arrivals:-

Congratulations to **Szymon Drzewiecki** Client Services Manager and his wife who welcomed their baby daughter Natalia (right) in November 2013.



Congratulations to **Linzi Fagan** and her partner who welcomed their baby daughter Lily on 1st December 2013.

Congratulations to **Keith Kelly (Mondelez Coolock)** who successfully completed **The National Certificate of Exercise, Health Studies and Personal Training.**

STAFF TRAINING

We are continuing to roll out **E Learning Manual Handling** courses to all staff. Please ensure that we have a valid email address for you in order for us to email you a link to complete this training. If you haven't already submitted your current email address, please do so. Please complete this training as soon as possible and check your email regularly for updates. Any queries, please contact your Supervisor or Gregory O'Keeffe, Health & Safety Officer.

Remember if you have any training or development requirements, please talk to your Supervisor and never do any task you do not feel trained to do.

COMPETITION SPOT

If you want to be in with a chance of winning a €50 voucher prize in our competition spot for this issue, just answer the following question:-

Q. What day of the week does Christmas Day fall on in 2013?

Send your answer, along with your name and site location, to any of the following:

Snail: Greg O'Keeffe, Cagney Contract Cleaning, Unit 17, The Hub Logistics Park, Bracetown, D 15.

Email: training@cagney.ie

Website: www.cagney.ie

Text: 086-8116790. The closing date for this competition is 31st January 2014

Congratulations to **Patricia O'Brien (PWC)** who correctly answered the question from issue 24 (see below).

Q. Who was the latest winner of the Ailin Cagney Award.

A. Catherine Caddick

SLIPS, TRIPS & FALLS

Slips, Trips & Falls on Wet Floors:-

Are you washing / mopping floors when the client or public are still around !!!!!!!

STOP NOW & TALK TO YOUR SUPERVISOR IMMEDIATELY.....

If you have to wash a floor:-

The area to be washed must be cordoned off from client staff / the public.

Signs or barrier tape must be used to isolate the area.

Clean floors when the client/public are not present (after business hours).

Get assistance from a second person to clean and block a specific area and inform and direct the client / public around the danger.

Change the process (don't use water, use a buffer).

Use a scrubber dryer.

Wear sensible footwear.

Make sure the floor area is **fully** dry before leaving an area.

To Summarise:

Use Signs! Change the Process! Change the Time of Cleaning! Don't Use Water! - Talk to the Client.

CHRISTMAS WAGES ARRANGEMENTS

Please note the following in relation to wages payments during the Christmas Period.

Fortnightly Paid Staff

Wages for hours worked fortnight ending Sunday 22nd December 2013 will be in bank accounts on Tuesday 24th December 2013.

Wages for hours worked fortnight ending Sunday 5th January 2014 will be in bank accounts as normal on Thursday 9th January 2014.

Weekly Paid Staff

Wages for hours worked week ending Sunday 22nd December 2013 (payslip date 27th Dec 2013), will be in bank accounts on Tuesday 24th December 2013.

Wages for hours worked week ending 29th December 2013 (payslip date 3rd Jan 2014), will be in bank accounts as normal on Thursday 2nd January 2014.