

# Environmental, Health & Safety (EHS)

Conversion Audit Guide

**EssilorLuxottica**

# ESSILORLUXOTTICA – NEW SITE CONVERSION AUDIT

Environmental, Health & Safety

**Operations Leader to complete Conversion EHS Audit within 30 days after conversion.**

Operations leaders will install new EHS supplies (order additional as needed), address any safety concerns immediately, and provide insights and recommendations to Central Operations. Additionally, review high level results with PM and follow up to ensure Compliance lessons completed and attendance of EHS and Asset Protection Virtual Classrooms.

## **Activities Include:**

- Complete the CAMS audit
- Install all items required that are available at time of first visit
- Order missing items on CP, Office Depot, or source through Central Operations
- Open Maintenance Portal requests for items required during the audit (review with Central Operations prior)
- Follow up and close any gaps on CAM audit action plans
- Review findings and updated CAMS audit/results with PM

# CONVERSION AUDIT – CAMS

## Environmental, Health & Safety

Audit Question	Risk	Points	Audit Question	Risk	Points
Are electrical power cords on all equipment and appliances in good condition, with no exposed wires or damaged and/or missing prongs?	Low	1	Have the fire extinguishers been serviced annually by an outside agency and have an updated annual service tag?	High	2
Is there a 3-foot (36 inch) clearance in front of breaker panels? (Clearance area marked off on the floor and/or a warning label posted on the panel door)	Medium	2	Is the ladder in good shape (no broken or bent rungs or bars) and stored to prevent damage and trips?	High	2
Are electrical cords secured and not located in walkways, or posing trip or entanglement hazards to associates or patients? (Electrical cords and cables at dispensing tables must also be secured)	High	2	Is a First Aid Kit present and fully stocked with no items that are expired?	Medium	2
Are child safety caps in place in all patient facing areas including optical, waiting room, and/or OD offices?	Low	1	Are interior finishes in good condition and do not pose hazards? Hazards including trip & fall, collapse, etc. (Include all furniture, fixtures, etc. in all areas of site)	Low	1
Are all powered items (lab equipment, microwaves, mini-refrigerators, etc.) plugged directly into an electrical socket or a surge protector? (Extension cords may not be used as a permanent power source)	Low	1	Are emergency plans (including emergency phone numbers) and for the store posted or available for viewing?	Medium	2
Are all exit doors clearly marked and not blocked? (Both the exit signs and emergency lighting must be cleared of obstructions)	High	2	Are evacuation maps posted in various locations?	High	2
Do all exit signs work?	Low	1	Do team members know where to find Safety Data Sheets for cleaning chemicals and do they understand how to use them?	High	2
Are sprinklers unobstructed with a minimum of 24" clearance from the ceiling?	High	2	Are all consumer cleaning products stored properly? (In designated, common area that is not accessible to patients and not in the lab)	Low	1
Are fire extinguishers present in marked location and not obstructed?	Medium	2	Are chemical storage areas (including consumer cleaners) clean and showing no signs of spills or corrosion?	Low	1
Are the fire extinguishers in good condition and inspected monthly? (Gauge is in the green, hose in good shape, nozzle appears clean, and monthly tag both on the extinguisher and filled out each month)	Medium	2	Are all bottles and/or contains with chemicals (including consumer cleaners) clearly and legibly labeled?	Medium	2

# ELECTRICAL SAFETY

Audit Question	Risk	Points
Are electrical power cords on all equipment and appliances in good condition, with no exposed wires or damaged and/or missing prongs?	Low	1
Is there a 3-foot (36 inch) clearance in front of breaker panels? (Clearance area marked off on the floor and/or a warning label posted on the panel door)	Medium	2
Are electrical cords secured and not located in walkways, or posing trip or entanglement hazards to associates or patients? (Electrical cords and cables at dispensing tables must also be secured)	High	2
Are child safety caps in place in all patient facing areas including optical, waiting room, and/or OD offices?	Low	1
Are all powered items (lab equipment, microwaves, mini-refrigerators, etc.) plugged directly into an electrical socket or a surge protector? (Extension cords may not be used as a permanent power source)	Low	1

## Take Action:

- Replace and/or order any power cords that need replaced
- Mark off electrical areas
- Install cord covers and/or tape down cords on the floor
- Use zip ties or other cord binders to keep organized
- Install outlet covers in all outlets that are in in patient facing areas
- Plug powered equipment directly into the outlets
- Move anything stored in front of the breaker
- Request electrician as needed via Maintenance Portal
- If you cannot figure out how to correct a deficiency, take a picture and follow up with Central Operations

CP #	Item Description	Quantity Ordered
3032824	Child Outlet Covers	5
3001353	Yellow/Black No Slip Tape	1
3029856	Tape measure, 12'	1

## Good Examples:



## Other Supplies Needed:

Zip Ties CP# 3040836

## Bad Examples:



# EMERGENCY EXITS

Audit Question	Risk	Points
Are all exit doors clearly marked and not blocked? (Both the exit signs and emergency lighting must be cleared of obstructions)	High	2
Do all exit signs work?	Low	1

## Test the lights:

If you have multiple lights that will take a long time, you may choose to turn off the circuit breaker to completely cut power to the lights for 30-seconds instead. This would test all emergency lights at the same time, with the expectation that all emergency lights stay fully lit for 30-seconds.

Alternatively, follow the below steps:

**Wall / Ceiling Mounted Emergency Lights:** These lights are independent of lighting in the facility. They are installed on a wall or from the ceiling.

1. Press the "test" button and hold for 30 seconds.
2. Make sure all bulbs remains lit while the button is pressed.

**Fixture Mounted Emergency Lights:** These lights are built into the ceiling fixtures in your store and are typically identified by a red test button located inside the grid work of the light. (Note: Fixture emergency lights remain on even when the remaining lights in a room are off.)

1. Verify that all bulbs are working properly before testing. Replace any burned out bulbs before testing.
2. Locate the lights test switch. Lighting must illuminate within 10 seconds of activation.
3. Press the switch and hold for 30 seconds; emergency lights must illuminate for the entire 30 seconds. Ensure the primary bulbs go out and one set of bulbs stay lit.

NOTE: Do not attempt to test exit lights that are out of reach. Order a ladder as needed.

If exit light still exceeds the maximum safe reach height while on a ladder, only visually conduct the inspection. (Maximum safe reach height is approximately 4' higher than the height of the ladder.)

## Take Action:

- Move anything stored in front of an exit door
- Test exit signs and lights (look for small red "test button")
- If breakers are not marked request service in Maintenance Portal
- Request any repairs in Maintenance Portal

## Examples:



# FIRE SAFETY

Audit Question	Risk	Points
Are sprinklers unobstructed with a minimum of 24" clearance from the ceiling?	High	2
Are fire extinguishers present in marked location and not obstructed?	Medium	2
Are the fire extinguishers in good condition and inspected monthly? (Gauge is in the green, hose in good shape, nozzle appears clean, and monthly tag both on the extinguisher and filled out each month)	Medium	2
Have the fire extinguishers been serviced annually by an outside agency and have an updated annual service tag?	High	2

CP #	Item Description	Quantity Ordered
3001349	Fire extinguisher signs	1
3003396	TAG,MONTHLY FIRE EXTNGSHR INSPCTON, 5/PK	1

## Other Supplies Needed:

## Take Action:

- Remove any storage 24\* from the ceiling
- Ensure sprinklers are not obstructed by any fixtures or storage
- Remove items, shelves to prevent future issues
- Order and/or replace any missing ceiling tiles via Maintenance Portal
- Remove all items around the fire extinguisher, mark with tape
- Post sign above or by each fire extinguisher
- Inspect the fire extinguisher and mark on the monthly tag
- Order replacement fire extinguishers via Maintenance Portal

## Examples:



# LADDER SAFETY

Audit Question	Risk	Points
Is the ladder in good shape (no broken or bent rungs or bars) and stored to prevent damage and trips?	High	2

CP #	Item Description	Quantity Ordered
3040511	TAG, LADDER SAFETY - MONTHLY INSPECTION	1
3040512	TAG, LADDER SAFETY, DANGER DAMGED UNSAFE	1

**Other Supplies Needed:**

**Good Examples:**



**Take Action:**

- Tag out with the "Damaged" tag any ladder that is broken or bent, then dispose in a dumpster only. (If you do not have a dumpster, contact Central Operations for guidance.)
- Secure ladders with hooks and/or bungee cords to the wall
- Ensure the ladder does not block any doors or hallways





# GENERAL

Audit Question	Risk	Points
Are interior finishes in good condition and do not pose hazards? Hazards including trip & fall, collapse, etc. (Include all furniture, fixtures, etc. in all areas of site)	Low	1
Are emergency plans (including emergency phone numbers) and for the store posted or available for viewing?	Medium	2

### Take Action:

- Remove any trip & fall hazards (Ex. Tape down tears or lifted carpet, secure loose cords, etc.)
- Post emergency plans and fill in an emergency phone numbers required
- Set up the Lamp & Battery recycling kits (order as needed) and review with the PM/Safety Captain the process to order bulbs, recycle, and shipment of full boxes as well as reordering kits on CP

CP #	Item Description	Quantity Ordered
3043211	Poster, SafetyFirst	1
3010676	Poster, Asset Protection Overview	1
3013385	CARDS, EMERGENCY PROCEDURES	1
3009481	Lamp, recycle box (4-foot lamps)	1
3009482	Lamp, recycle box (6 - 8 foot)	1
3011642	Lamp, recycle box (u-tube, HID, CFL, etc.)	1
3009485	Battery, recycle pail 3.5 gal (alkaline, Ni-Cd, Li-Ion)	1

### Other Supplies Needed:

### Emergency Action Plans

Emergency Action Plans (or EAPs) are written plans that provide instruction for various emergencies that may happen in the workplace.



# EMERGENCY EVACUATION

Audit Question	Risk	Points
Are evacuation maps posted in various locations?	High	2

Evacuation maps should be posted in all functional spaces (i.e. optical floor, doctor's office, lab, etc.).

1. They must be current to the store layout and should reflect an exit strategy relative to that location (can be handwritten or use the cable maps from conversion).
2. Minimally, the map should have the following marked:
  - Fire extinguishers
  - First Aid Kits
  - Exit Routes
  - Meetings points
  - Safe Shelter

## Take Action:

- Use a layout map to create and then post an Emergency Evacuation map following the example provided
- If no layout map is available, a hand drawn map is acceptable
- Keep a master copy of all Emergency Evacuation maps for all locations



# CHEMICAL SAFETY

Audit Question	Risk	Points
Do team members know where to find Safety Data Sheets for cleaning chemicals and do they understand how to use them?	High	2
Are all consumer cleaning products stored properly? (In designated, common area that is not accessible to patients and not in the lab)	Low	1
Are chemical storage areas (including consumer cleaners) clean and showing no signs of spills or corrosion?	Low	1
Are all bottles and/or contains with chemicals (including consumer cleaners) clearly and legibly labeled?	Medium	2

CP #	Item Description	Quantity Ordered
3031438	Goo Gone Label	2
3004629	Label, Inland Ink Remover	1
3000484	LABEL, LENS CLEANER	2
3007801	Zora Safety Glasses	5
3001217	Glasses Safety No Rubber Tip	5

## Other Supplies Needed:

Containers must have clear and legible labels, including any chemical that has been poured into a second container.

Labels must include:

- Product/chemical name,
- The manufacturer or importer name, and any hazard warnings, (i.e. "flammable", "toxic", etc.)

As a best practice, all containers with liquids should be labeled so everyone knows what's in the container and whether it's a cleaner or water or something else.

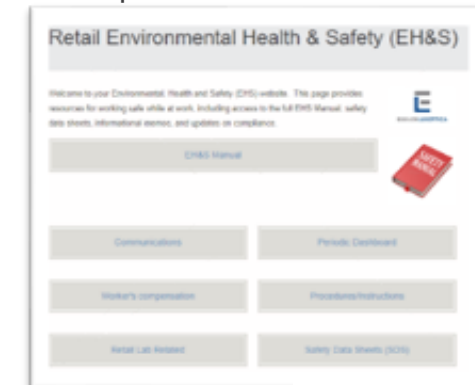
LABELS DO NOT NEED TO BE STICKERS WITH SPECIAL MARKINGS ON THEM. THEY CAN BE HAND-WRITTEN.

## Take Action:

- Move chemicals as needed and designate a storage space
- Ensure chemicals can be stored next to each other
- Ensure heavy containers are moved to lower shelves
- Address any spills or leaks and ensure bottles are clean and the area is tidy
- Secure behind locked doors any chemicals that may be stored where customers may access areas (ex. customer restrooms)

## SDS Access –

- 1) Go to the HR Solutions: EHS Portal page
- 2) Click on the Velocity SDS dedicated database (Retail) access box below. No login credentials or server connection are required to access this site.



# OTHER ITEMS

CP Article #	Item Description	Quantity Ordered
3000556	Eyeglass Cleaner	1
3041921	8oz Empty Pump Spray Bottle	3
3004688	BOTTLE, INLAND INK REMOVER, 8 OZ.	2
3004686	INLAND INK REMOVER KIT(DISPENSING BOTTLE)	1
3041036	BOTTLE, SPRAY WITH TRIGGER 32 OZ	2
3041037	DISINFECTANT, FREE N CLEAR GALLON	2
3041038	DISINFECTANT, FREE N CLEAR QUART	2
3041067	Sanitizer, Hand, Quart	2
3041032	SANITIZER, HAND, GALLON WITH PUMP	2
3029588	WIPES, ALCOHOL, BOX/100	2
3041218	Pure Glasses Lens Cleaner, 1 QT, 4/PK	1
3041062	DISPOSABLE, FACE MASK, 50/BOX	2

## Maintenance Portal Requests:

## Other Supplies Needed: