

Best Practices for Safety

At EssilorLuxottica



Health and Safety Manual

Where to find the manual (online)

- **Ciao! Toolkit Document folder:** Environmental Health & Safety > Health & Safety Programs > Retail Health & Safety Manual.
- **My personal Desk:** HR Solutions > Environmental Health & Safety > Retail > Home Page link



Fire Extinguisher

Are fire extinguishers current on inspections? (Check the tags.)

Do you know how to use?
To use an extinguisher, follow the "PASS" method:

- **P**ull the pin. This is a locking mechanism and will allow you to depress the operating lever after it is removed.
- **A**im low. Always aim the nozzle of the extinguisher at the base of the fire.
- **S**queeze the lever above the handle. This will discharge the extinguisher.
- **S**weep the hose from side to side. Move in carefully until the flames appear to be out. If re-ignition occurs, repeat the process until flames are completely out.



Training

Where to find it

- **Leonardo** > Search: Safety and Compliance

What safety courses do I need to take?

- Follow Safety Tracker for all Monthly Safety Courses to be completed.
- Safety Courses will be loaded in associates To-Do List each month



Spill Control Cleanup

Where to find the information

CIAO! Toolkit Document Folder > Environmental Health and Safety > Health and Safety Programs > Appendix E- Chemical Spill Cleanup Procedure



Evacuation Map Review

Know your meeting points and how to use

- **Do not block exits!**
- Have all associates physically gone to both potential meeting points to know where they are?
- Do associates know where the designated weather shelter is in their store?



Hazardous Materials

How to use the SDS, understanding PPE, what a label tells you, how to dispose of (following the waste table)

- **Service Channel for hazardous waste pick up request** – Go to Service Channel > Create a new work order > Problem Type: Recycling and disposal



CAMS

WHERE is it. HOW, WHEN, and WHY to use it

- CIAO! Toolkit > Asset Protection > CAMS
- CAMS is our internal auditing system used for store level audits (i.e SMM Monthly Inspections), and also used for Field Level Audits (i.e ROM LOV Visits).
- Store Leadership logs in with Store log in info: example LC (4 digit store number) password is Welcome1 (some locations password has lower case w)
- SMM would conduct the Monthly Inspection in CAMS
- Store Leadership would update action items uncovered in any Audit in the manage action plan tab.
- CAMS is used to uncover opportunities that could impact the Customer Journey and also the safety for all associates and customers