

TeamVision Environmental, Health & Safety

Conversion Audit Guide

TEAMVISION CONVERSION AUDIT

Environmental, Health & Safety

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

Site leaders will install new EHS supplies (order additional as needed), address any safety concerns immediately, and provide insights and recommendations to TeamVision. 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 TeamVision Ops
- Open Maintenance Portal requests for items required during the audit (review with TeamVision Ops prior)
- Follow up and close any gaps on CAM audit action plans
- Review findings and updated CAMS audit/results with PM
- Ensure PM & Safety Captain sign up and attend the EHS Virtual Classrooms in Leonardo

TEAMVISION CONVERSION AUDIT

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 TeamVision 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 Available:

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 TeamVision Operations for guidance.)
- Secure ladders with hooks and/or bungee cords to the wall
- Ensure the ladder does not block any doors or hallways

FIRST AID

Audit Question	Risk	Points
Is a First Aid Kit present and fully stocked with no items that are expired?	Medium	2

Take Action:

- Mount and install the Kit
- Post the Kit List next to the Kit
- Dispose of expired items
- Remove and dispose of any drugs
- Order any replacement items needed using the CP numbers on the First Aid Kit List.

CP #	Item Description	Quantity Ordered
3000464	FIRST AID KIT #24 POLY COMPLETE	1
3001685	FIRST AID KIT LIST	1
3021680	Bodily Fluid, PPE and Clean up Pack	1

Other Supplies Needed:

First Aid Kit List

The First Aid Kit list is an itemized list that can help make sure you are fully stocked and will have what you need in the event of an accident.

Note: Luxottica does not allow any drugs in the First Aid Kit, including non-prescription medicine such as Tylenol.

Item	Size	Required (each)	Ordered as	CP #
Antibiotic First Aid Kit (Antibiotic)	1.57 sq	4	box of 10	3000477
Antiseptic wipes (SDS)		10	box of 10	3000389
Bandage, Compress 4" x 7 1/2"	4"x7 1/2"	1		3011047
Bandage, Roll (2" x 5')	2"x5 yds	1	3 roll of 5 x 2" bandage	3000467
Bandage, Adhesive strips	1x2"	48	box of 100	3000488
Bandage, Triangular	40x40x60"	1	1 bandage	3001288
Bleach clean up kit		1	box of multiple items	3021680
Burn gel	1.0 sq	10	box of 12	3000479
Cool Pack		1		3000472
Eye irrigating	2.0 sq ft	1	box with 4 eyepads	3000489
Foamage (Fingerless)		1	1 fingerless and 1 glove	3000474
Gauze (sterile)	3x2"	4	box with 4 pads	3000488
Gauze (sterile)	2 1/4 x 7 1/2"	4	4mg Canada	3001287
Iodine wipes (Antibiotic)	1.57 sq	10	box of 10	3000477
Ibuprofen (IBU)		10	mg Canada	3011029
Icepack		1	1 freezer and 1 3000474	3000474
Triax Adhesive (1 1/2" x 2 1/2")	2.0 yds	1	1 roll of 2.5 x 1 1/2" tape	3011040
First Aid Book		1		3000475
First Aid Kit List		1		3001685

If ordering a new First Aid Kit, use CP 3000464 to order a full First Aid Kit. Please confirm CP number as correct by referencing the CP workbook before ordering.

First Aid Kit List
3000475
November 2020

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

CP #	Item Description	Quantity Ordered
3043211	Poster, Safety First	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 PROCEDURES	
1-866-LUX-HELP (589-4357) LUXOTICA	
<p>EMERGENCY 911</p> <ul style="list-style-type: none"> Call 911 if immediate assistance needed Ambulance for medical emergencies Fire department Police <p>MEDICAL EMERGENCIES</p> <ul style="list-style-type: none"> Do not move an injured person Contact 911 or local police Contact 1-866-LUX-HELP Complete Incident Report <p>BOMB THREATS / FIRE</p> <ul style="list-style-type: none"> Evacuate immediately to a pre-determined location and contact Mail Security Contact 911 or local police Verify safety of all associates and customers Contact 1-866-LUX-HELP Complete Incident Report <p>VOLENCE, PERSONAL INJURY, RIOTS, UNCONTROLLED CROWDS OR PROPERTY DAMAGE</p> <ul style="list-style-type: none"> Contact 911 or local police Verify safety of all associates and customers Contact Mail Security Contact 1-866-LUX-HELP Complete Incident Report <p>CHEMICAL SPILLS / SEWAGE / FLOODS</p> <ul style="list-style-type: none"> Follow procedures in Health & Safety Manual for clean-up Verify safety of all associates and customers Contact Mail Security Contact 1-866-LUX-HELP Complete Incident Report 	<p>EARTHQUAKE, TORNADO, HURRICANE, SEVERE WEATHER OR OTHER NAURAL DISASTER</p> <ul style="list-style-type: none"> Store Manager will direct all associates and customers to immediately evacuate or take shelter Verify safety of all associates and customers Contact 1-866-LUX-HELP Complete Incident Report <p>SUSPICIOUS LETTER OR PACKAGE</p> <ul style="list-style-type: none"> Do not open or move it If contents spill out, do not clean up, but cover immediately Wash hands Verify safety of all associates and customers Contact 1-866-LUX-HELP Contact 911 and Mail Security Complete Incident Report <p>MEDIA INQUIRIES</p> <ul style="list-style-type: none"> Do not make statements to any media. Contact Corporate Communications: Jane Lehman Phone: 212-302-1210, jlehman@us.luxotica.com <p style="text-align: center;">1-866-LUX-HELP (589-4357)</p> <p>Do 911 if you have an emergency situation that immediately threatens life, safety, or health. When calling the 1-866-LUX-HELP line, please select from the following options:</p> <ol style="list-style-type: none"> All work related inpatient hospitalization Store Maintenance: HVAC, plumbing, locksmith or general repairs contractor needed Store: PCS or eyeNET issues IT, SIG & Telecommunications: Field & CSC laptop users, store or CSC phone problems Human Resources Call Center: Associate Relations (HR Solutions), benefits, Compensation, employment verification Asset Protection: burglary, shoplifting, all threats, harassment, threatening phone calls <p>First:</p> <ul style="list-style-type: none"> Call 911 or local police and Mail Security Verify safety of all associates and customers Complete Incident report <p>7. Environmental: hazardous material pickups, or regulatory compliance matters.</p>
Revised 11/2016	Form # BU-172 3013385

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

EMERGENCY EVACUATION

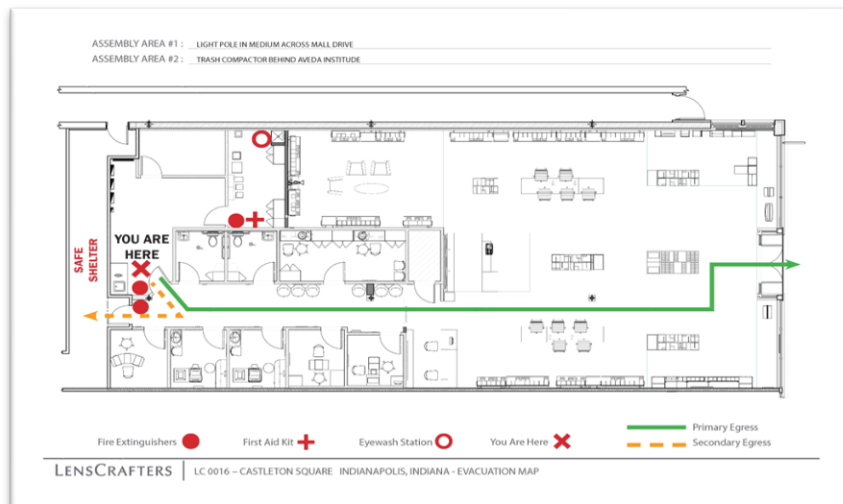
Audit Question	Risk	Points
Are evacuation maps posted in various locations?	High	2

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

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 are 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)

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

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.)

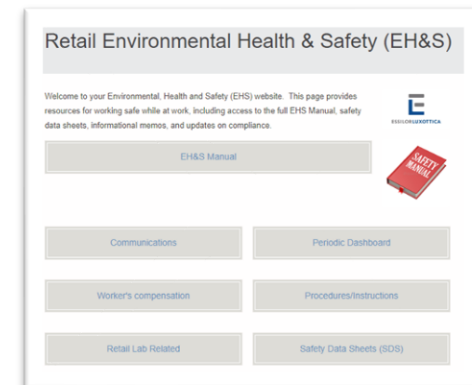
As a best practice, all containers with liquids should be labeled so everyone knows what's in the container and whether it's a cleaner or water or something else.

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

Other Supplies Needed:

HR Solutions: EHS Portal page

Click on the Velocity SDS dedicate 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: