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Promoting a Safe and Healthy Work Environment



Safety Program

General Automotive Repair Shop Safety Rules

- SIC Code 7538

Management Commitment and Involvement Policy Statement

- Management Must Provide a Safe and Healthful Workplace
- Employees Must Report all Accidents, Injuries, and Unsafe Conditions
- No Report Will Result in Retaliation, Penalty, or Other Disincentive
- Management Gives Top Priority and Provides Financial Resources for the Correction of Unsafe Conditions
- Employees Disciplined for Willfully or Repeatedly Violating Workplace Safety Rules

Senior Management

- Actively Involved with Employees in Establishing and Maintaining an Effective Safety Program

- Includes:
 - Safety Program Coordinator
 - Safety Committee Participation
 - Safety and Health Education and Training
 - Review and Update Workplace Safety Rules

Safety Committee

- Recommends Safety Improvements and Identifies Corrective Measures
- Assists in Communicating Procedures for Evaluating Control Measures
- Assists in Reviewing and Updating Workplace Safety Rules
- Evaluate Accident & Injury and Illness Prevention Programs
- Promote Safety and Health Awareness

Safety Committee

- Safety Education and Training
- Hold Quarterly Safety Meetings
- Post Meeting Minutes in Conspicuous Place
- Make Minutes Available to All Employees
- Maintain Records For at Least Three Years

Safety & Health Training

- Workplace Safety and Health Orientation
- Shop Safety Manual for Review & Reference
- Personal Copy of Safety Rules and Procedures
- Supervisors to Ensure Understanding of Safety Rules
- Compliance With Safety Rules is Required

Job-Specific Training

- Supervisors Will Train Employees on How to Perform Job Tasks Safely
- Supervisors Will Carefully Review With Employees the Specific Safety Rules, Policies, and Procedures Described in the Workplace Safety Manual
- Supervisors Will Observe Employees Performing the Work
- Employees Receive Safe Operating Instructions on Seldom Used or New Equipment Before Using Equipment
- Supervisors Will Review Safe Work Practices with Employees Before Permitting the Performance of New, Non-routine, or Specialized Procedures

Job-Specific Training

- Machine Guards
- Personal Protective Equipment
- Ladder Safety
- Lifting/Carrying/Back
- Climbing
- Fall Restraint
- Elevated Platform
- Posture
- Clean Environment
- Lifting Hoisting
- Roof Top Work
- Machine Shop
- Sharp Tools
- Knives
- Wire cutters
- Construction site
- Environmental Awareness
- Chemicals
- Hazardous Materials
- Flammable Materials
- Load Securing
- Confined Space
- Safety Awareness
- Lockout/Tagout
- Evacuation Plan
- PM Compliance

Training Example

Out of Service Criteria

(FMVSS Appendix G to Subchapter B)

- Brakes
- Coupling Devices
- Pintle Hook
- Drawbar
- Safety Chains, Cables, Hooks
- Exhaust Systems
- Frame
- Axles
- Fuel Systems
- Lights
- Securement of Cargo
- Steering
- Suspension
- Tires
- Vans and Open Top Trailers
- Wheels, Rims and Hubs
- Windshield Wipers
- Hazardous Materials

Common Safety Hazards

- Vehicle Maintenance Lifts, Material Hoists, Floor Jacks & Stands
 - ❑ Regularly Inspected According to Manufacturer Specifications
 - ❑ Lifts and Hoists Require an Annual Inspection/Certification
 - ❑ Jack Stands – Inspect Before Use & Safety Coordinator Annual Inspection
 - ❑ Jack Stands Required When Floor Jack Used to Lift Vehicle
- Welding and Cutting Equipment
 - ❑ Maintain Equipment According to Manufacturer Requirements
 - ❑ Sufficient Ventilation to Remove Welding Fumes and Vapors
 - ❑ Only Trained Employees Operate Welding & Cutting Equipment
- Hazardous Chemicals
 - ❑ HazCom Program: Safety Data Sheets (SDS) for Hazardous Materials
 - ❑ Provide Appropriate Training and Personnel Protective Equipment
 - ❑ Ensure Employees Can Safely Work with Chemicals

Common Safety Hazards

- Electrical Equipment
 - ❑ Minimize Use of Electrical Equipment in Vehicle Repair Areas
 - ❑ Use Pneumatic Tools for Repair Tasks to Control Fire and Explosions
 - ❑ Many Garages are Class1, Division, Group D locations That May Require Special Electrical Equipment (Including Headlamps) to Eliminate or Control Fire and Explosion Hazards
- Adequate Ventilation for the Vehicle Repair Area
 - ❑ Provide Ventilation for Vehicle Exhaust
 - ❑ Ventilation for Flammable or Combustible Vapors
- Machine Guarding
 - ❑ Guard All Machines with Point of Operation Hazards
 - ❑ Ensure Belts, Pulleys, Chains, Sprockets, and Other “Power Transmission” Apparatus are Completely Enclosed with a Fixed Guard

Common Safety Hazards

- Bench and Floor Grinders
 - Provide Upper Tongue Guards and Work-Rests on all Grinders and Keep Them Adjusted as Close as Possible to the Wheel Surface
 - Keep all Abrasive Wheels Dressed-Train employees not to use non-ferrous metals on grinding wheels
- Flammable and Combustible Liquids
 - Limit Interior Storage of Flammable and Combustible Liquids and Use Storage Cabinets to Reduce Risk of Fire and Explosion
 - Do Not Transfer Flammable Liquids without Effective Bonding and Grounding to Dissipate Static Electricity

Common Safety Hazards

- Parts Washers
 - ❑ Close Lids on Parts Washers when Not In Use
 - ❑ Do Not Disable or Remove “Fusible Links” Installed to Automatically Close Lids in Case of Fire.
 - ❑ When Possible, Use Water-Based Cleaning Fluids in Parts Washers to Reduce the Risk of Fire and Explosion
- Housekeeping
 - ❑ Keep all Areas Free of Accumulated Equipment and Materials that Create Hazards of Explosion and Tripping
 - ❑ Keep Floors Dry as Possible to Avoid Slipping
 - ❑ The Most Common Workplace Accidents are Slips/Trips/Falls.

>>> A clean shop is a safe shop! <<<

Periodic Retraining of Employees

- Periodic Retraining on Safety Rules, Policies, and Procedures, and When Changes Are Made to the Workplace Safety Manual
- Individual Employee Retrained After the Occurrence of a Work-Related Injury Caused by An Unsafe Act, Practice, or Behavior
- Safety Incident Tracking – Provides Focus on Problem Safety Items

Safety Incidents

Injury	Incidents
Back	4
Knee	2
Shoulder	1
Eye	1
Finger/Hand	7
Abdominal	1

Develop Target Safety Training

- Proper Lifting Techniques
- Proper Tool Use
- Root Cause Analysis
- Procedures

First Aid

- Minor First Aid Treatment
- Non-Emergency Medical Treatment
- Emergency Medical Treatment
- First Aid Training

Accident Investigation

- Temporary Control Measures
- Review Equipment, Operations, and Process
- Investigate Causal Conditions and Unsafe Acts
- Complete Accident Investigation Report
- Provide Recommendations for Corrective Actions
- Indicate Need for Additional or Remedial Safety Training

Recordkeeping

- Safety Coordinator Will Control and Maintain All Employee Accident and Injury Records for Three Years:
 - Accident Investigation Reports
 - Workers' Compensation Notice of Injury
 - Log and Summary of Occupational Injury and Illnesses

Safety Audit

- Internal – Risk Management
- External – OSHA

OSHA Regulations

- Form 300
- Quarterly
- Records/Documentation
- Safety Committee
- Evacuation Plan
- Consult/Compliance/Surprise

Ongoing Safety Training

- Daily Safety Tip of the Day
- Safety Recognition Program
- Internal Website

Accident Incident Rate

- Firms with 50 to 249 Employees = 3.0
- Industry Automotive Repair & Maintenance = 2.7
- Fleet Injuries x 200,000 / Hours Worked = 1.3

Conclusion

- Management & Employee Support
- Be Proactive – Inspect Your Operation
- OSHA Safety & Health Documentation
- Immediate Follow-up on Safety Items
- Training, Training, Training, Training

Source

- general auto repair shop safety program – toolbox topics



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Thank You!