

Safety Review for Automotive Service Providers

Topic/Goal

References/Further Help

<p>AWAIR</p> <p>The employer has a written AWAIR program. The program addresses the required AWAIR topics including:</p> <ul style="list-style-type: none"> • how managers, supervisors, and employees are responsible for implementing the program and how continued participation of management will be established, measured, and maintained; • the methods used to identify, analyze, and control new or existing hazards, conditions, and operations; • how the plan will be communicated to all affected employees so that they are informed of work-related hazards and controls; • how workplace accidents will be investigated and corrective action implemented; and • how safe work practices and rules will be enforced. <p>A review of the AWAIR program has been conducted and documented within the last year. The documentation includes a description of how procedures set forth in the program are met.</p>	<p>“An employer’s Guide to Developing a Workplace Accident and Injury Reduction (AWAIR) Program” from the Minnesota Department of Labor and Industry Occupational Safety and Health Division. Issued April 1996. You may reach Minnesota OSHA at (651) 296-2116.</p>
<p>Chemical Handling</p> <ul style="list-style-type: none"> • Employees understand chemical hazards of their work and know first aid procedures. • Material Safety Data Sheets (MSDSs) have been gathered from suppliers. • MSDSs are available for employee use. • An employee right to know program has been written • Employees have received right to know training within the last year. • Additional right to know training is provided when a new chemical is introduced or when employees are newly assigned to work with a chemical. • Personal protective equipment appropriate for the job and the chemical use has been provided, is in good condition, and is used as needed by 	<p>“An Employer’s Guide to Developing an Employee Right-to-Know Program” from Minnesota OSHA, dated March 1994.</p> <p>Minnesota OSHA rules for Employee Right-to-Know are located at section 5206.0100</p> <p>OSHA Regulations at 29 CFR 1910.132 cover personal protective equipment use.</p> <p>OSHA Regulations at 29 CFR 1910.151(c) and 1910.176(g) cover eyewashes and safety showers.</p>

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<p>employees.</p> <ul style="list-style-type: none"> • Eye washes and safety showers are present where corrosive chemicals are used or where storage battery maintenance is performed. • Chemicals are stored correctly, with special attention paid to keeping flammable liquids away from sparks, acids and oxidizing chemicals • Employees understand what they are expected to do in the case of a chemical spill. (For instance, each employee knows how to clean up small amounts themselves, and understands when evacuation of the area is in order.) • Employees understand which chemicals require special disposal (hazardous wastes). 	<p>See also, Minnesota OSHA also policy statement on eyewashes and showers dated 02/97.</p> <p>Local Fire Codes give the most complete advice on chemical storage. Contact the local fire inspector or the State Fire Marshal at (651) 215-0500 for current code information.</p> <p>OSHA regulations at 1910.120 cover emergency response to chemical spills. The regulations governing chemical spill response teams are very complicated.</p>
<p>Confined Space Work?</p> <ul style="list-style-type: none"> • Confined spaces such as pits, tanks, sewers, excavations or pipe have been located and labeled. • Employees stay out of confined spaces. 	<p>Minnesota OSHA rules Section 5205.1000 to 5205.1040. See also Minnesota OSHA handout dated May 1996</p>
<p>Compressed Gas Safety</p> <ul style="list-style-type: none"> • Oxygen is stored separately from combustible gasses including propane, acetylene and hydrogen. • Acetylene tanks are stored upright. • All compressed gas tanks are secured when in use and storage. An appropriate cart is available for transporting compressed gas cylinders. • Compressed nozzles reduce the pressure of compressed air to 30 pounds or less. 	<p>OSHA rules at 29 CFR 1910.253(b)(4)(iii) cover storage of oxygen gas cylinders. Also, contact your local fire inspector for complete chemical storage advice.</p> <p>OSHA rules at 29 CFR 1910.242(b) cover the use of compressed air for cleaning or chip removal.</p>
<p>Electricity/Control of Energy Sources</p> <ul style="list-style-type: none"> • Employees performing facility or machine maintenance or set-up activities have received lockout training and have lockout equipment. • A written lockout program is available and has been reviewed and/or 	<p>OSHA publication on Control of Hazardous Energy and OSHA regulations at 29 CFR 1910.147</p> <p>See OSHA “Typical minimum Lockout Procedure”</p>

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<p>updated within the last year.</p> <ul style="list-style-type: none"> • Inspection of Lockout use has been completed within the last year. Corrective action has been taken to address any program deficiencies discovered. • Electrical safety training has been completed for trades/maintenance personnel at risk of shocks. • Live electrical parts are enclosed in proper wiring and junction boxes. (Special “explosion-proof” wiring may be needed for areas where paints are stored and applied.) • Permanent wiring is installed where needed. Extension cord use is limited to temporary work only. • Ground fault circuit interrupters are provided (and used) in wet/damp areas. 	<p>handout, and OSHA pamphlet 3120 (1994).</p> <p>OSHA rules for electrical safety training are found at 29 CFR 1910.332</p>
<p>Emergency Planning</p> <ul style="list-style-type: none"> • An emergency plan covering fire, weather, natural disaster, medical emergency, threats of violence, and chemical spill emergencies has been developed. • The business has coordinated their emergency planning with the local emergency planning committee or other public service agency as appropriate. • First aid help is available from the local community or employees are prepared to provide first aid and CPR for at-work first aid emergencies. • An emergency signal is available, and employees know what it is. • Exits are well marked, appropriately lighted, and are kept clear. Exit doors are equipped with breaker bars or are unlocked any time the building is occupied. 	<p>See OSHA document 3088 (1995) on Emergency Planning.</p> <p>OSHA rules for emergency planning are listed at 29 CFR 1910.38</p> <p>See also Minnesota OSHA Rules at 5205.0140, subparagraph 1 for information on emergency lighting.</p> <p>If your facility is very small --and all can hear-- a shouted warning may be considered an adequate emergency signal.</p> <p>Your local fire inspector is the final judge of whether emergency exits are adequate. Contact your municipal or county administrative office for help in locating the fire inspector.</p>

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<p>Ergonomics (Matching the work to the worker)</p> <ul style="list-style-type: none">• Work injuries/illnesses/employee symptoms have been reviewed for evidence of ergonomic injuries.• The employer and employees work together on resolution of workplace ergonomic problems.• Medical consultation is available for employees who experience symptoms of cumulative trauma disorders or other workplace symptoms.	<p>See the OSHA Ergonomic Management Guidelines as published in the “meat packing guide” (OSHA publication 2123 (1993))</p>

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<p>Fire Safety</p> <ul style="list-style-type: none"> • Appropriate fire extinguishers are available and properly charged. Locate fire extinguishers “on the way out” of the work area. • Flammable liquids are stored in the flammable storage room, a flammable storage cabinet, or in safety cans. • Oily or solvent-wet wipes are disposed of in covered metal containers. • Areas where flammable liquids are used have appropriate “explosion proof” wiring. Service pits or paint spray booths are areas which may require “explosion proof” wiring. • When transferring flammable or combustible liquids, employees make use of bonding/grounding straps/wires to prevent ignition from static electricity. 	<p>Your local fire inspector/fire marshal will provide you with good advice on fire safety. You may also call the State Fire Marshal’s office at (651) 215-0500.</p> <p>Safety cans and bonding/grounding equipment may be purchased from your safety supplier.</p> <p>OSHA regulations covering fire extinguishers are found at 29 CFR 1910.157.</p> <p>See OSHA regulations at 29 CFR 1910.106 for regulations about flammable liquid storage.</p> <p>The OSHA regulation at 29 CFR 1910.106(h)(8) describes disposal of rags/wipes.</p> <p>The OSHA regulation at 29 CFR 1910.107(c) describes special wiring requirements for spray finishing areas.</p> <p>Bonding/grounding requirements for flammable liquid transfer are described by OSHA at 29 CFR 1910.106(h)(6)(iii).</p>
<p>Employee Exposure</p> <p>Appropriate employee exposure monitoring has been completed in response to OSHA specific-chemical standards. Examples of chemicals requiring special attention are asbestos (sometimes in vehicle brakes), lead (may be in paint), cadmium (may be in paint), and methylene chloride (in paint strippers). If</p>	<p>Other chemical exposure rules are listing in the OSHA standards beginning at 29 CFR 1910.1000.</p> <p>The garage ventilation regulations are found in Minnesota OSHA rules at 5205.0200. General</p>

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<p>paint containing an isocyanate is used, employees wear air-line respirators when handling and applying this paint.</p> <p>Garage ventilation has been provided for areas where vehicles are parked indoors or are operated indoors.</p>	<p>ventilation of 3/4 cubic foot per minute per square foot of floor area is required. Additional exhaust ventilation may be required for vehicle exhaust collection hoses.</p>
<p>Heat stress Workers and supervisors understand when weather conditions or work environments produce heat stress. During hot, humid conditions, workers are provided with additional liquids to drink. Work/rest schedules are designed to prevent heat exhaustion, and heat stroke (a life-threatening condition).</p>	<p>Minnesota OSHA has established a regulation on heat stress. It is listed at Minnesota Rules 5205.0110, subpart 2. See also: Minnesota OSHA heat stress guideline dated 11/97.</p>
<p>Machine guarding</p> <ul style="list-style-type: none"> • Moving portions of machines are protected by guards so people cannot be caught in the equipment. • Equipment guards and machine interlocks are properly in place. Damaged hand tools are immediately removed from service and repaired or replaced. • Wheel mounting enclosures are available and used for servicing of multi-piece and single piece rim wheels used on large vehicles such as trucks, tractors, trailers, buses and off-road machines. • Vehicles, heavy machinery, equipment or parts held aloft is blocked, cribbed, or set on supports to prevent falling or shifting before workers work under or between the equipment. Automotive hoists are provided with an automatic mechanical device which will hold the lift in the fully extended position. 	<p>OSHA regulations on machine guarding begin at 29 CFR 1910.212. The regulation specifically addressing table saws is listed at 29 CFR 1910.213(c).</p> <p>OSHA instructions for servicing multi-piece and single piece rim wheels may be found at 29 CFR 1910.177 .</p> <p>The Minnesota OSHA regulation on equipment blocking/cribbing is found at 5205.0670. The Minnesota OSHA regulation on grease racks, hoists, and pits is found at 5205.0770.</p>
<p>Material storage</p> <ul style="list-style-type: none"> • Materials are stored neatly and securely. • Mezzanine spaces or elevated platforms used for storage are provided with good access and guard railings. • Materials are stored at least 18 inches away from fire sprinkler heads, so that sprinklers may operate properly if needed. 	<p>OSHA regulations covering material storage are listed at 29 CFR 1910.176(b) and (c).</p> <p>The OSHA regulation covering stairs and guardrails is found at 29 CFR 1910.23 and 24 under “walking and working surface” regulations.</p>

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<ul style="list-style-type: none">• Fire extinguishers, eyewashes, electrical circuit boxes, and other equipment which may have to be accessed in an emergency is clear and not blocked by material storage.	Fire and building codes may also govern storage of material within public and work locations.
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<p>Noise</p> <ul style="list-style-type: none"> Individuals whose workplace noise exposure is significant are included in a hearing conservation program, part of which involves hearing tests, provision of hearing protection, and annual training. 	<p>OSHA regulations covering noise exposure are found at 29 CFR 1910.95.</p>
<p>Personal Protective Equipment</p> <ul style="list-style-type: none"> Workers are wearing the right personal protective equipment (possibly safety glasses, safety shoes, gloves when handling chemicals, respirators for some types of jobs, and ear plugs or ear muffs for noisy work). A hazard assessment for personal protective equipment needs has been completed and a hazard assessment certification is available. Employees have received training on use of personal protective equipment and certifications of training have been completed. Cost of work-related personal protective equipment is borne by the employer, or as directed in an applicable labor-management agreement. If respiratory protection is used, a complete respiratory protection program exists and is operating properly. (If you are using respirators and do not understand OSHA’s respiratory protection requirements, we recommend you ask your respirator supplier for assistance.) 	<p>Regulations describing personal protective equipment may be found in OSHA rules at 29 CFR 1910.132 and 134.</p> <p>See also the OSHA pamphlet 3077 (1995) covering personal protective equipment.</p> <p>Your safety equipment supplier may also be willing to help you select the right personal protective equipment for your operation.</p> <p>The Minnesota Statute requiring employers to pay for personal protective equipment is located at 182.655 Subdivision 10a.</p>
<p>Physical Hazards</p> <ul style="list-style-type: none"> Welding curtains are used to keep adjacent employees from exposure to ultraviolet light and to reduce the spread of sparks from welding work. Overhead garage doors are provided with automatic reversing switches to prevent crushing. 	<p>OSHA rules covering welding may be found at 29 CFR 1910.252.</p> <p>The Minnesota regulation covering garage doors is listed at Minn Rules 5205.0675, subparagraph 2</p>
<p>Recordkeeping</p> <ul style="list-style-type: none"> The OSHA and Workers’ Compensation Posters are prominently displayed in the workplace. OSHA records (OSHA form 200 and OSHA form 101) are properly maintained. 	<p>Call the Minnesota Department of Labor and Industry at (651) 296-1096 to obtain a “poster packet” set of the required posters.</p> <p>Contact the Minnesota Department of Labor and</p>

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<ul style="list-style-type: none"> • The employee and safety committee reviews injuries and illnesses to discover injury trends, workplace problems, and to develop corrective action. • Records of safety problem repair/abatement are maintained. • Accident investigations are conducted. REAL solutions are identified and implemented. • Occupational illnesses are recognized, recorded, evaluated, and corrective actions implemented. 	<p>Industry at (651) 296-1096 to obtain OSHA 200 forms, OSHA 101 forms, and instructions for completing the forms.</p> <p>The Minnesota Safety Council offers courses on accident investigation. Contact the Minnesota Safety Council at (651) 291-9510 for more information.</p>
<p>Safety Committees</p> <ul style="list-style-type: none"> • The employer has a safety committee operating under the provisions of the state rules. • Records of safety committee meetings, action recommendations, and problem resolution are maintained. 	<p>Minnesota rules governing the operation of safety committees are under development.</p>
<p>Sanitation</p> <ul style="list-style-type: none"> • Housekeeping is good, with material and work spaces neat and orderly. • Supply of drinking water and hot & cold running water is adequate. • Adequate toilet facilities are available and are clean and sanitary. • Asbestos containing building material is maintained in good condition. • Specific work procedures for handling asbestos containing brakes or clutches have been adopted. 	<p>The OSHA rule on housekeeping is found at 29 CFR 1910.141(a)(3). Sanitation requirements under OSHA are found in 29 CFR 1910.141.</p> <p>A special Minnesota OSHA rule requiring maintenance of building material which contains asbestos is found at 5205.0660, subpart 3</p> <p>Specific work procedures for servicing asbestos brakes or clutches are included in the OSHA Asbestos regulation at 29 CFR 1910.1001, Appendix F.</p>
<p>Slips, Trips & Falls</p>	<p>OSHA regulations listed at 29 CFR 1910.25 require</p>

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<ul style="list-style-type: none"> • Employees use ladders, or step stools for access to shelves. Employees do not climb on shelves, or chairs to reach items. • Floors are kept in good condition and are free of trash, wet areas, grease, or other slipping hazards. • Non-slip footwear is worn. • Equipment for spill cleanup is provided and any spills are cleaned up promptly. • The parking lot and sidewalk are kept in good, clear condition. Emergency exits from the building are shoveled in the winter. • Guard rails are installed on platforms, stairs, or other elevated work surfaces. 	<p>good floor maintenance to prevent slips, trips and falls.</p> <p>The OSHA regulations at 29 CFR 1910.23 and 24 cover requirements for platforms, stairs, guard rails, and elevated working surfaces.</p>
<p>Workers' Compensation</p> <ul style="list-style-type: none"> • First Report of Injury forms are completed promptly and submitted to the Minnesota Department of Labor and Industry or to the insurance company providing workers' compensation insurance. • A relationship has been established with a medical clinic to provide initial service to injured workers. • Injured workers are returned to work as soon as possible - perhaps through the use of part time work, or restricted duty jobs. The employer may work with the worker's medical provider and the workers' compensation insurance company to identify suitable duties for the injured worker. 	<p>Workers' compensation specialists at the Minnesota Department of Labor and Industry may be contacted by calling 1-800-365-4584 (in northern Minnesota) or 1-800-342-5354 in southern Minnesota.</p> <p>Minnesota OSHA has a Workers' Compensation Specialist to assist with workers' compensation issues: Vic Schultz at 1-888--234-1115.</p>

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THE WORKSAFE MINNESOTA PROJECT

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