

Automobile Repair Shops

Safety Meeting Packet

Protect Your Workforce



Automobile repairs shops perform a wide variety of jobs which means that their employees face just as wide of a variety of workplace risks and hazards. By regularly monitoring the hazards in these work environments, employers can ensure that employees are able to perform their jobs effectively without the worry of an accident occurring.

Tools and Equipment

Employees may be required to use a variety of different tools and equipment throughout any given day. Reviewing and demonstrating how to use these tools properly can help to limit workplace accidents and injuries.



Constant inspection and up-keep of tools is important to make sure they do not malfunction during use. One of the best ways to ensure tool safety is to have employees examine equipment before and after use to determine if any damages have been sustained. Make sure that employees never use tools or equipment that is in poor condition. Have employees tag and remove the broken tools so nobody mistakenly uses them.

Personal Protective Equipment

Different personal protective equipment (PPE) may need to be worn to protect automobile repair shop employees depending on what job is being completed. Employers should provide the proper safety equipment and ensure that the equipment is being used.

PPE Examples:

- Eye Protection - If there is a possibility of debris or sprays, proper safety glasses should be worn. It is preferable to wear eyewear with side protection in these situations. If welding or other similar jobs must be completed, a welding mask or helmet with glare protection must be worn to protect the eyes of employees.
- Hearing Protection - If an employee is working with power tools or other similar tools that emit a constant sound, it is recommended that employees wear ear plugs or other hearing protection to prevent hearing loss.
- Hand Protection - When welding or working with open flames or sparks, leather or heat-resistant gloves must be worn. If hazardous solvents, chemicals, or other harmful liquids are handled, wearing the proper gloves is important to protect against chemical burns or other injuries.

Hazardous Materials

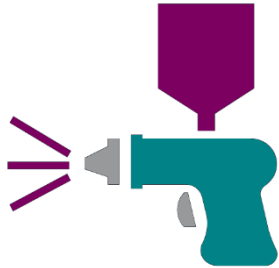
Depending on the size and scope of an operation, an automobile repair shop may have to use and store combustible or hazardous materials. These types of materials need to be stored differently to prevent accidents from occurring. Hazardous liquids of any kind need to be labeled and stored in the proper containers to prevent spills or tip-overs. With large-scale auto shops, a whole room may need to be used to safely contain hazardous materials. Such rooms should be located away from direct sun. Storage cabinets are also an option, especially for storing flammable liquids away from other reactive or corrosive materials. It is also important to have policies for the correct disposal and handling of any of these types of liquids. Safety Data Sheets (SDS) are important for every employer that uses or handles hazardous materials.

SDS are required by the Occupational Safety and Health Administration (OSHA) and should list the ingredients, first-aid, and proper PPE used for each material. These sheets should be stored in an easily-accessible location in the workplace in case of emergencies. For more information about the proper set up of SDS, consult the OSHA website.

Shops with Paint Booths

For automobile repair shops that provide paint services for vehicles, special precautions must be taken to protect employees from additional risks.

- When building a paint booth, any materials should be made of fire-resistant metals.
- When spraying paint, it is important to have proper ventilation in the booth to prevent harmful fumes from being inhaled constantly by employees and to control accumulation of combustible residues in airways.
- Fire protection should be installed in booths, also. Sprinklers should be protected from excess paint with thin material and should be replaced frequently to prevent blockage on the sprinkler. The proper fire extinguisher should be accessible to the paint booth, in case of fires.



Automobile Lifts and Jacks

Extreme caution should be adhered to when using auto lifts or jacks. Ensure proper manufacturer guidelines are followed for the proper maintenance of equipment.

- All lift equipment should be bought from American Lift Institute (ALI) certified providers or members.
- Employees must have a strong knowledge of weight limitations.
- Every auto lift needs to be inspected annually by an ALI certified lift inspector.
- Use extreme caution when loading and raising vehicles on a lift. Make sure all obstructions or dangers are removed or cleaned before lifting operations begin.
- Never lift vehicles with occupants in automobile.
- Consult the Automotive Lift Institute for further safety and inspection information for your shop.



Worker Training

It is recommended that employers educate their workers about the dangers of working in an auto shop or paint booth and how to prevent and respond to those dangers.

- Review of flammable and hazardous liquids
 - Dangers associated with combustible, corrosive, flammable, and hazardous liquids
 - Proper handling, labeling, and storage of combustible, corrosive, flammable, and hazardous liquids
- Review safety protocol from the location of personal protective equipment and SDS information sheets to the appropriate contacts, should an accident occur.
- Review and demonstrate how to use tools and equipment available to employees. This can help limit workplace accidents and prevent injuries. Employees should be trained on how to inspect the tools and equipment for damages and what to do if any damage is found.
- Review employee options for eye, ear, and hand protection, and what scenarios require the use of these protection items.
- Paint booths present additional safety concerns that general auto shops may not face. At a minimum, review what extra personal protective equipment is required and how to maintain the ventilation and fire suppressant systems.

For additional information standards that coincide with this article, consult the following OSHA standards:

- 29 CFR 1910 Subpart H: Hazardous Materials
 - 29 CFR 1910 Subpart I: Personal Protective Equipment
 - 29 CFR 1910.147: Control of hazardous energy
 - 29 CFR 1910.157: Portable Fire Extinguishers
 - 29 CFR 1910 Subpart O: Machinery and Machine Guarding
 - 29 CFR 1910 Subpart S: Electrical
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Automobile Repair Shops Safety Meeting Attendance Acknowledgement

Company Name _____
 Department / Division _____
 Meeting Date & Time _____ AM PM
 Meeting Location _____
 Name & Title of Individual Conducting Meeting _____

Key Meeting Discussion Points / Important Reminders:

- _____
- _____
- _____
- _____

Internal Procedures Reviewed:

- _____
- _____
- _____
- _____

By signing this document, you confirm your attendance at the meeting and acknowledge the issues addressed above!

Employees in Attendance

| | | |
|----------|----------|----------|
| (Print): | (Print): | (Print): |
| (Sign): | (Sign): | (Sign): |
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Employees not present: _____

Suggestions/Recommendations to improve workplace safety and health: _____

Actions Taken: _____

Manager/Supervisor: _____ Date: _____

Disclaimer:

The information provided above was assembled using multiple resources. However, these materials do not contain ALL the information available regarding the required safety standards under local, provincial, state, or federal law for your industry.
