

BASIC SAFETY RULES

for
Automobile Dealers

EMPLOYEE ORIENTATION AND TRAINING MANUAL



General Safety

This company has safety rules to k



It is your responsibility to learn these rules and to follow them at all times.



If you don't understand a safety rule or don't know the safe way to do something, stop and ask your supervisor.



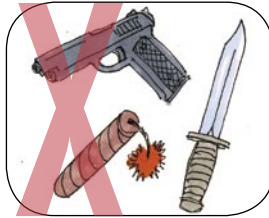
Not following safety rules may result in disciplinary action up to and including dismissal.



Please report anything you think is unsafe, like damaged or defective equipment, to your supervisor.



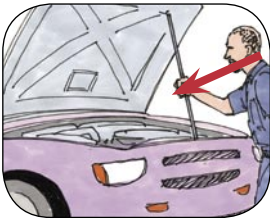
Violent and/or abusive behavior, horseplay or "fooling around" is not permitted on the job.



Guns, knives (other than work knives) or any other type of weapon or explosives are not allowed on the job at any time.



The use, possession, or being under the influence of illegal drugs or alcohol is not allowed on the job. All prescription drugs must be cleared by your supervisor.



Whenever working under the hood or in the trunk of a vehicle, a hood-trunk prop rod must be used.



Smoking is never permitted around battery charging equipment.



You must report all injuries and illnesses to your supervisor right away.

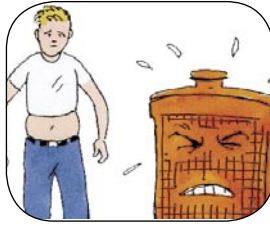
Warning signs and safety rules must be obeyed at all times.

Keep you from getting hurt on the job.



Weather Safety...

Drink plenty of fluids. Dehydration can happen in cold or hot weather.



Don't wear tight clothes. They can make it harder for your body to circulate blood (your coolant and antifreeze). It's like pinching a radiator hose.



Avoid smoking cigarettes. Nicotine affects your circulation making it harder to cool down or warm up.



Don't drink alcoholic beverages before or during work. Alcohol dehydrates (drys out) your body and slows your circulation making you colder or hotter.



When It's Hot...

Try to wear light weight and light colored clothing.



With heat illnesses, you might stop sweating and/or have dizziness, cramps, nausea and intense thirst. Heat illnesses are serious conditions. If you or one of your co-workers is having heat illness symptoms, get inside (or wherever you can cool down), tell your supervisor and get medical attention if necessary.



When It's Cold...

Dress warmly. Use layers of clothes that you can put on or remove as temperatures change.



Don't forget hats, gloves and warm shoes or boots. Most heat is lost from the head, hands and feet. Frostbite and hypothermia are serious conditions. If you think you are getting either, get inside (or wherever you can warm up), tell your supervisor, and get medical attention if necessary.

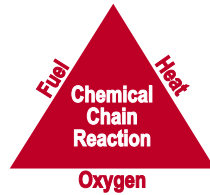


Snow and/or Ice must be treated or removed immediately to make "snow/ice free paths" to the buildings. You must use these paths until the snow/ice has been removed or has melted.

Fire Safety

Fire Needs Four Things to Burn

- Fuel.** Anything that will burn; solid, liquid or gas.
- Heat.** The energy to increase the temperature of the fuel to the point fire starts.
- Oxygen.** Fire needs about 16% oxygen, the air we breathe is about 21%.

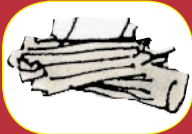


Chemical Chain Reaction. When heat, oxygen and fuel come together in the right amounts and conditions to start a fire.

If one of these is missing, fire will not burn!

There are three basic types of fires.
They are rated by the type of fuel that is burning.

Class A



Ordinary solid fuels
like paper, wood, cloth,
rubber and some plastics.

Class B



Flammable liquids/gasses
like gasoline, paints,
propane, etc.

Class C

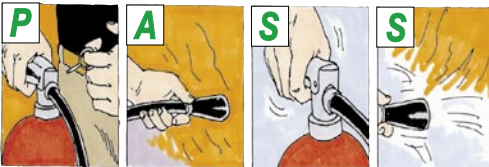


Electrical fires

Extinguishers work on different types of fires. The ratings are on the extinguisher. Some extinguishers work on several types of fires, marked with multiple ratings such as AB, BC or ABC.



To operate a fire extinguisher, remember **P.A.S.S.**



- P** Pull the pin.
- A** Aim at the base of the fire.
- S** Squeeze the trigger.
- S** Sweep from side-to-side.

We have an emergency action plan that includes:

1. Escape routes and procedures,
2. Mapping these routes and exits,
3. A head counting procedure to make sure everyone is out,

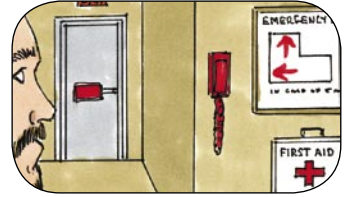
You must be familiar with this plan.



If a fire is spreading, blocking your exit, or you don't have a proper extinguisher, don't take chances...get out!

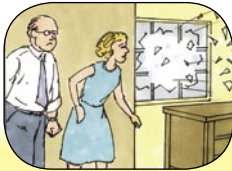
Emergency Procedures

- 1 Where first aid kits are kept
- 2 Where emergency phone numbers are posted to know who to call in case of an emergency
- 3 Emergency evacuation routes to get out of the building quickly



A “**weather watch**” means conditions are right and that type of weather might happen. A “**weather warning**” means that type of weather is happening in the watch area.

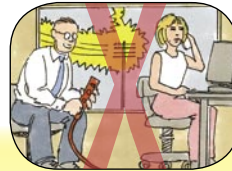
If you can hear thunder, you are close enough to get hit by lightning.



Get or stay inside. Stay away from windows, skylights and outside walls.



Stay away from metal objects like pipes, wire fences or machinery.



Stay off the phone and unplug all electric equipment, like computers.



If stuck outside, stay away from trees, tall or metal objects. Find low ground and squat with your heels together.



Blood borne diseases or pathogens (BBP) like HIV and Hepatitis can be present in body fluids including blood and saliva.



BBPs can be highly contagious and can enter your body through sores, acne, open cuts, and the mucous membranes in your eyes, nose and mouth.



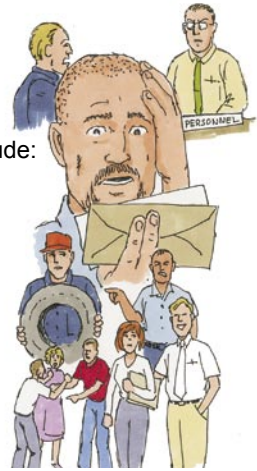
To be safe, you must assume that all body fluids have BBPs in them. Don't give first aid unless you have been trained in first aid.



You should always wear latex (or rubber) gloves and safety glasses with side shields when you might come in contact with someone else's body fluids.

Workplace Violence

Homicide is the number two cause of death in the workplace (number one for women) according to the Bureau of Labor Statistics.

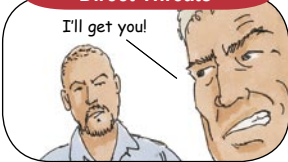


Conditions that can cause violence in the workplace include:

- Economic Hard Times
- Downsizing and Job Layoffs
- A Manager Perceived as Too Strict
- Increased Workloads
- Problems at Home
- Obsessive Love Affairs or Attractions

In order to prevent workplace violence you must be able to recognize the warning signs. The clearest sign is a threat. There are three kinds of threats:

Direct Threats



Conditional Threats



Veiled Threats



Other warning signs that a person may become violent may include:



The person's work habits and attendance pattern change.



The person is being unusually disagreeable or argumentative.



The person is abusing drugs or alcohol.



If you are confronted by a violent person, do not argue with him. Try to calm him by being calm and helpful.



The person talks about or has a history of violence.



The person appears depressed.



Report all violence or threats of violence to your supervisor.



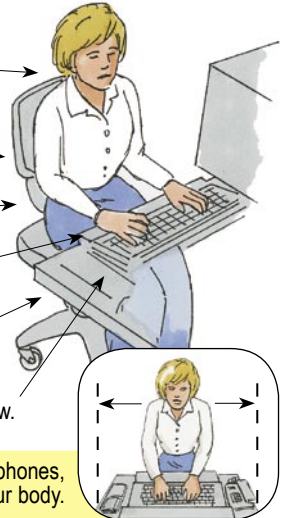
Also report any obsessive attractions or behaviors.

Office & Showroom

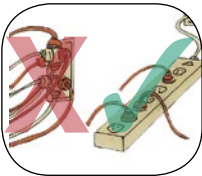
Making sure your workstation is ergonomically correct will help to increase productivity and reduce your exposure to neck and back pain.

Your workstation should be set up so that:

- Your computer screen is adjusted to your eye level and directly in front of you.
- You have good typing posture with your arms to your side and your elbows in.
- Your chair has good lower back support or you use a rolled towel for support.
- Your keyboard is slightly inclined and you use a padded wrist rest to help reduce wrist strain.
- Your chair is adjusted so that your knees are as high as your hips when seated with your feet flat on the floor.
- Your keyboard is within two inches above or below your elbow.



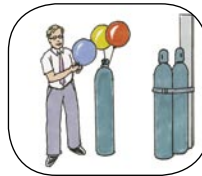
Other frequently used equipment (calculators, telephones, etc.) should be within 16" of either side of your body.



Never overload electrical outlets. Use safety strips if needed. Extension cords should not be used as permanent wiring.



Close all file cabinet and desk drawers when not in use.



Helium tanks for filling balloons must be kept upright and secure. Screw on the protective cap when the tank is not in use.



Never attempt to stop a thief if they are violent or threatening to become violent. Your safety is more important than the loss of a vehicle.

Controlling test drives prevents thefts and injuries so carefully follow your dealership's test drive procedures. At a minimum you should:



Get a copy of the prospect's driver's license and check the picture carefully to make sure it is the prospect's license.



Make sure the prospect is familiar with the safety and operating features of the vehicle (manual transmissions, 4-wheel drive, mirrors, etc.).



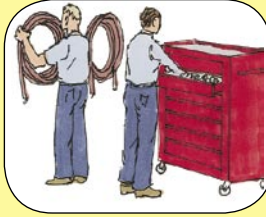
Never let a prospect you suspect is under the influence of drugs or alcohol take a test drive.

Housekeeping

How neat and clean we keep our workplace shows our level of pride and professionalism. It also helps keep our workplace safe.



Keep work areas, walkways, stairs and aisles free of clutter like boxes, packing material, electrical cords and tools.



Pick up tools, hoses, etc. after each use.



Clean up spills right away, especially machinery leaks on smooth (tile, painted concrete or slick finished concrete) floors.



If you can't clean up the spill right away, clearly mark the area to call attention to it. This can be done with buckets, chairs, boxes or signs.



Placing or stacking items neatly on shelves not only looks better, it reduces the chances of someone being hit by a falling item.



Try to arrange materials so that frequently accessed and heavy items are located between waist and chest high.



Make sure things are stacked squarely on shelves or racks and do not hang over the edge of the shelf.



Never store anything in front of or in any way blocking exits, fire fighting / first aid and emergency equipment or electrical panels.



Place oily rags and swabs in approved covered receptacles.

Preventing Slips, Trips & Falls



Be careful when either your shoes or what you're walking on is wet or slippery.



Be extra careful when it's raining or snowing.



Make sure to remove snow and treat icy surfaces where customers or employees walk.



Watch where you step! Check for ice in front of the door when getting in and out of vehicles.



Don't leave spills or slippery (icy) spots unattended. Clean them up right away.



If you can't clean the spill right away, you can cover it with absorbent pads and clearly mark the area.



Wear proper slip resistant shoes that are laced and tied.



Don't carry loads that are too heavy to handle or that block your vision.



Floor mats must be kept laying smooth and flat at all times. If you see one that isn't, make sure to fix it before leaving the area. If that is not possible, report it to your supervisor right away.



Make sure electrical cords are not trip hazards. In areas where customers or other employees may walk, always secure cords with tape to prevent trips.



When possible they should be applied well away from other work areas.

Tire shine and other polishing products can make floors slick and very dangerous.

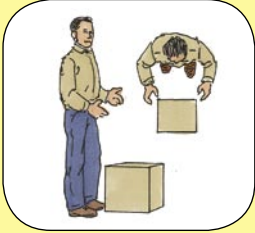


To eliminate overspray, apply these products directly to cloths over trash cans or waste bins.



Material Handling

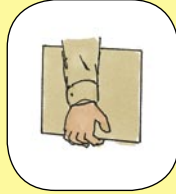
Back injuries are caused by lifting light things carelessly and heavy things the wrong way. When you lift, use proper technique.



Square up to the object and get as close to it as you can. Your feet should be slightly apart with one foot just behind the other.



Squat down to the load, bend your knees, keep your back straight and as close to vertical as possible.



Get a good grip using your whole hand, not just your fingers. Gloves should be worn when handling material.



Lift with your legs while keeping your back vertical.



Don't reach over something to lift something else. Either move what's in your way or go around it.



Don't twist your body when lifting, move your feet instead. This is really important when shoveling or throwing trash in the dumpster.



Pull enough hose to reach the farthest point and carry the slack with you or leave it at corners.



If your hose gets snagged, walk back and free it, don't just pull!

Don't lift trash bags out of cans, remember the three T's:



Tie the bag top...



Tip the can...



Tug the bag out.



This dealership has equipment like forklifts, chain hoists and car pushers (mules) to use when moving heavy things like cars, engines and transmissions. It is your responsibility to use this equipment properly.



Only trained certified forklift operators are permitted to drive a forklift. Rules about forklift use should be posted and followed at all times.



Employees must remain alert when working around forklifts. Keep your eyes on the forklift, especially if you are wearing hearing protection or headphones.



Forklift drivers should blow the horn when approaching blind corners, isles and doorways to let people know they're coming.



Forklift drivers must never allow anyone to ride on, stand on, or use the forks as a lift.



Forklifts are not allowed to run in hazardous environments like paint booths, or around flammable liquids.



Handcarts, dollies or other material handling equipment should be used to transport tires, parts and other heavy items.



Inspect hoists, slings and hooks before each use. If any part is damaged, clearly mark the damage (so someone else will see it) remove the equipment from service and tell your supervisor.



Use transmission jacks to lift engines and transmissions. If the jack doesn't go all the way to the floor, you should also use a chain hoist.



All transmission jacks and hydraulic jacks should have straps that hold the load in place while it is being lifted or moved. Make sure to use these straps.



Wheel dollies should be used whenever mounting / dismantling truck or SUV tires.

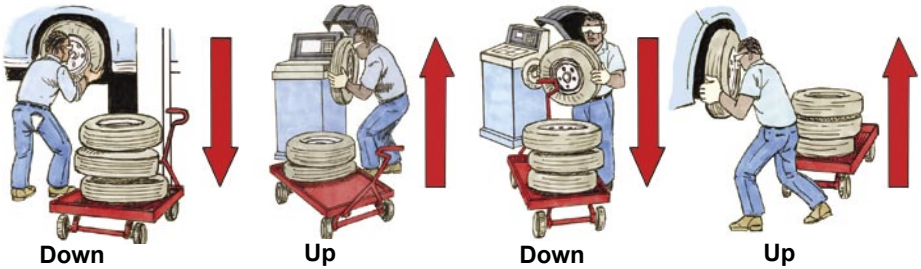
Tire Handling

FATIGUE

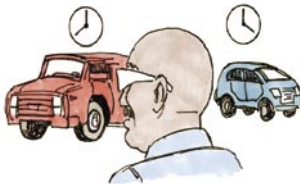
You are most likely to have an accident and / or suffer an injury when you are tired or physically fatigued.



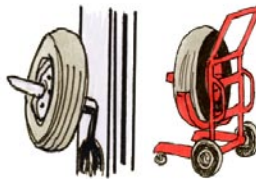
Tire rotation and wheel balancing can be especially physically demanding. For each vehicle there are 16 lifts (squats) per balance and rotation



If each tire and rim assembly weighs 60 pounds, that's nearly 1000 pounds of squats per vehicle! So, 10 vehicles per day is 10,000 pounds you have squated.



If possible, do larger heavier tires earlier in the day when you are fresher saving the lighter ones for later.



Make use of the tools and/or equipment designed to help with the job, like tire hangers.



Carts / wagons can also be used to transport tire and rim assemblies to and from the balancing machine.



Try to avoid awkward body positions. Raise or lower the work with your lift or by deflating tires.



If you feel fatigued, report it to your supervisor and/or get help.



Look out for your co-workers. If you see them struggling or doing something unsafe, help them out.

PPE

Personal Protective Equipment

There are different types of PPE for different jobs. If you don't know what PPE you should be using, ask your supervisor.

There are many kinds of respirators to protect against breathing harmful dusts, mists and fumes. Respirators don't work if they don't fit properly.

FIT TEST YOUR RESPIRATOR BEFORE EACH USE.

- Put on the respirator.
- Cup your hands over the mask or otherwise block the flow of air into the mask.
- Breathe in deeply. The mask should collapse towards your face.



When you breathe out, the mask should remain sealed on your face. It fits if it doesn't leak air from around the edges when you breathe in and out. If it doesn't fit tell your supervisor.

Wear proper gloves when exposed to cuts, scrapes, burns, punctures or harmful chemicals.



COTTON

General Protection



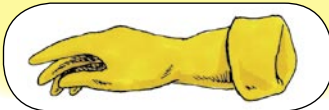
CHEMICAL RESISTANT

Protection from chemical burns and harmful liquids



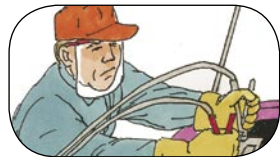
LEATHER / KEVLAR

Heavy Duty Protection



When working with liquids, gloves should be cuffed at the top to keep liquids from getting on your arm.

Eye/face protection must be worn in all designated areas and whenever you are exposed to an injury from...



Eye/face protection must be worn whenever jump starting cars.

HEARING PROTECTION REQUIRED

Hearing protection must be worn when there are signs instructing you to do so or...



You work in an area where you have to shout to be heard by someone less than 2 feet away.

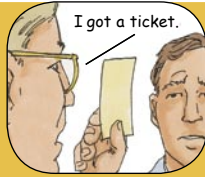


Plain cotton inserted in the ear is not acceptable hearing protection.

Vehicle Operation



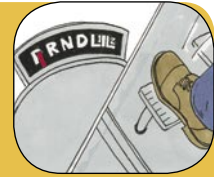
All drivers must have a current, valid state drivers license. If your drivers license expires (or you lose it) report it to your supervisor right away.



You must immediately report all driving incidents (traffic citations, warnings, accidents) you are involved in either on or off the job.



Never operate a vehicle under the influence of illegal or legal substances. Tell your supervisor about medications you're taking.



Vehicles must be left in "park" (or in gear if manual transmission) with the emergency / parking brake on whenever the vehicle is unattended.



Turn your head and look behind you before backing up. Don't just look in the rear view mirror.



Keep vehicle cabs free of trash and other loose items: they can become dangerous.



All traffic laws and lot driving rules must be obeyed at all times.



Smoking, eating, drinking in vehicles (other than yours) is not permitted.



Don't use a cell phone while driving; pull over! Don't eat and drive.



Company vehicles should only be used during business hours. Unauthorized vehicle use is not allowed at any time.



Be aware of a vehicles blind spots and check all mirrors and/or turn your head and look if you need to, when changing lanes.



Seat belts increase collision survival chances by 300 to 400%. Everyone on company business must wear a seat belt.

DON'T FOLLOW TOO CLOSELY! You should be at least two seconds, ("one Mississippi, two Mississippi") behind the vehicle in front of you, when going 40 mph or slower.

He just passed that barn, one Mississippi, two Mississippi...I'm far enough behind.



For every 10 mph over 40 mph add one second to your count.

He just passed that barn, one Mississippi, two Mississippi, three Mississippi, four Mississippi. I'm far enough behind.



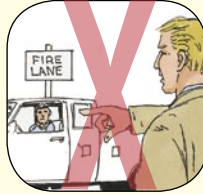
Lot Safety



Never move a vehicle if you can't see clearly out of the windshield or windows.



You should avoid walking between car bumpers whenever possible.



Park cars in the proper place. Never in designated fire lanes.



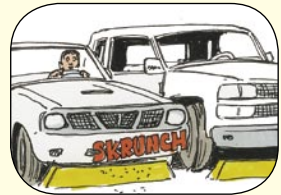
All vehicle radios must be turned off and stay off while on company property.



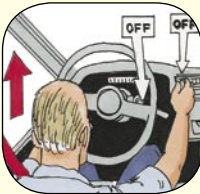
When moving a vehicle the driver must be in the driver's seat with feet in the proper position and all doors (including hood and trunk lid) closed.



You must obey all posted speed limits on the lot (15-mph or less). You should drive at a slow walk speed and honk the horn when entering or exiting a shop or building.



Different vehicles have different lengths, widths, ground clearances and turning capabilities. You must be aware of a vehicle's size and capabilities before driving / parking it.



When parking outside, make sure all windows are rolled up and everything (lights, radio, etc.) is turned off.



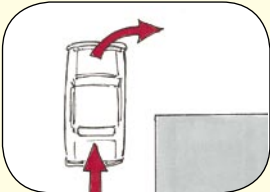
Employees and customers must only walk in designated walkways and away from moving vehicles.



Make sure to turn your head (don't just glance in the rear view mirror) and look behind you, before backing a vehicle.



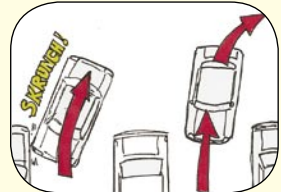
Report all vehicle damage, potholes and/or other lot hazards to your supervisor right away.



When turning tight corners, make sure half the vehicle has passed the corner before starting the turn.



If you are not using a car pusher, a minimum of three people must be used to push a vehicle. A driver to steer and two people to push.

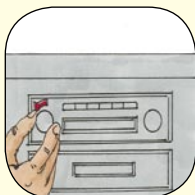


When backing out of parking places make sure the front end of your car is past the end of the parked cars before starting the turn.

Driving Conditions

You can't avoid what you can't see. When fog, rain or snow reduces visibility, slow down and increase following distances - double the 2-second rule!

Poor Visibility



Radio off. You can sometimes hear what you can't see.



Low-beam headlights or fog lights on. High beams increase glare and reduce visibility.



And remember, if your wipers need to be on, so do your headlights.

Snow



Slow and steady is the rule. Increase following distances and avoid lane changes, sudden acceleration or braking.



Residential areas are usually the last to be cleared. Reduce speed (below 25 mph) and watch out for kids playing.

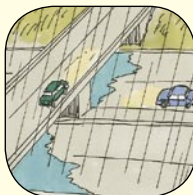


Be extra careful on hills. Your brakes can't stop your vehicle from turning into a sled.

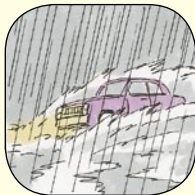
Rain



The first hour after rain starts is the most dangerous. The water mixes with road oils and makes the roads slick.



If it's cold and wet, watch out for ice under bridges, on overpasses and in shaded areas.



Don't drive through standing water.

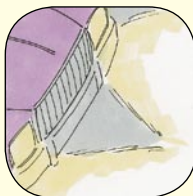


Watch out for wet leaves, they're really slippery.

Sun



Sunny days can be dangerous too. Keep windshields clean to reduce glare. Use sunglasses when necessary.



At dusk, sunglasses off...headlights on.

HAZCOM

Hazard Communication

Car cleaning products, engine fluids, paint/paint thinner and other chemicals that we use every day may contain chemicals that could hurt you. That is why we have a written "Hazard Communication Program" (HAZCOM) that includes:



HAZARD VALUATION

Chemical manufacturers finding out what and how the things they make are hazardous.



CONTAINER LABELING

Making sure that all hazardous materials have warning labels that comply with the new Globally Harmonized System (GHS).



SAFETY DATA SHEETS

That have 16 standardized sections giving detailed information about the hazardous materials we may come in contact with.



TRAINING

So that you can do your job safely.



If something is poured into another container (spray bottle, bucket, etc.) that container must be labeled. If you can't read, or there is no label on a container, don't use it. Tell your supervisor right away.



All hazardous material containers must have labels describing the material and how it may be dangerous. These labels will have a signal word, hazard statement, precautionary statement and pictogram.



Don't store chemicals near heat, electrical equipment, or in direct sunlight. Chemicals that should not be mixed (like ammonia & bleach), should not be stored together.



Never mix chemicals without carefully reading the instructions. NEVER MIX AMMONIA AND BLEACH, THE FUMES FROM THIS COMBINATION ARE DEADLY!



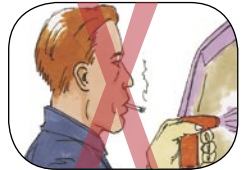
Don't try to guess what is in unlabeled containers by sniffing what's in them. A small sniff can be deadly!



Never handle or mix chemicals without wearing the necessary Personal Protective Equipment (PPE).



Dispose of all chemicals the way you are instructed to on the label or SDS. Do not just pour them down the drain or flush them in the toilet.



Never smoke while mixing, spraying or pouring chemicals.



Nothing should be blocking or covering container labels.

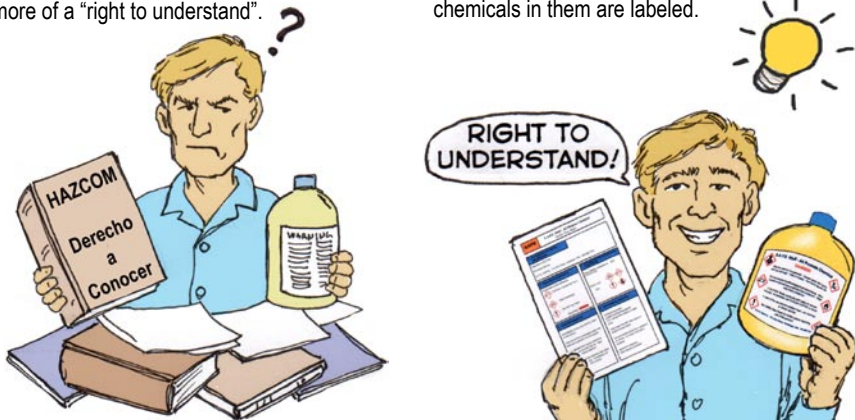
The written HAZCOM program and MSDSs are available for your review during all working hours. You should review the MSDS before using a product for the first time.

GHS Overview

In order to make our workplace safer and to comply with new global standards, we have made some changes to our Hazard Communication Program.

These changes have been made so that your “right to know” about these chemicals becomes more of a “right to understand”.

These changes will affect “Material Safety Data Sheets” MSDSs and the way containers with chemicals in them are labeled.



All container labels will have the following:

A Signal Word: ①

a single word, either “danger” or “warning.” “Danger” is used for the more severe hazards, while “warning” is used for less severe hazards.

Hazard Statement: ②

a standardized phrase about the hazard(s) of that chemical and where appropriate, the degree of hazard. Phrases like “Fatal if swallowed” and “Unstable explosive” are Hazard Statements.

S.A.F.E. Stuff - All Purpos Chemical

① DANGER!

④ May be harmful if swallowed. ② Causes severe skin burns and eye damage. Fatal if inhaled. ④ Harmful to aquatic life.

④ Do not breathe dust/fume/gas/mist/vapors/spray. Wear protective gloves/eye protection/face protection. Wear respiratory protection. ③

④ IF IN EYES: Rinse cautiously with water for several minutes. Immediately call a POISON CENTER or doctor. ④

In case of fire use alcohol-resistant foam, dry chemical or carbon dioxide.

④ See Safety Data Sheet for further details regarding use of this product. ④

S.A.F.E. Stuff Inc. 1111 Elm Street, Hometown, USA. 800-899-7233

Precautionary Statement: ③

a standardized phrase that describes the correct handling of the chemical. Phrases like “Keep cool. Protect from sunlight” and “IF SWALLOWED: Do NOT induce vomiting” are Precautionary Statements.

A Pictogram: ④

a symbol plus another graphic element.

Examples of all of the pictograms and a sample Safety Data Sheet are on the following pages.

Pictograms and Hazards

Health Hazard



- Carcinogen
- Mutagenicity
- Reproductive Toxicity
- Respiratory Sensitizer
- Target Organ Toxicity
- Aspiration Toxicity

Flame



- Flammables
- Pyrophorics
- Self-Heating
- Emits Flammable Gas
- Self-Reactives
- Organic Peroxides

Exclamation Mark



- Irritant (skin and eye)
- Skin Sensitizer
- Acute Toxicity
- Narcotic Effects
- Respiratory Tract Irritant
- Hazardous to Ozone Layer (Non-Mandatory)

Exploding Bomb



- Explosives
- Self-Reactives
- Organic Peroxides

Corrosion



- Skin Corrosion/Burns
- Eye Damage
- Corrosive to Metals

Flame Over Circle



- Oxidizers

Gas Cylinder



- Gases Under Pressure

Skull and Crossbones



- Acute Toxicity (fatal or toxic)

Environment (Non-Mandatory)



- Aquatic Toxicity

1. Product and Company Identification

Section 1 - includes:
 The products name (identifier).
 The products maker and/or supplier. Their address, phone number and emergency phone number.
 How the product is to be used and any restrictions on use.



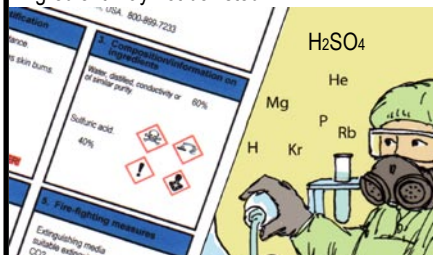
2. Hazard(s) Identification

Section 2 - will have information about how the chemical may be harmful and/or hazardous. It will also have a signal word and pictogram to show this information graphically.



3. Composition/information on ingredients

Section 3 - has information about all the chemical ingredients in the product and their concentration. If a "trade secret" is claimed in this section, the exact concentration of each ingredient may not be listed.



4. First-aid measures

Section 4 - describes how someone exposed to the chemical(s) should be treated based on their exposure (inhalation, skin and eye contact, ingesting). It will also list important symptoms or effects including acute and delayed ones and required medical treatment if necessary.



5. Fire-fighting measures

Section 5 - tells how to fight a fire caused by or involving the chemical. It will list the proper extinguishing equipment and techniques, and any extra hazards that may result from the chemical being in the fire or burning.



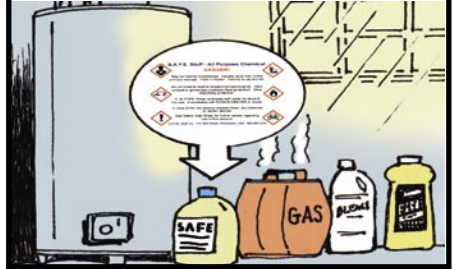
6. Accidental release measures

Section 6 - gives recommendations for what to do in the event of a spill, leak or release. It will list emergency procedures, personal precautions and protective equipment as well as proper methods and materials for containment and cleanup.



7. Handling and storage

Section 7 - lists precautions for safe handling and storage of the chemical including what it should not be stored near (heat, direct sunlight, other chemicals, etc.). It will also have information on general hygiene (eating, smoking, drinking) around the chemical(s).



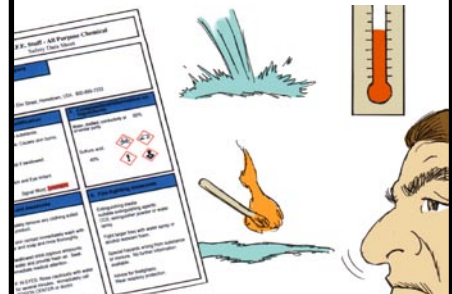
8. Exposure controls/personal protection

Section 8 - tells us the exposure limits, engineering controls and personal protective (PPE) measures that should be used to minimize our exposure.



9. Physical and chemical properties

Section 9 - lists the chemical's characteristics. Things like: Physical appearance, melting / freezing point, flash point, odor, etc.



10. Stability and reactivity

Section 10 - lists chemical stability and possibility of hazardous reactions.



11. Toxicological information

Section 11 - includes routes of exposure (inhalation, ingestion, skin and eye contact) and related symptoms. It will also describe delayed, immediate, long and short-term effects of exposure. It will tell if it may cause cancer and how much is a deadly dose (numerical measures of toxicity).



12. Ecological information

Section 12 - Ecological information will have information about the environmental impact if the chemical(s) were released into the environment. Like how it may affect plants, fish and wildlife, ground water, ozone, etc.



13. Disposal considerations

Section 13 - tell us how to safely dispose of, recycle or reclaim the chemical(s) and their containers.



14. Transport information

Section 14 - gives information about transporting chemical(s) by road, air, rail or sea.



S.A.F.E. STUFF, INC.
Makers of S.A.F.E. STUFF
All Purpose Chemical
1111 Elm Street
Hometown, USA
800-899-7233

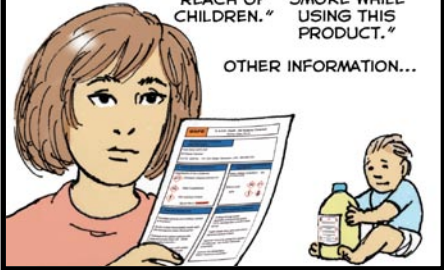
15. Regulatory information

Section 15 - lists any safety, health, and environmental regulations that are not listed anywhere else on the SDS.

“KEEP
OUT OF THE
REACH OF
CHILDREN.”

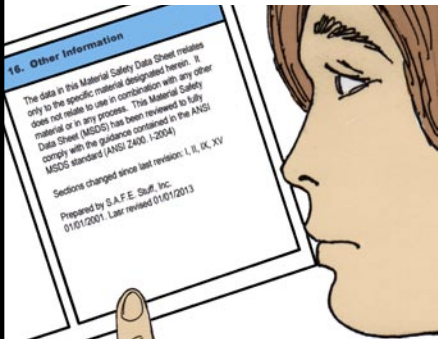
“DON'T
SMOKE WHILE
USING THIS
PRODUCT.”

OTHER INFORMATION...



16. Other information

Section 16 - lets us know when the SDS was prepared, last revised and if it has changed since the last version.



All Safety Data Sheets (SDS) are being standardized and will have these 16 sections.



We keep a SDS for all chemicals you may come in contact with.



You must know where the SDS are kept and that you have a right to review them during all working hours.



Secondary Containers

Sometimes, chemicals have to be poured from their original container into another or “secondary” container like a spray bottle or bucket.

These “secondary” containers must also be labeled but the label may be different than the ones described earlier in this book.

All of the information that needs to be on the secondary label can be found on that chemical’s SDS.



When you have transferred the chemical into a secondary container for your immediate use, like mixing cleaning solution and water in your mop bucket, the bucket does not have to be labeled.

These unlabeled containers must be under your control at all times and properly disposed of when you are finished using them.



Secondary container labels will contain the same type of information as the primary container label. They may also use colors to help you identify what is in the secondary container and how to handle it safely.

Blue represents the health hazard of the product

Red is for flammability

Yellow is reactivity

White is for personal protective equipment - PPE



These labels will also have:

The Product Name or ID

A Signal Word

A Pictogram / Pictograms

A Hazard and Precaution Statement

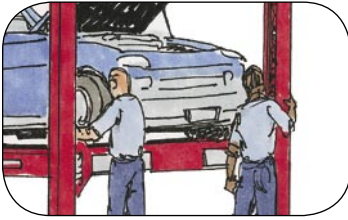
PPE Requirements

If you see a container without a label on it or the label is too faded or torn to read, Do not use that container! Report this to your supervisor immediately.

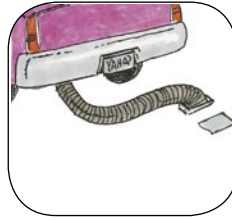
You must know where eye wash stations are and how to use them in case you get a chemical splash (or anything else) in your eye.



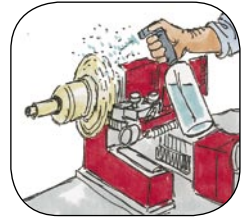
Service Bays



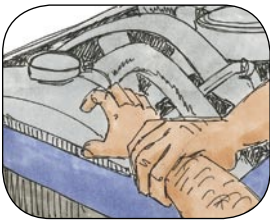
Vehicle lifts must be inspected daily. Remember to check the automatic chocks and safety pins that prevent vehicle drop if the lift fails. If there is a problem, do not try to fix it yourself. A qualified contractor must handle repairs and jams.



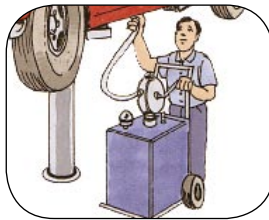
Vehicle exhaust ventilation hoses must be used whenever the engine is running inside the building.



Before removing and/or grinding brakes or clutch assemblies, wet down all dust.



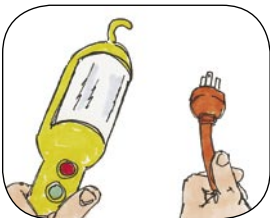
Never attempt to open a hot radiator. If you're not sure it's cooled, wait until you're sure.



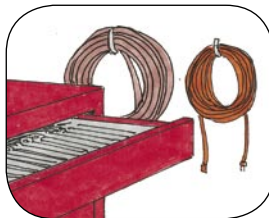
Always drain fuel tanks and lines, using a UL approved fuel pump, before working on or near the lines or tank.



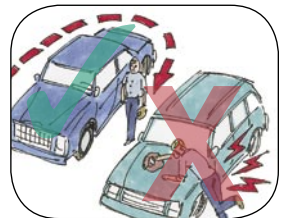
Use the right tool for the job. Using the wrong tool can cause injuries and damage.



All electrical cords, lights and electrical tools used in the service area, should be designed for hard service and use in wet areas.



Make sure to keep all cords, hoses and tools, off the floor when they are not being used.



Don't reach across hoods, trunks and roofs. Walk around the vehicle.



Don't stretch across or over seats when vacuuming. Walk around the vehicle and use the closest door.



Never stand on a vehicle's door threshold or wheel (or wheel rim) to reach the roof.



Use step stools or other safe work platforms to avoid overreaching.



Do not let trash containers overflow. Empty trash containers as needed and at the end of each day.



All vehicles must be pulled completely into wash stations.



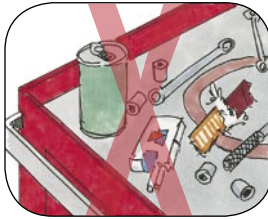
Vehicles may not be left running while in a detail station.



Razor blades should only be used when in blade holders.



Razor blades should only be thrown away in designated trash cans.



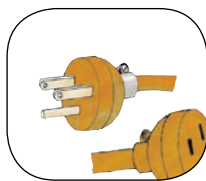
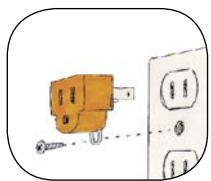
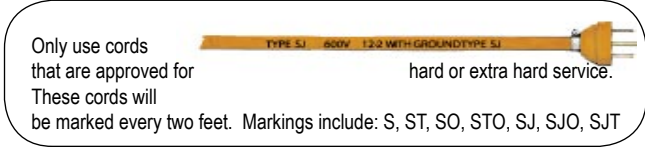
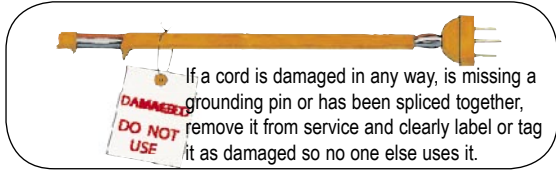
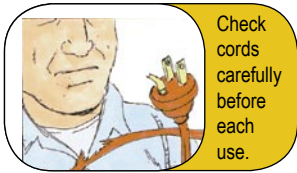
Food, cigarettes or open drink containers are not allowed on work carts or in workstations.



Make sure to keep all floor drains unblocked and draining properly. If a drain is clogged or not working well, report it to your supervisor.

Cord Safety

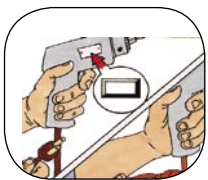
The most common cause of on the job electrocutions is using the wrong type or damaged extension cords.



Pull the plug, not the cord.



Approved cords will be three wire (grounding), stranded wiring, with a protective covering. They will also have strain relief devices, grounding pins and grounding pin receptacles.



Don't leave cords where they can be run over.

All portable tools that aren't double insulated (marked "double insulated" or has double insulated symbol) must have a grounding pin. If not, remove the tool from service.

If someone is being shocked, do not touch them. Turn off the power or unplug the cord. If you can't do this use a dry piece of rope or wood (broom handle) to pry the cord or tool away from the victim.

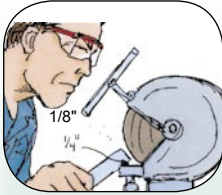
Use cords long enough for the job. Don't "string" (connect) cords together.



Shop & Tool Safety



When transferring flammable liquids from one metal container to another, both containers must be grounded.



Grinders must have side shields over the end of the stone or wire wheel and tool rests within 1/8 inch of the stone or wire wheel.



When tools are designed to have guards, the guard must be on when the tool is in use. Never alter or bypass machine guards in any way.



Don't wear gloves or loose clothing (especially clothes with drawstrings) when working on, with or around moving machinery.



Use only non-sparking tools when working near flammable liquids.



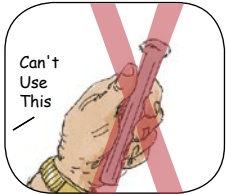
Can't Use This
Carefully inspect all pneumatic and/or hydraulic tool lines and connections for damage before each use.



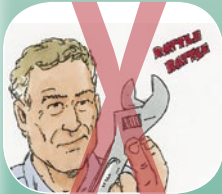
Carefully inspect all chains, slings, hooks and latches before each use.



Make sure that all pneumatic tools are firmly attached to the air hose before each use.



Can't Use This
Impact tools, chisels, etc., must not have "mushroomed" heads.



Never use wrenches that have been sprung to the point where slippage occurs.



Don't overstress torque wrenches, gear pullers or other tools.



Gas must be kept in UL approved spark arresting safety cans.



Gas cylinders that are in use must be secured in a cart with the regulators attached.



Keep gas cylinders upright and secure at all times. When cylinders are not in use, the protective cap must be screwed on.



Oxygen and acetylene cylinders must be separated by at least 20 feet when not in use.



If any tool or piece of equipment is damaged or does not work properly, don't use it and tell your supervisor right away.

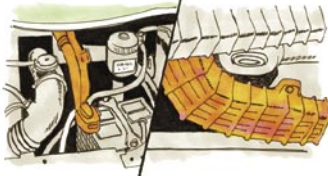
Electric Vehicles / Ladders

Hybrid & Electric Vehicles

Unprotected contact with any "hot or live" high voltage component can cause serious injury or death.



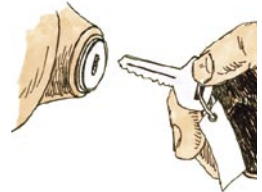
HYBRID



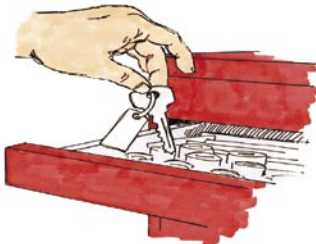
Most Hybrid / Electric Vehicles will have the word "Hybrid" on the rear of the vehicle. If the word "Hybrid" isn't visible, orange cables under the hood or orange shielding under the car, also tells you it's a Hybrid.



If you have not been trained to work on Electric or Hybrid vehicles, do not attempt repairs.



If you do work on Hybrid / Electric vehicles, prevent the flow of high voltage current by turning the ignition switch off, before starting work on the car.



After turning the ignition off, remove the key and put it on or in your toolbox so the car can't be accidentally started.



If you need to access the high voltage battery box or other components in the box, make sure to switch the disconnect switch to the off position.

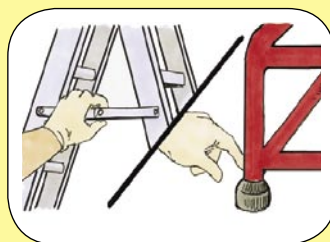


Make sure power is off. Test the component(s) you will be working on with a voltage meter, before starting work.

Ladders



When you need a ladder, use a ladder, not buckets, boxes or chairs.



Make sure the locking brace is in place and the ladder is on dry stable ground (and/or) has anti skid feet.



Never jump from the alignment rack, the bed of a pick-up or the cab of a truck or van.

Paint Shop Safety

Fumes from paints, paint thinners and other chemicals in the paint shop can be highly explosive. The following safety rules should prevent paint shop accidents and must be followed at all times.



There is no smoking in the paint shop at any time.



The paint mixing room door must be kept closed at all times.



All containers must be tightly closed when not in use.



The paint waste drum must be closed when not in use.



All metal containers used to dispense flammable liquids must be grounded.



Used paint booth filters must be put in plastic bags before being thrown out.



No open containers are allowed in the paint booth.



Paint booth doors must be closed when a vehicle is being painted.



When the temperature outside is below 50 degrees, vehicles inside the paint booth must be grounded to prevent static sparks.



Only "explosion proof" tools are allowed in spray booths.



Battery carts and/or jump boxes must be removed from the area when spraying vehicles.



Masking materials, newspapers, rags and scrap must be collected and thrown out, at the end of every shift.

Workers' Compensation

Employers with more than three to five employees, in every state except Texas, must have Workers' Compensation insurance



Workers' Compensation provides benefits to employees for work related illnesses and injuries. Benefits will not be paid in the event of employee willful misconduct, intoxication or improper/illegal drug use.



Workers' Compensation insurance (Workers' Comp.) pays your medical expenses, some of your lost wages (usually 2/3 of your average gross pay) and job retraining, should you suffer a work related injury.



Each state has a waiting period for lost pay benefits. After the waiting period if the approved doctor says you cannot work because of your injury/illness, you are eligible to receive regular checks for a portion of your average regular wages.



Benefits are also available to dependant family members should an employee die from an accepted job-related accident or illness.



Benefits continue until:

You are released by the approved doctor to go back to work



The allowed amount of benefits run out



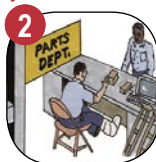
Claims must be reported right away, even if you think the injury is minor. Sometimes small injuries can get worse and become serious.

Failing to immediately report an injury or illness may jeopardize or delay your benefits.



Your employer may offer you a modified (light, restricted or transitional) duty job so you can return to work.

If the "light duty" job pays less than your normal job, Workers' Comp. will make up a portion of the difference in pay.



Filing a Workers' Comp. claim for an injury that did not happen on the job or for a fake injury or illness is a crime and may result in prison time.



If the approved doctor releases you for modified (light, restricted or transitional) duty and the employer has made the appropriate accommodations for you and you decide not to do the job, you could lose your benefits.

Acknowledgement of Basic Rules for Auto Dealers

I, the undersigned, received a copy and have read (or have had read to me) the rules and information listed in the Basic Safety Rules for Auto Dealers handbook. I understand it is my responsibility to follow these rules at all times. I understand that if I don't know or understand a safety rule, I am supposed to ask my supervisor.

Name

Signature

Date

Acknowledgement of Hazard Communication Orientation

I, the undersigned have been made aware of this company's Hazard Communication Program and the Globally Harmonized System of Classification and Labeling of Chemicals. I understand that I have the right to review any Hazard Communication Information including Safety Data Sheets (SDS) at any time.

Name

Signature

Date

The information contained in this publication is intended to provide only general guidance. The Virginia Automobile Dealers Association (VADA), SAFE Systems of America, Inc. and their agents and employees assume no responsibility for the accuracy or timeliness of any information provided herein, and make no guarantee of results. The appropriateness of the recommendations, guidance, and suggestions contained in this publication depend in large measure on company and situation specific conditions. Moreover, it cannot be assumed that every acceptable safety procedure is described in this document, or that individual circumstances do not require additional or alternative approaches to those described herein. Accordingly, the information contained herein is for information purposes only and is not legal advice or a substitute of legal or human resources counsel.

BASIC SAFETY RULES®

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