

Tire Handling Training Plan for Dealership/Collision Center Employees

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Tire Handling Training Program

For

(Dealership/Collision Center Name)

I. Purpose, Scope and Overview

Purpose: The following plan will help to prevent employee injuries while employees are handling tires.

Scope: The policies and procedures in this plan have been developed to protect Dealership/Collision Center employees while handling tires on the Dealership/Collision Center grounds.

Overview: The tire handling training plan addresses tire handling in the following sections. Activities that put employees at risk, proper lifting guidelines and identifying and reporting injuries.

II. Activities That Put Employees at Risk of Injury

The dealership has identified the following activities that put employees at risk of injuring themselves while handling tires in the dealership.

Service Department:

- Removing/installing tires while performing maintenance and repairs on vehicles
- Rotating tires
- Transporting tires in the service center
- Mounting and balancing tires
- Replacing tires

Collision Center:

- Removing/installing tires while performing maintenance and repairs on vehicles
- Transporting tires in the collision center
- Mounting and balancing tires

Parts Department:

- Transporting tires
- Loading and unloading tires



III. Proper Lifting Guidelines

The following lifting guidelines will be observed by all employees who are handling tires in the dealership.

- Always lift small – medium sized tires between the waist and the chest
- Large tires should be handled in 1 of 4 ways
 - Between the waist and the chest
 - Just above the ground
 - With the help of a fellow employee
 - With the help of a mechanical object such as a tire handling device or cart
- Tire rotations should be conducted by 2 employees
- Tire rotations can also be conducted with the assistance of mechanical tire handling devices or carts
- If they are available, pegs should be utilized to rest tires on when working with tires in the service shop
- Tires should never be carried in the service shop
- Tires should be rolled when being transported in the shop
- Tires should also be transported by carts or dollies if they are available
- Employees will take their time and not rush when lifting
- When handling tires employees will handle tires close to the body
- If tires are large, employees will test the weight of the tire before fully lifting it
- Employees will lift with their legs and not their back
- If tires or the employee's hands are slick or oily, the employee will dry them off before handling tires
- Tires will be lifted slowly and smoothly
- Employees will avoid jerking movements when handling tires
- When changing direction while transporting tires employees should turn their entire body. Twisting movements should never be conducted while changing directions

IV. Identifying, Reporting and Handling Injuries

Tire handling injuries can turn into costly claims if not identified and reported as soon as possible. The following procedures will be adhered to by all dealership employees so that the dealership can mitigate future tire handling claims

- Employees will report any small muscle strain issue to their immediate supervisor as soon as the incident occurs

- Once the employee has made his immediate supervisor aware, the employee will go to the nearest local VADA GSIA approved local medical facility so that he or she can be evaluated and treated for a muscle strain injury
- If needed a drug screen should be conducted
- The injured employee's immediate supervisor should conduct an accident investigation that can include the following:
 - Written statements
 - Pictures
 - Formal Investigation form
- The claims coordinator should contact the insurance company and employee regularly to stay up to date with the employee's recovery
- If needed modified duty will be offered

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